LOA/DOA System Walkthrough for Deans and VCAA

Authentication

- 1. Visit https://usls-hrds.com
- 2. Enter Username
- 3. Enter Password
- 4. Click Sign-in Button
- Note: Contact HRDS for assistance in resetting your password.





HEU Endorsements Modules

Note:

All - Shows all endorsements regardless of their status. Pending - Shows all pending endorsements Accepted - Shows all acceptend endorsements Archived - Shows all archived endorsements

Pending HEU Endorsements

- 1. From the sidebar click on **Pending** under HEU Endorsements
- 2. Click on selected employee name (green font) to open the actions menu
- 3. Click on **View Info** button to show endorsement data.



Ma: CarlVina MCF Bean	Endorsement information	×	Monday - June 19, 2024
	Basic Data		
	Built-in Load 6 loads/18 units Maximum Allowed Overload 2 loads/5 units Preparations 3		Filters V Bulk Confirm
🚉 Employees	Basic Load and Assignments Information		
	Number of Subjects 3 Total Subject Units 13		Search:
Pending	Total Assessed Units 13 Proparations Extra Units 0		n () Vcaa () Hr Status () us Status ()
Accepted	Department Chair 9 Department Chair (2nd Instance)		ding Pending Pending
Archived	Total Units Acquired 22		
	Basic Load (Units) 18 Overload (Units) 4		ding Pending Pending
	Calculation Audit		ding Pending Pending
	Basic Pay: ASST PROF 1-STEP 2 Overlead Pay @		ding Pending Pending
	Assignment: Department Chair Assignment: Department Chair (2nd		ding Pending Pending
	Instance) Total Gross Monthly Pay		ding Pending Pending

Modifying Employee Information

Note: Once **View Info** button is clicked, the endorsement information modal will appear.

- 1. Verify that the information endorsed is correct.
- 2. Click the Close icon on the top-right portion of the modal to close it.

Accepting Endorsements

Note: Verify that the information are already correct before accepting the endorsement.

- 1. From the sidebar, click **Pending** under HEU Endorsements
- 2. Click on selected employee name (green font) to open the actions menu
- 3. Click on **Accept Button** and a confirmation prompt will appear.
- 4. Click on **OK** button submit the endorsement to VCAA/HRDS.





Archiving Endorsements

Note: Once the information is incorrect, you can choose to archive the endorsement instead. This will allow the respective department chairs to review, update, and resubmit the endorsement.

- 1. From the sidebar, click **Pending** under HEU Endorsements
- 2. Click on selected employee name (green font) to open the actions menu
- 3. Click on **Archive Button** and a confirmation prompt will appear.
- 4. Click on **OK** button submit the endorsement to VCAA.

Bulk Confirm All Pending Endorsements

Note: This allows you to confirm all pending endorsements at once. Note also that this means you have reviewed the pending endorsements and confirmed them.

- 1. Click on **Bulk Confirm Button** and a confirmation prompt will appear.
- Click on **OK** perform bulk confirmation of pending endorsements.

