



## Watermark FS Documentation

### Using Watermark FS for the Sabbatical Leave Process

To complete these seven steps you must be logged on to Watermark FS:

1. Go to <https://www.msudenver.edu/watermark-fs/>.
2. Click **Logon to Watermark FS**.
3. Enter your **MSU Denver NetID** and **Password**. This is the same NetID and password you use to log on to your office computer or your MSU Denver email account.

### OVERALL PROCEDURE

- Step 1: Create a Sabbatical Leave screen item.
- Step 2: Write the Sabbatical Leave Plan.
- Step 3: Add sabbatical leave and CV information.
- Step 4: Run the Sabbatical Leave Application Report.
- Step 5: Submit the Sabbatical Leave Application.
- Step 6: Access the sabbatical leave reviews.
- Step 7: Submit the Sabbatical Report.

### STEP 1:

#### CREATE A SABBATICAL LEAVE SCREEN ITEM

#### WATERMARK FS TIPS

Only add **one Sabbatical Leave** screen item for the sabbatical leave you are requesting. Please do not edit or delete *Sabbatical Leave* screen items from previous years.

1. Click the **Administrative Data: Sabbatical Leave** link under **General Information** on the Manage Activities Menu.
2. Click **Add New Item** in the top-right corner.
3. Under the **Section I: Purpose of Sabbatical Leave** heading, complete the following:
  - A. If applicable, under **Date of Last Sabbatical Leave** enter the start and end date of your last sabbatical.
  - B. Under **Semester(s) of Sabbatical Leave Requested Now**, select the **Term** and **Academic Year** for which you are requesting a sabbatical leave.
  - C. In the **Purpose of Requested Sabbatical Leave** field, enter a summary of the purpose of the requested leave.
4. Click **Save** in the upper-right corner.

### STEP 2:

#### WRITE THE SABBATICAL LEAVE PLAN

For detailed information about the sabbatical leave process and the Sabbatical Leave Plan, review the *Sabbatical Guidelines* on the Faculty Affairs webpage. One of the required materials is a Sabbatical Leave Plan which is a document you write and up-

load into Watermark FS. Your Sabbatical Leave Plan should include your plan, objectives and evaluation, benefits, and statement of sharing and collaboration. Another requirement is to include your Curriculum Vitae (CV) in your sabbatical leave application, which is a report that is run within Watermark FS. The report will automatically draw information from the Sabbatical Leave screen items well as CV information stored on various screens in Watermark FS.

### STEP 3:

### ADD SABBATICAL LEAVE AND CV INFORMATION

#### *Add Sabbatical Leave Information*

1. From the Manage Activities Menu, click **Administrative Data: Sabbatical Leave**.
2. Click the Sabbatical Leave screen item created in Step 1.
3. Under **Section II: Sabbatical Leave Plan**, upload your Sabbatical Leave Plan by completing the following steps:
  - A. Click **Choose File** next to **Sabbatical Leave Plan including Objects & Evaluation**.
  - B. Navigate to the Sabbatical Leave Plan you created in Step 2 and click Open.
  - C. Upload any supporting documentation by clicking **Choose File** under the **Supporting Documentation** heading.
4. Under **Section III: Conditions of Employment Upon Return**, enter the term and year you are planning to return.
5. If applicable, under **Section IV: Budget Form** enter information about additional financial support you are requesting.
6. Click **Save**.

#### *Add Sabbatical Leave Information*

The Sabbatical Leave Application Report, automatically pulls data (including annotations) from the following screens to create your CV. Make sure that the information and the annotations on all these screens are up-to-date.

- Education
- Licensures and Certifications
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Scheduled Teaching
- Academic Advising
- Non-Credit Instruction Taught

- Directed Student Learning
- Intellectual Contributions
- Presentations
- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research
- Research in Progress
- Department Service
- School Service
- College Service
- University Service
- Community Service
- External Connections and Partnerships
- Professional Memberships
- Consulting
- Media Contributions (Non-Authored)
- Awards and Honors

For additional information about the type of information that is normally added to these screens, please see the *Quick Reference Guide to Watermark FS Screens* on the [MSU Denver Watermark FS Faculty Resources](#) webpage.

#### STEP 4: RUN THE SABBATICAL LEAVE APPLICATION REPORT

The Sabbatical Leave Application report pulls information from your Sabbatical Leave screen as well as the CV information entered on the screens listed in Step 3. Run the report as many times as is necessary for you to review and edit it before submitting the final version.

1. To run your Sabbatical Leave Application:
  - A. Click **Reports** at the top of the page.
  - B. From the list of reports displayed, select **Sabbatical Leave Application**.

The default dates need to encompass all your entries in Watermark FS. This includes your Sabbatical Leave Application. Since you are applying for a sabbatical

should be adequate unless you have any CV entries dated after the default **End Date**. If that is the case, change the **End Date** to include the year of the CV entry with the latest date.

- C. Under **File Format** select the file format for the report

#### WATERMARK FS TIPS

*Leave the Sabbatical Leave Application in the same file format as when it is run. Saving it as a different file format will break all the hyperlinks. For example, running and saving a Sabbatical Leave Application report as a Word document and then re-saving it as a PDF will break all of the hyperlinks.*

## WATERMARK FS TIPS

If you ran the Sabbatical Leave Application report as a Word file, you can manually make edits to your Sabbatical Leave Application. However, any edits made to the Word document will **not** be entered into Watermark FS and therefore will **not** appear the next time you run the Sabbatical Leave Application Report.

## STEP 5

### SUBMIT THE SABBATICAL LEAVE APPLICATION

## WATERMARK FS TIPS

Before submitting the Sabbatical Leave Application, verify that all the hyperlinks work properly. Refer to the “Accessing Files Using Watermark FS Reports” document on the [MSU Denver Watermark FS webpage](#) for more information.

## STEP 6

### ACCESS SABBATICAL LEAVE REVIEWS

## WATERMARK FS TIPS

Removing or re-uploading any files stored in Watermark FS will break the hyperlinks to the files within your Sabbatical Leave Application.

(Microsoft Word or Adobe PDF).

- D. Click **Run Report**.
- E. After running the Portfolio report, you can open or save it.
2. Verify your Sabbatical Leave Application for completeness and accuracy. Make any necessary changes using the appropriate screen items in Watermark FS.
4. Repeat steps 2 and 3 above as many times as needed until all corrections and additions have been made.
5. Run and save the final version of the Sabbatical Leave Application report. This is the file you will upload in Step 5. Before running the final version make sure your Sabbatical

The final step in submitting your Sabbatical Leave Application is to upload your application to the Sabbatical Leave screen item. To upload your application:

1. From the Manage Activities Menu, click **Administrative Data: Sabbatical Leave**.
2. Click the Sabbatical Leave screen item created in Step 1.
3. Scroll down to **Section V: Sabbatical Leave Application**.
4. In the **Date Submitted** field, enter the date you are submitting your application.
5. Click **Choose File** next to **Sabbatical Leave Application** to upload the final version of your Sabbatical Leave Application created in Step 4.
6. Click **Save**.

The recommendations submitted by the various review levels are stored on the Sabbatical Leave screen item you created. To access these reviews:

1. From the Manage Activities Menu, click **Administrative Data: Sabbatical Leave**.
2. Click the Sabbatical Leave screen item created in Step 1.
3. Scroll down to **Section VI: For Reviewers—Recommendation for Sabbatical Leave**. **Section VI** should have evaluation information from the various review levels as well as links to any review letters. Click the link to open or save the review letter file.
4. Click **Cancel**.

## STEP 7

### SUBMIT THE SABBATICAL REPORT

Within thirty days of the completion of your sabbatical leave, you should write and submit a Sabbatical Report. For more information about what should be included in this report, see the *Sabbatical Guidelines* document found on the Faculty Affairs website. To submit this report:

1. From the Manage Activities Menu, click **Administrative Data: Sabbatical Leave**.
2. Click the Sabbatical Leave screen item created in Step 1.
3. Scroll down to **Section VII: For Faculty—Sabbatical Report**.
4. In the **Date Submitted** field, enter the date you are submitting your report.
5. Click **Choose File** next to **Sabbatical Report** to upload your report.
6. Click **Save**.