

Dec. 29, 2010



WEBER STATE UNIVERSITY

Leave Keeper's Manual

for

Using

Leave Tracker

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Introduction

Welcome to Weber State University's new automated leave system called Leave Tracker.

This manual explains how to use Leave Tracker. Leave Tracker replaces the old Employee Absence Reports and the manual process of tracking leave hours by a monthly hardcopy form filled out with pen or pencil. The new program is designed to run in a web-based environment and is accessible at work or at home through eWeber.

This Leave Keeper's manual is intended to provide user instructions for all employees who report monthly leave and for leave keepers who will be verifying leave monthly in the automated system.

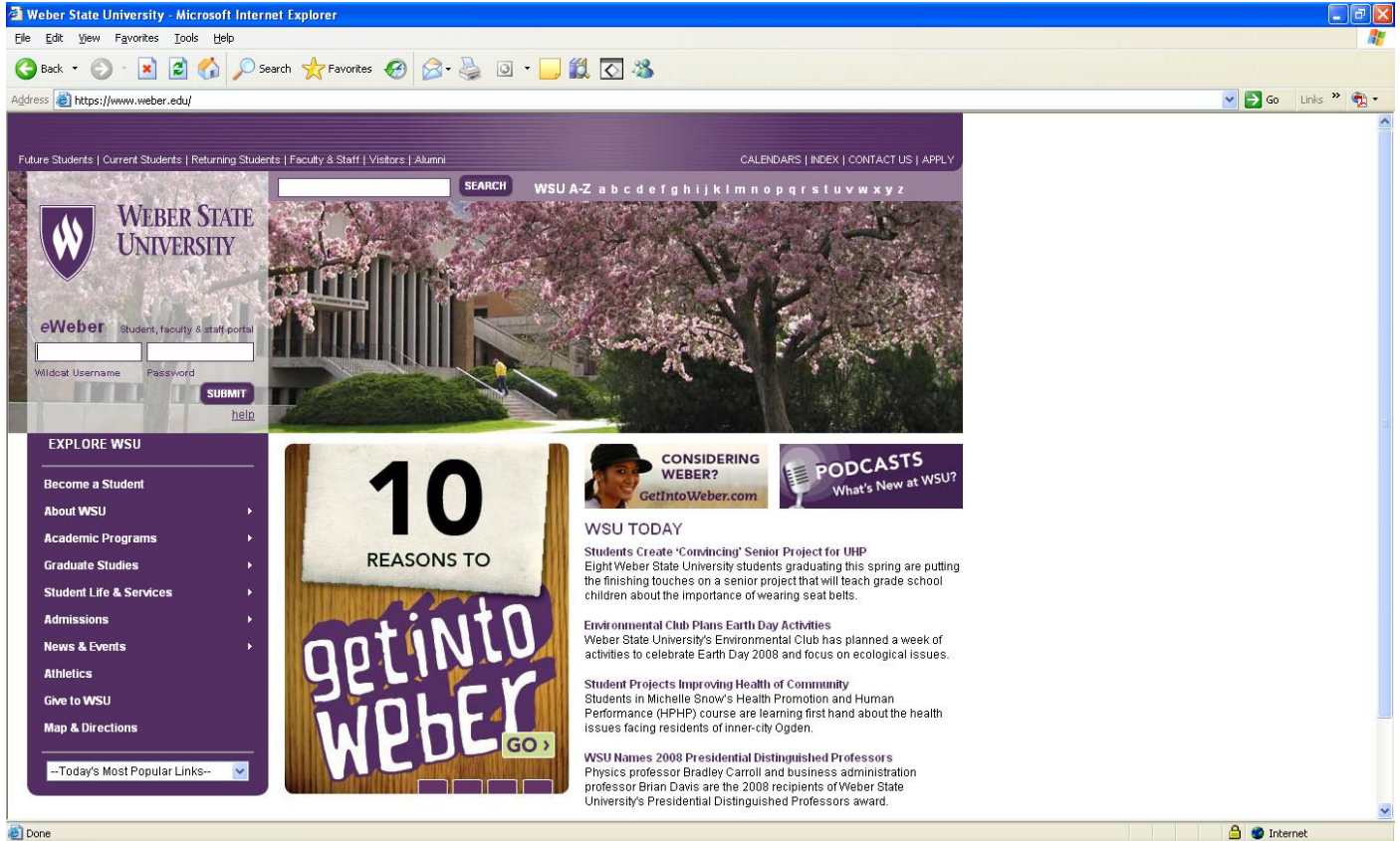
The system offers two options for tracking employee leave. Each department can determine which option they will use. The first option has each employee input their own leave usage and then a designated Leave Keeper in their department verify the time. The second option has a designated Leave Keeper enter time on behalf of all employees and then verify the time. This manual will show you both options.

Also included at the back of this manual is a list of individuals and their contact information. If after reading and following this manual you still have questions or need assistance please refer to this contact list.

Part I: Accessing the System

Logging into eWeber

To log into Leave Tracker you will need to log into eWeber at www.weber.edu by entering your Wildcat username and password on the University's home page shown in the graphic below.



Logging into Leave Tracker

The Leave Tracker channel has been placed on the eWeber portal of all WSU employees (faculty and staff). It is found under either the 'Faculty' tab or the 'Staff' tab. You will not need to add the channel.

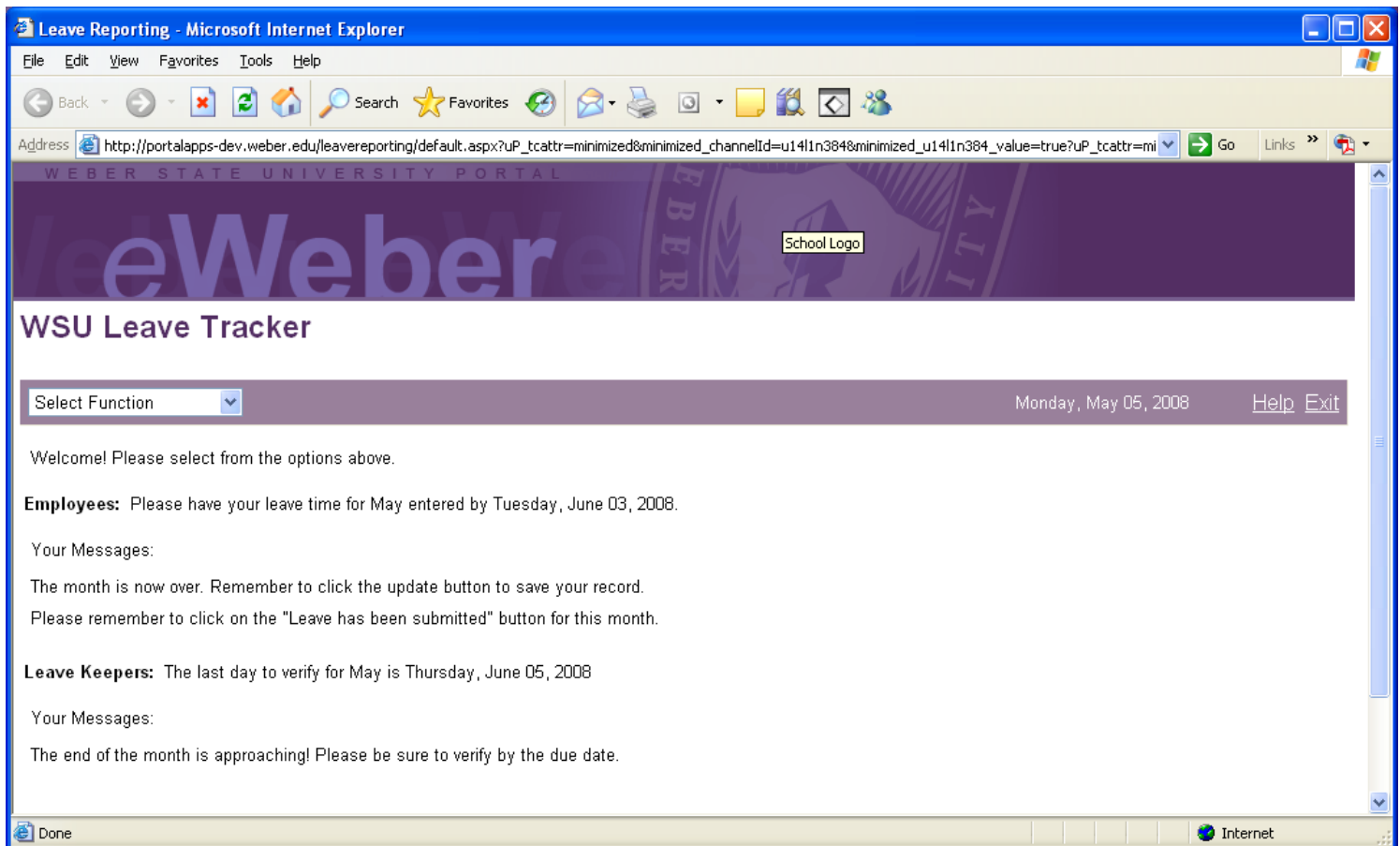
The Leave Tracker channel will most likely be found on the bottom left of your faculty or staff tab as indicated below. Just click on the 'WSU Leave Tracker' link which is highlighted in blue. Once accessed the link will appear light purple.

The screenshot shows the eWeber portal interface in a Microsoft Internet Explorer browser window. The address bar displays a URL from speedy.weber.edu. The page header includes the 'eWeber' logo and a welcome message for Mrs. Jennifer B. Evans. A navigation bar at the top contains links for 'My Weber', 'Help', 'Student Services', 'Faculty', and 'Staff'. The 'Faculty' tab is selected. The main content area is divided into two columns. The left column contains several modules: 'Personal Profile' (with fields for Name, W#, Mailing Address, Email, Phone, and Marital Status), 'Training Tracker' (with a logo), 'Tuition Benefits' (with a link to an online form), 'PREP' (with a link to the Performance Review and Enrichment Program), and 'Leave Reporting' (with a link to the WSU Leave Tracker, which is circled in blue). The right column contains 'Lynx Self-Service', 'Software Downloads' (with a link to download WSU-licensed software), 'Job Descriptions' (with a link to view and edit job descriptions), and 'Reporting'. The bottom of the page shows the 'Internet' icon in the taskbar.

Part II: Instructions for the Employee

Leave Tracker Welcome Screen

Once you are logged into Leave Tracker you will be presented with the 'Welcome' screen as shown below.



The 'Welcome' screen will display the current days date in the top right hand corner as well has a 'Help' link which brings up this user's guide and an 'Exit' link which takes you out of the system and closes the window.

You will also see any messages you may have from the system. On the above screen you can see that messages are split into two main sections: those for all employees and those for leave keepers. Only those designated as a leave keeper will see the 'Leave Keepers' messages. All others will see only the 'Employees' messages. An example of messages you will receive is displayed on the screen shown above.

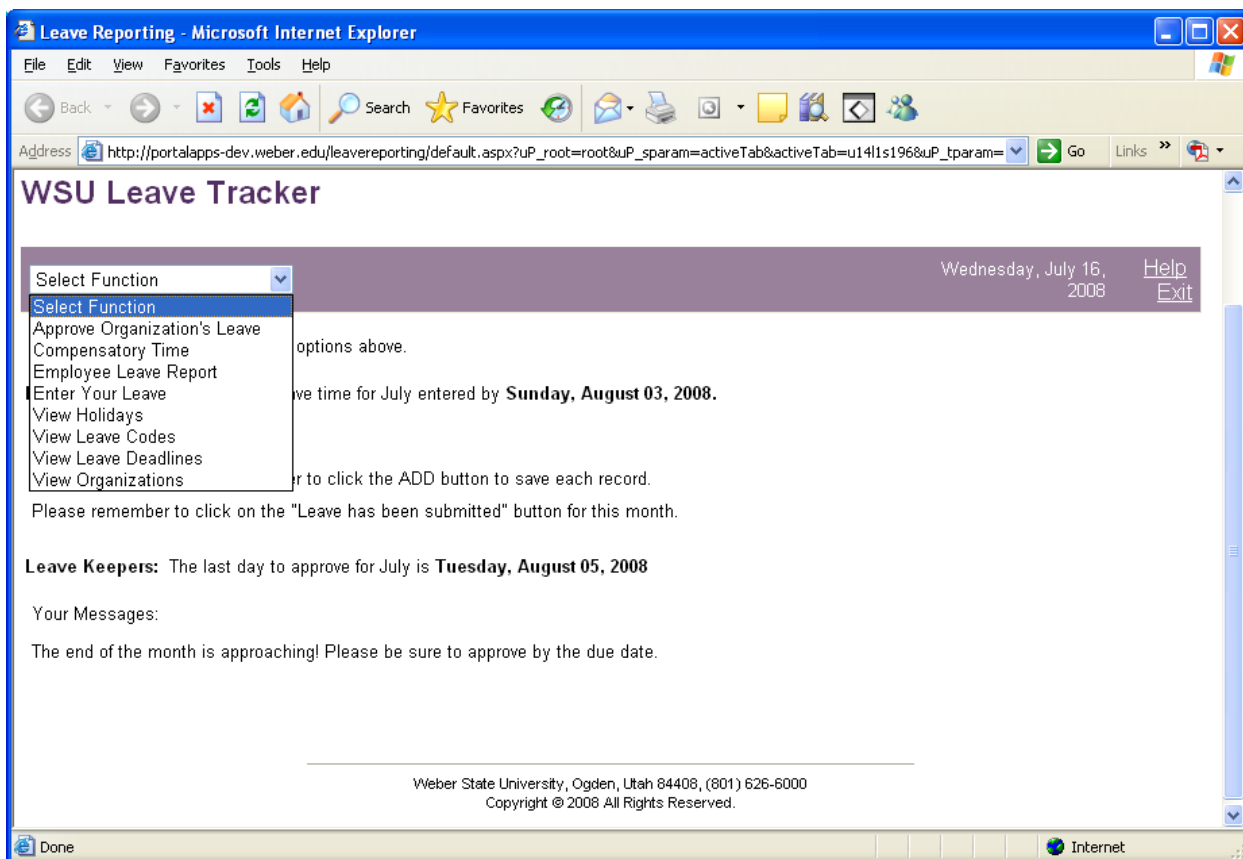
Selecting a Function

You may access the screens with-in Leave Tracker by making a selection from the 'Select Function' drop down box on the top left hand of the screen, as shown below.

Depending on your security access you will be presented with a variety of selections. As a Leave Keeper your selections will include:

- **Approve Organization's Leave** – Allows Leave Keepers to approve all employee leave taken has been correctly entered for the month.
- **Compensatory Time** – Allows Leave Keepers to view employees and enter any comp hours earned.
- **Employee Leave Report** – Shows a departmental breakdown of accrued and used hours for all employees within the department. It replaces the printed reports departments have been receiving.
- **Enter Your Leave** – Used to enter and track any type of leave used by the employee during the current month.
- **View Holidays** – Displays a list of all WSU holidays for the given year.
- **View Leave Codes** – Displays a list of all possible leave categories and their corresponding leave codes with links to additional information.
- **View Leave Deadlines** – Displays leave due dates and verify dates.
- **View Organizations** – Displays a list of all University org codes.

Employees will only have the ability to access the Enter Your Leave, View Holidays, View Leave Codes and View Leave Deadlines options.



Entering Your Leave

Employees will be spending the majority of their time in the 'Enter Your Leave' function. Using the drop-down menu highlight the 'Enter Your Leave' function. In the 'Enter Your Leave' function the system automatically displays your name, your W number, your department and your personal leave information.

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month

Calendar (June 2008)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Legend: Selected Day Holiday Hours Entered

Enter Leave Form

| Day | Type | Hours |
|-----|------|-------|
| 1 | VACA | 8.00 |

Enter a comment

or
Select a comment

Enter type and hours then click

[Workers Comp Help](#) [Leave Without Pay Help](#)

On the left hand side is a table of your current leave balances, both the available balance and any hours already taken this month. On the right hand side is a monthly calendar and a table for entering leave used in the current month. The system will always display the current month's calendar. You may go backward and forward through the months by clicking on the small links at the top of the calendar. Holidays are highlighted in green and the day which has been selected to enter leave taken is highlighted in dark blue.

Note: The system does not allow employees to enter leave for future months.

To enter leave first select the day/date for which leave was taken. When you click on the date it will be highlighted in dark blue, as shown below on the 10th.

WSU Leave Tracker

Enter Your Leave Search By Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo **ID:** W00002403 ☐ DO NOT convert my eligible sick leave hours to vacation 31 hours will be converted unless box is checked.

Department: 35000 Human Resources

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month

Calendar: May June 2008 Jul

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Selected Day Holiday Hours Entered

Form:

| Day | Type | Hours |
|-----|------|-------|
| 10 | VACA | 8.00 |

Enter a or Select a type and hours then click

Workers: SPCL WCMP WCM3 **Leave Without Pay Help**

Then, using your mouse, click on the drop-down arrow to view the types of leave available and select the appropriate leave type used. Only those types of leave which the employee is allowed to use are displayed.

Next, select the number of hours, in 15 minute increments of the leave you have taken or have scheduled to take. The maximum amount of hours you may enter on one day is '12.'

WSU Leave Tracker

Enter Your Leave Search By

Name: Wildcat, Waldo ID: W00002403
 Department: 35000 Human Resources

☐ DO NOT convert my eligible sick leave
 31 hours will be converted unless b

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month

May June 2008 Jul

| Sun | Mon | Tue | Wed | Fri | Sat |
|-----|-----|-----|-----|-----|-----|
| | | | | | |
| 1 | 2 | 3 | 4 | 6 | 7 |
| 8 | 9 | 10 | 11 | 13 | 14 |
| 15 | 16 | 17 | 18 | 20 | 21 |
| 22 | 23 | 24 | 25 | 27 | 28 |
| 29 | 30 | | | | |

Selected Day

Day Type
 10 VACA

Enter a comment

or
 Select a comment

Enter type and hours then click

Workers Comp Help Leave Without Pay Help

Then, click the 'Add' button to add the leave type and hours to the system.

If you select a leave type of 'SPCL' you must enter a comment for why the leave was taken. Employees may enter comments for each time leave is taken, but it is not required.

Note: They system will not allow an employee to take more leave hours than he/she has available.

To enter a comment, either type the comment in the empty comment box, or select a comment from the drop-down box.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s19f

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

Enter Your Leave Search By Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo **ID:** W00002403 ☐ DO NOT convert my eligible sick leave hours to vacation 31 hours will be converted unless box is checked.

Department: 35000 Human Resources

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month

Calendar: May June 2008 Jul

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Selected Day Holiday Hours Entered

Day **Type** **Hours**

10 VACA 8.00

Enter a comment

or

Select a comment

Select a comment

Edit Prior Month

Department edited hours

hours then click

[Workers Comp Help](#) [Leave Without Pay Help](#)

Internet

Once leave has been added it will show up in the table on the left-hand side of the screen.

An employee may delete a leave entry at any time until the leave has been approved by the leave keeper by clicking on the 'Delete' link to the side of the entry.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s19t

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

Enter Your Leave Search By Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo **ID:** W00002403 ☐ DO NOT convert my eligible sick leave hours to vacation 31 hours will be converted unless box is checked.

Department: 35000 Human Resources

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month

Calendar: May June 2008 Jul

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Selected Day Holiday Hours Entered

Day Type Hours

10 VACA 8.00

Enter a comment

or

Select a comment

Enter type and hours then click

[Workers Comp Help](#) [Leave Without Pay Help](#)

The system will prompt the employee to make sure they want to delete the entire entry as shown here:

Microsoft Internet Explorer

Are you sure you want to delete VACA on 6/4/2008?

Clicking 'OK' will remove the day from the list of hours taken that month.

An employee may edit an entry at any time by clicking on the 'Edit' button to the left of the entry. The entry is then displayed for the employee. The date of the entry and type of leave taken may not be changed. The employee may only modify the amount of time taken or the comment entered. Click the 'Save' button after changes have been made.

If the date or type of leave needs to be modified then the employee should just delete the entry and create a new one.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?up_root=root&up_sparam=activeTab&up_sparam=activeTab&activeTab=u141s196

WSU Leave Tracker

Enter Your Leave Search By Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo ID: W00002403
 Department: 35000 Human Resources

☐ DO NOT convert my eligible sick leave hours to vacation
 31 hours will be converted unless box is checked.

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

May June 2008 Jul

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Selected Day Holiday Hours Entered

Date Type Hours

6/4/2008 VACA 2.00

Edit your comment

or

Select a comment

[Save](#) [Cancel](#)

[Workers Comp Help](#) [Leave Without Pay Help](#)

Internet

When all leave has been entered for the month the employee submits the leave to be approved by the Leave Keeper. At the bottom of the left-hand side of the screen you will see 'I have entered all my leave for the month' followed by a 'submit' button. The employee simply clicks on the 'submit' button to tell the system they have entered all their leave and it is ready to be approved by the Leave Keeper.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s196

WSU Leave Tracker

Enter Your Leave: [v] Search By: [v] Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo **ID:** W00002403 ☐ DO NOT convert my eligible sick leave hours to vacation 31 hours will be converted unless box is checked.

Department: 35000 Human Resources

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|--------------------------------|------|-------|------------------------|
| Edit 6/4/2008 | VACA | 2.00 | Delete |
| Edit 6/12/2008 | VACA | 8.00 | Delete |
| Edit 6/13/2008 | VACA | 8.00 | Delete |

I have entered all my leave for the month [Submit](#)

Calendar for June 2008:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Selected Day: [v] Holiday: [v] Hours Entered: [v]

Day: 10 Type: VACA Hours: 8.00

Enter a comment: [text area]

or Select a comment: [v]

Enter type and hours then click [Add](#)

[Workers Comp Help](#) [Leave Without Pay Help](#)

Note: Employees must click the submit button even if they are not taking any leave for the month.

Once the employee has submitted the leave they will see 'Leave has been submitted.' The submit button will change to read 'Undo.' In the event that the employee needs to modify entered time or add time they can click the 'Undo' button. This will enable the employee to continue editing or entering time. When finished, the employee will then click the 'submit' button again. Once the Leave Keeper has performed the approve function for the organization employees may no longer make modifications.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s196

WSU Leave Tracker

Enter Your Leave Search By Tuesday, June 10, 2008 [Help](#) [Exit](#)

Name: Wildcat, Waldo **ID:** W00002403 ☐ DO NOT convert my eligible sick leave hours to vacation 31 hours will be converted unless box is checked.

Department: 35000 Human Resources

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 528.05 | 0.00 | 528.05 |
| VACA | 116.63 | 18.00 | 98.63 |

Taken in June

| Day | Type | Hours | Comment |
|-----------|------|-------|---------|
| 6/4/2008 | VACA | 2.00 | |
| 6/12/2008 | VACA | 8.00 | |
| 6/13/2008 | VACA | 8.00 | |

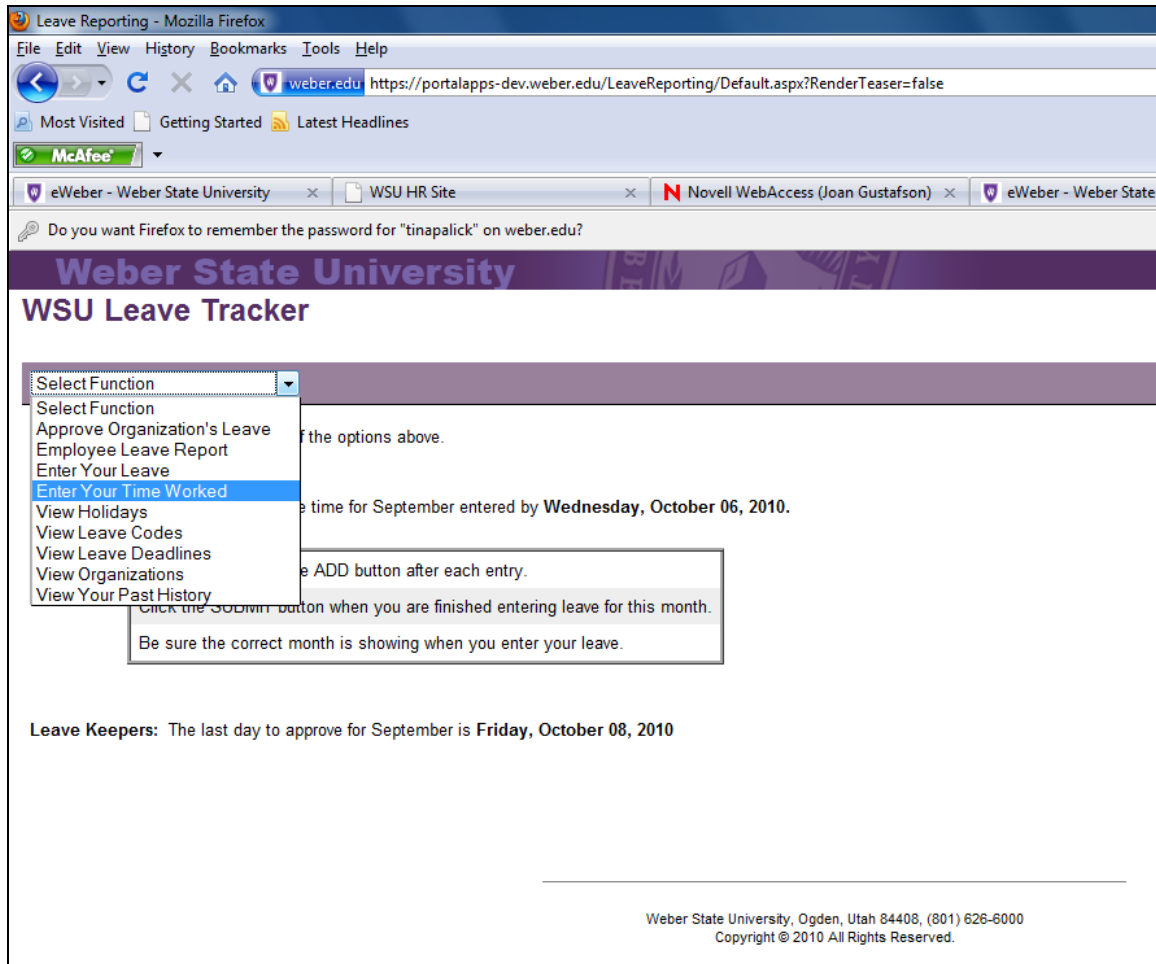
Leave has been submitted

[Workers Comp Help](#) [Leave Without Pay Help](#)

Some links to additional forms of help are shown at the bottom of the screen for those needing to enter worker's comp time or leave without pay. These instructions are also included later in this guide.

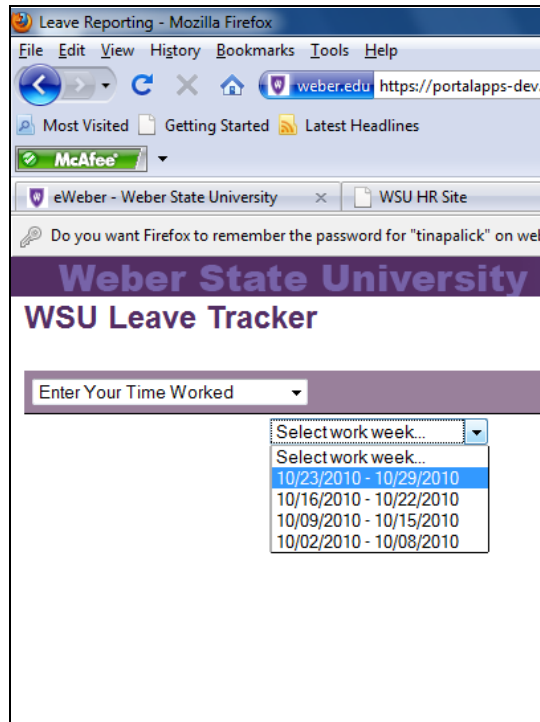
Enter Your Time Worked

Employees will keep a record of time worked on a weekly basis by entering time worked daily in the 'Enter Your Time Worked' function. Using the drop-down menu highlight the 'Enter Your Time Worked' function as shown below.



Note: The system does not allow employees to enter time worked for future weeks.

A second drop-down box will be displayed. Select the work week for which you'd like to enter time worked.



The screen will then display an overview of the current week with one line or record for each day of the week. The WSU work week runs Saturday through Friday.

Leave Reporting - Mozilla Firefox

File Edit View History Bookmarks Tools Help

weber.edu https://portalapps-dev.w... | Google

Most Visited Getting Started Latest Headlines

McAfee

eWeber - Weber State University WSU HR Site

Do you want Firefox to remember the password for "tinapalick" on web...

Weber State University

WSU Leave Tracker

Enter Your Time Worked

October 26 2010

10/16/2010 - 10/22/2010

Name: Palick, Tina Marie
 Orgn: 35000 - Assist VP Human Resources Office
 FTE: 1

Approved:
 Uploaded:
 Fiscal Year: 2011
 Week: 16

| | Date | Hours | Leave | Comment |
|-----------------|------------|-------------|-------------|---------|
| Add/Upd Del SAT | 10/16/2010 | 0.00 | 0.00 | |
| Add/Upd Del SUN | 10/17/2010 | 0.00 | 0.00 | |
| Add/Upd Del MON | 10/18/2010 | 0.00 | 0.00 | |
| Add/Upd Del TUE | 10/19/2010 | 0.00 | 0.00 | |
| Add/Upd Del WED | 10/20/2010 | 0.00 | 0.00 | |
| Add/Upd Del THU | 10/21/2010 | 0.00 | 0.00 | |
| Add/Upd Del FRI | 10/22/2010 | 0.00 | 0.00 | |
| Total | | 0.00 | 0.00 | |

Yearly Totals

| | |
|--------------|----------|
| Req Hours | 2,080.00 |
| Worked Hours | 34.25 |
| Leave Hours | 15 |
| Hours Left | 2030.75 |

Weber State University, Ogden, Utah 84408, (801) 626-6000
 Copyright © 2010 All Rights Reserved.

To enter time worked for any given day select the 'Add/Upd' link to the left of the day. In the picture below the employee has selected 10/25/2010. The screen opens that day/date with three text boxes. The employee can now enter the 'New Hrs' (total hours worked that day), the Minutes (minutes worked that day) and a comment. The comment is optional. Below are two examples of how to complete the time worked entry.

This example shows hours and minutes.

The screenshot shows the 'WSU Leave Tracker' web application in a Mozilla Firefox browser. The page title is 'Leave Reporting - Mozilla Firefox'. The address bar shows the URL: <https://portalapps-dev.weber.edu/LeaveReporting/Default.aspx?RenderTeaser=false>. The browser tabs include 'eWeber - Weber State University', 'WSU HR Site', 'Novell WebAccess (Joan Gustafson)', 'eWeber - Weber State University', and 'Leave Reporting'. A password prompt for 'tinapalick' on weber.edu is visible. The page header features the Weber State University logo and the title 'WSU Leave Tracker'. Below the header, there is a section titled 'Enter Your Time Worked' with a date range dropdown set to '10/23/2010 - 10/29/2010'. The current date is 'October 25 2010'. The employee information is displayed: Name: Palick, Tina Marie; Orgn: 35000 - Assist VP Human Resources Office; FTE: 1. The approval status is 'Approved: Uploaded: Fiscal Year: 2011 Week: 17'. The time entry form has columns for 'Date', 'Hours', 'New Hrs', and 'Minutes'. The 'Date' is '10/26/2010', 'Hours' is '0.00', 'New Hrs' is '8', and 'Minutes' is '30'. There is a text box for 'Enter a comment:' with the text 'Finished Report Due Tomorrow 8 am'. There are 'Submit' and 'Cancel' buttons. At the bottom, the footer text reads: 'Weber State University, Ogden, Utah 84408, (801) 626-6000 Copyright © 2010 All Rights Reserved.'

This example shows overtime (above 8 hours for the day).

The screenshot shows the 'WSU Leave Tracker' web application in a Mozilla Firefox browser. The page title is 'Leave Reporting - Mozilla Firefox'. The address bar shows the URL: <https://portalapps-dev.weber.edu/LeaveReporting/Default.aspx?RenderTeaser=false>. The browser tabs include 'eWeber - Weber State University', 'WSU HR Site', 'Novell WebAccess (Joan Gustafson)', 'eWeber - Weber State University', and 'Leave Reporting'. A password prompt for 'tinapalick' on weber.edu is visible. The page header features the Weber State University logo and the title 'WSU Leave Tracker'. Below the header, there is a section titled 'Enter Your Time Worked' with a date range dropdown set to '10/23/2010 - 10/29/2010'. The current date is 'October 25 2010'. The employee information is displayed: Name: Palick, Tina Marie; Orgn: 35000 - Assist VP Human Resources Office; FTE: 1. The approval status is 'Approved: Uploaded: Fiscal Year: 2011 Week: 17'. The time entry form has columns for 'Date', 'Hours', 'New Hrs', and 'Minutes'. The 'Date' is '10/29/2010', 'Hours' is '0.00', 'New Hrs' is '9', and 'Minutes' is empty. There is a text box for 'Enter a comment:' with the text 'Finished Report Due Monday 8 am'. There are 'Submit' and 'Cancel' buttons. At the bottom, the footer text reads: 'Weber State University, Ogden, Utah 84408, (801) 626-6000 Copyright © 2010 All Rights Reserved.'

The employee then hits the 'submit' button to enter the record.

You can see now that the 'Enter Your Time Worked' screen for the week shows the two entries the employee has made, along with the other entries for the week.

The screenshot shows the 'Enter Your Time Worked' interface for the week of 10/23/2010 - 10/29/2010. The user is Tina Marie Palick (Orgn: 35000 - Assist VP Human Resources Office, FTE: 1). The summary table shows the following data:

| | Date | Hours | Leave | Comment |
|--------------|----------------|--------------|-------------|-----------------------------------|
| Add/Upd | SAT 10/23/2010 | 0.00 | 0.00 | |
| Add/Upd | SUN 10/24/2010 | 0.00 | 0.00 | |
| Add/Upd | MON 10/25/2010 | 8.00 | 0.00 | |
| Add/Upd | TUE 10/26/2010 | 8.50 | 0.00 | Finished Report Due Tomorrow 8 am |
| Add/Upd | WED 10/27/2010 | 8.00 | 0.00 | |
| Add/Upd | THU 10/28/2010 | 8.00 | 0.00 | |
| Add/Upd | FRI 10/29/2010 | 9.00 | 0.00 | Finished Report Due Monday 8 am |
| Total | | 41.50 | 0.00 | |

Below the table, there is a 'Submit HRS for Week' button and a 'Yearly Totals' section:

| | |
|--------------|----------|
| Req Hours | 2,080.00 |
| Worked Hours | 40.00 |
| Leave Hours | 15 |
| Hours Left | 2025 |

The footer includes the text: 'Weber State University, Ogden, Utah 84408, (801) 626-6000 Copyright © 2010 All Rights Reserved.'

To edit an entry already made just click on the 'Add/Upd' button again and re-enter the hours. To remove the hours completely just click the 'Remove' button (Del in the screen shots here).

The screenshot shows the 'Enter Your Time Worked' interface with an edit form for the entry on 10/27/2010. The form includes fields for Date, Hours, New Hrs, and Minutes. The current entry shows 8.00 hours and 45 minutes. There is a text area for a comment and 'Submit' and 'Cancel' buttons.

| Date | Hours | New Hrs | Minutes | Enter a comment: |
|------------|-------|---------|---------|---|
| 10/27/2010 | 8.00 | | 45 | Worked through lunch break to key in info |

The footer includes the text: 'Weber State University, Ogden, Utah 84408, (801) 626-6000 Copyright © 2010 All Rights Reserved.'

Leave Reporting - Mozilla Firefox

File Edit View History Bookmarks Tools Help

weber.edu https://portalapps-dev.weber.edu/LeaveReporting/Default.aspx?RenderTeaser=false

Most Visited Getting Started Latest Headlines

McAfee

eWeber - Weber State University WSU HR Site Novell WebAccess (Joan Gustafson) eWeber - Weber State University Leave Reporting

Do you want Firefox to remember the password for "tinapalick" on weber.edu? Remember Never for

Weber State University

WSU Leave Tracker

Enter Your Time Worked October 25 2010

10/23/2010 - 10/29/2010

Name: Palick, Tina Marie
 Orgn: 35000 - Assist VP Human Resources Office
 FTE: 1

Approved:
 Uploaded:
 Fiscal Year: 2011
 Week: 17

| | Date | Hours | Leave | Comment |
|-----------------|------------|--------------|-------------|---|
| Add/Upd Del SAT | 10/23/2010 | 0.00 | 0.00 | |
| Add/Upd Del SUN | 10/24/2010 | 0.00 | 0.00 | |
| Add/Upd Del MON | 10/25/2010 | 8.00 | 0.00 | |
| Add/Upd Del TUE | 10/26/2010 | 8.50 | 0.00 | Finished Report Due Tomorrow 8 am |
| Add/Upd Del WED | 10/27/2010 | 0.75 | 0.00 | Worked through lunch break to key in info |
| Add/Upd Del THU | 10/28/2010 | 8.00 | 0.00 | |
| Add/Upd Del FRI | 10/29/2010 | 9.00 | 0.00 | Finished Report Due Monday 8 am |
| Total | | 34.25 | 0.00 | |

[Submit HRS for Week](#)

Yearly Totals

| | |
|--------------|----------|
| Req Hours | 2,080.00 |
| Worked Hours | 34.25 |
| Leave Hours | 15 |
| Hours Left | 2030.75 |

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Once the hours worked are correct for the week, the employee submits the hours to the supervisor for approval by clicking on the blue 'submit HRS for Week' button. The button will change to say 'Unsubmit.'

Should you need to fix the hours for a day or week just log-in and click the 'unsubmit' button. Fix the hours and again submit to the supervisor. An employee may only submit and unsubmit until the supervisor has approved.

Leave Reporting - Mozilla Firefox

File Edit View History Bookmarks Tools Help

weber.edu https://portalapps-dev.weber.edu/LeaveReporting/Default.aspx?RenderTeaser=false

Most Visited Getting Started Latest Headlines

McAfee

eWeber - Weber State University WSU HR Site Novell WebAccess (Joan Gustafson) eWeber - Weber State University Leave Reporting

Do you want Firefox to remember the password for "tinapalick" on weber.edu? Remember Never fo

Weber State University

WSU Leave Tracker

Enter Your Time Worked October 25 2010

10/23/2010 - 10/29/2010

Name: Palick, Tina Marie
Orgn: 35000 - Assist VP Human Resources Office
FTE: 1

Approved:
Uploaded:
Fiscal Year: 2011
Week: 17

| | Date | Hours | Leave | Comment |
|--|----------------|--------------|-------------|-----------------------------------|
| | SAT 10/23/2010 | 0.00 | 0.00 | |
| | SUN 10/24/2010 | 0.00 | 0.00 | |
| | MON 10/25/2010 | 8.00 | 0.00 | |
| | TUE 10/26/2010 | 8.50 | 0.00 | Finished Report Due Tomorrow 8 am |
| | WED 10/27/2010 | 8.00 | 0.00 | |
| | THU 10/28/2010 | 8.00 | 0.00 | |
| | FRI 10/29/2010 | 9.00 | 0.00 | Finished Report Due Monday 8 am |
| | Total | 41.50 | 0.00 | |

Unsubmit

Yearly Totals

| | |
|--------------|----------|
| Req Hours | 2,080.00 |
| Worked Hours | 40.00 |
| Leave Hours | 15 |
| Hours Left | 2025 |

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Notes: Employees need to enter any leave taken (Vac, Sick, Comp) in Leave Tracker under the 'Enter Your Leave' screen BEFORE entering hours worked under the 'Enter Time Worked' screen. All leave taken will be loaded onto the 'enter hours worked' screen in the Leave column. The Hours and Leave columns can be viewed together to get an accurate picture of the work week.

Once the supervisor has approved the week the hours entered in Leave Tracker under 'enter your leave' will be 'frozen' and can no longer be modified.

Viewing Leave Codes

Another option from the drop-down menu is the 'View Leave Codes' function used to see a list of leave codes, their description and which section of the Policy and Procedures manual contains information about that type of leave. Any additional information for that leave code is also listed. Each of the policy numbers and additional information are hyperlinks that, when clicked-on, take you directly to the information. Here is what the screen looks like:

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s19c Go Links »

WEBER STATE UNIVERSITY PORTAL

eWeber

WSU Leave Tracker

View Leave Codes Tuesday, June 10, 2008 [Help](#) [Exit](#)

| Code | Description | Policy | Additional Info |
|------|---------------------------|-----------------------|---|
| BRVM | Bereavement | 3-23 | |
| COMP | Comp Time | 3-18 | |
| FMLA | FMLA Leave | 3-29a | HR office approval required |
| JURY | Jury Duty | 3-24 | |
| LWOP | Leave Without Pay | 3-29 | LWOP help |
| MATR | Maternity Leave | 3-26 | |
| MILT | Military | 3-22 | |
| PERS | Personal Day | 3-39 | |
| SICK | Sick Leave | 3-21 | |
| SPCL | Special Reason | 3-28 | Use only as messages direct on "Welcome" screen |
| VACA | Vacation Leave | 3-20 | |
| WCMP | Workers Compensation | 3-56 | WCMP help |
| WCM3 | Workers Comp First 3 Days | 3-56 | WCMP help |

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Done Internet

Viewing Holidays

Using the drop-down menu you may highlight the 'View Holidays' function to see a listing of the University Holidays for the current and next year. Here is what the screen looks like:

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?UP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s19t Go Links

WEBER STATE UNIVERSITY PORTAL

Weber

WSU Leave Tracker

View Holidays Tuesday, June 10, 2008 Help Exit

Upcoming Holidays

| Date | Holiday |
|------------|-------------------------|
| 7/4/2008 | Independence Day |
| 7/24/2008 | Pioneer Day |
| 9/1/2008 | Labor Day |
| 11/27/2008 | Thanksgiving Holiday |
| 11/28/2008 | Thanksgiving Holiday |
| 12/25/2008 | Winter Holiday |
| 12/26/2008 | Winter Holiday |
| 1/1/2009 | New Year's Holiday |
| 1/19/2009 | Martin Luther King Day |
| 2/16/2009 | Presidents' Day Holiday |
| 5/25/2009 | Memorial Day |
| 7/3/2009 | Independence Day |
| 7/24/2009 | Pioneer Day |
| 9/7/2009 | Labor Day |
| 11/26/2009 | Thanksgiving Holiday |
| 11/27/2009 | Thanksgiving Holiday |
| 12/24/2009 | Winter Holiday |
| 12/25/2009 | Winter Holiday |
| 1/1/2010 | New Year Holiday |
| 1/18/2010 | Martin Luther King Day |

Done Internet

Viewing Leave Deadlines

Using the drop-down menu you may highlight the 'View Leave Deadlines' function to see a listing of the dates by which entry of leave is due each month. You will also see a list of dates by which leave records need to be verified each month. Here is what the screen looks like:

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s19t Go Links »

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

View Leave Deadlines Tuesday, June 10, 2008 [Help](#) [Exit](#)

Leave Periods and Deadlines

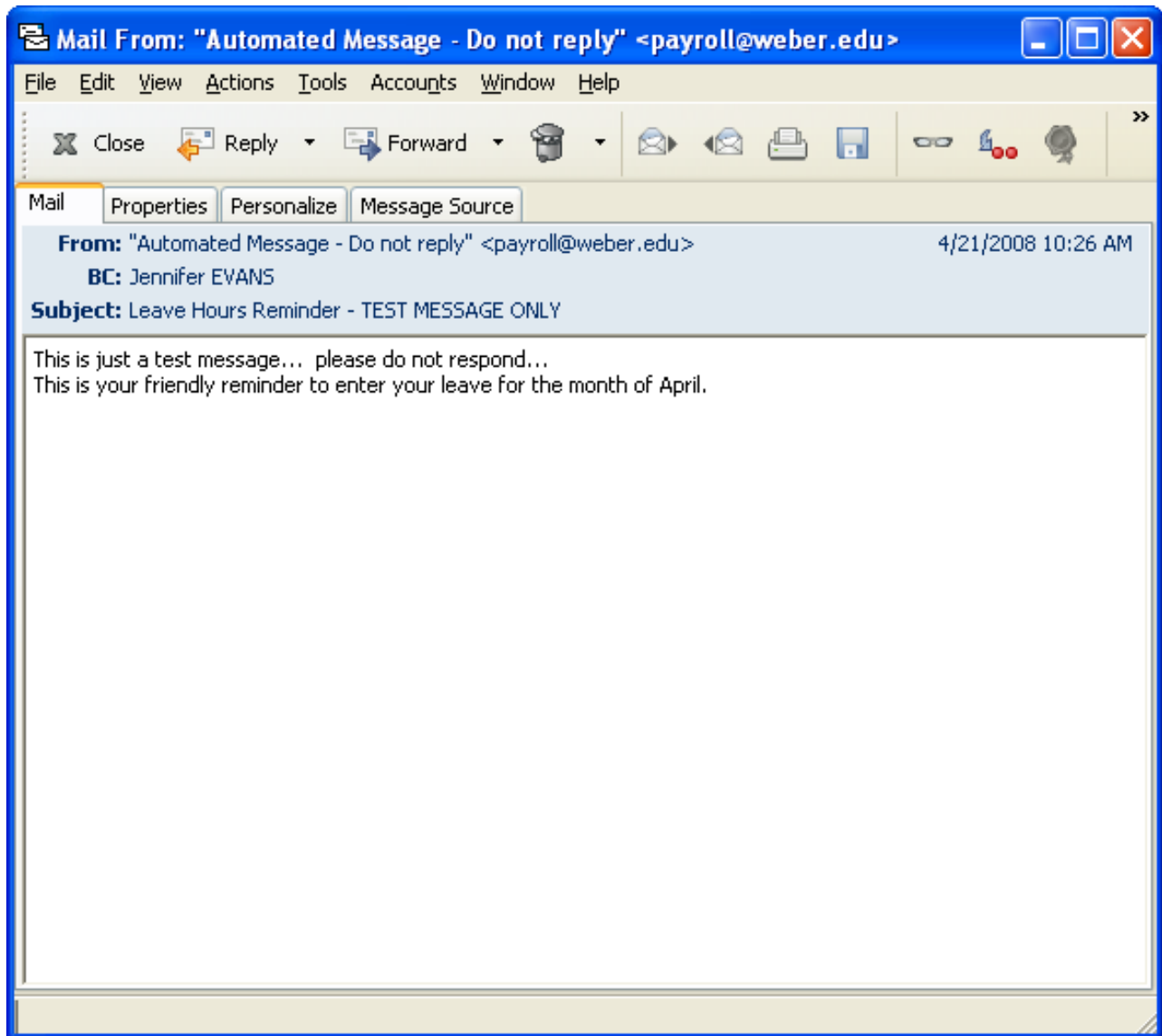
| Starts | Ends | Leave Due by | Verification Due by |
|-----------|------------|--------------|---------------------|
| 6/1/2008 | 6/30/2008 | 7/5/2008 | 7/7/2008 |
| 7/1/2008 | 7/31/2008 | 8/3/2008 | 8/5/2008 |
| 8/1/2008 | 8/31/2008 | 9/3/2008 | 9/5/2008 |
| 9/1/2008 | 9/30/2008 | 10/4/2008 | 10/6/2008 |
| 10/1/2008 | 10/31/2008 | 11/3/2008 | 11/5/2008 |
| 11/1/2008 | 11/30/2008 | 11/28/2008 | 11/30/2008 |
| 12/1/2008 | 12/31/2008 | 12/29/2008 | 12/31/2008 |
| 1/1/2009 | 1/31/2009 | 1/29/2009 | 1/31/2009 |

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Done Internet

Email Reminders

The system will generate automatic email reminders which will be sent to your GroupWise email account. For example: these emails will remind you to enter your leave for the current month. Leave should be entered as it is taken throughout the month but can also be entered all at once at the end of the month. No matter how you enter your leave the system will generate a reminder two days before the report due date for the month. Here is what a reminder email may look like:



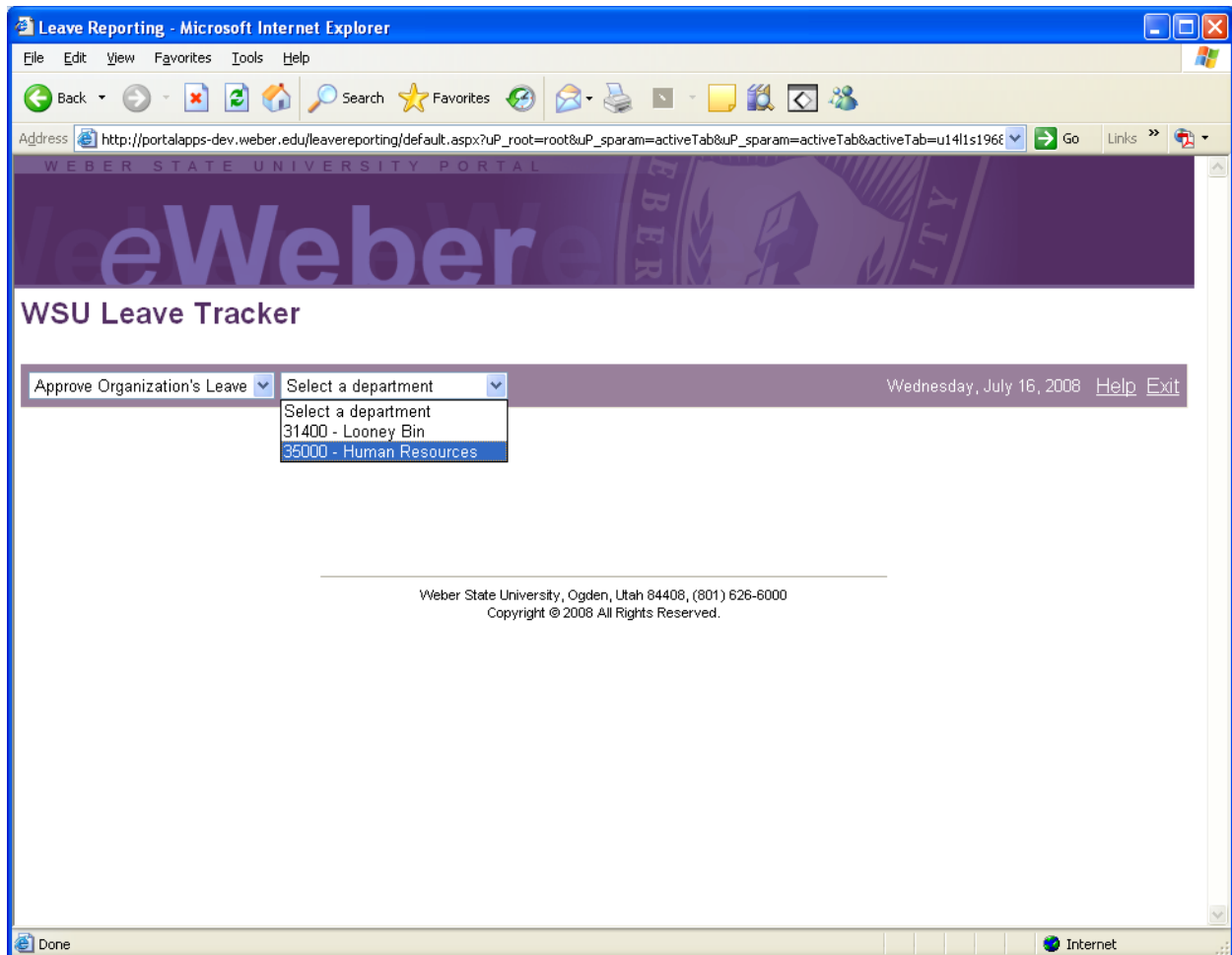
Email reminders will only be received by those for which time still needs to be submitted. If you have entered and submitted your leave for the month before the email reminders are generated then you will not receive the email.

Part III: Instructions for the Leave Keeper

Approving your Organization's Leave

The instructions in this section will help you understand how to approve employee leave each month in Leave Tracker.

As a Leave Keeper you will be responsible for approving the leave entries of the employees in your department by the date shown on the 'View Leave Deadlines' screen for each month. Payroll uploads information from Leave Keeper to Banner one or two days after the approval due date. To approve your department you will select the 'Approve Organization's Leave' function from the drop down menu. You will then be asked to select a department. Only those departments for which you are a Leave Keeper will be displayed. Select the appropriate department, as shown below, to continue.



You will see the department org code and name displayed as well as a message notifying you of the last day you have to verify the leave report for the current month.

WSU Leave Tracker

Approve Organization's Leave Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin
The last day to approve for July is 05-Aug-2008

Leave Totals for July

| Submitted | ID | Name | VACA | SICK | PERS | BRVM | COMP | FMLA | JURY | LWOP | MATR | MILT | SPCL | WCMP | WCM3 |
|-----------|-----------|----------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Select N | W99990004 | Boop, Betty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select N | W99990001 | Coyote, Wiley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select N | W99990003 | Duck, Donald | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select N | W99990006 | Leah, Princess | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select N | W99990002 | Mouse, Minnie | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select N | W99990005 | Mouse, Mickey | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Select a different leave period: July 2008 Approve

Select Reset

A table is displayed showing all the employees in the organization, their W numbers and any time they have entered for each specific leave code for the month. The two columns furthest to the left are those you will utilize to help you determine if you can approve your organization's leave or not. Under the 'Submitted' column you will see either a 'Y' or an 'N.' A 'Y' means the employee has submitted their leave. The 'N' means the employee has not submitted their leave.

You should review the hours under each leave column to make sure they are correct and correspond to any leave the employee reported they were going to take.

If the 'Submitted' column has all Y's in it, you can then approve the time by clicking on the 'Approve' button in the bottom right-hand corner of the screen.

If the 'Submitted' column has any N's in it, you will need to either contact the employee to get the leave entered and submitted or you can enter and submit it for the employee.

Just click on the 'Select' link for any employee in the table and you will be taken to that employee's 'Enter Your Leave' screen, as shown below.

WSU Leave Tracker

Approve Organization's Leave Select a department Wednesday, July 16, 2008 [Help](#) [Exit](#)

Name: Boop, Betty **ID:** W99990004 ☐ DO NOT convert my eligible sick leave hours to vacation ?

Department: 31400 Looney Bin

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 202.80 | 0.00 | 202.80 |
| VACA | 263.82 | 0.00 | 263.82 |

July 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Selected Day Holiday Hours Entered

☐ I have entered all my leave for the month

| Day | Type | Hours |
|-----|------|-------|
| 1 | VACA | 8.00 |

Enter a comment

or

Select a comment

Enter type and hours then click

You can then view whether or not the employee has entered time. In the event the employee is unavailable to do so, you, as the Leave Keeper, may enter time for him/her. When you access an employee's leave screen through your Leave Keeper access you have the ability to act on the employee's behalf and enter/submit their leave as if they were doing it. The system tracks whether it is the employee or the leave keeper who is modifying and/or submitting the employee leave. If you are entering or editing leave for an employee you are required to enter a comment. The system is set-up so that you must enter a comment or you cannot continue. Comments are optional for employees when doing their own leave.

Once you have verified that all employees have submitted their leave, you may go back to the 'Approve Organization's Leave' screen and approve the month.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141

WEBER STATE UNIVERSITY PORTAL

WSU Leave Tracker

Approve Organization's Leave Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin
The last day to approve for July is 05-Aug-2008

Leave Totals for July

| Submitted | ID | Name | VACA | SICK | PERS | BRVM | COMP | FMLA | JURY | LWOP | MATR | MILT | SPCL | WCMP | WCM3 |
|-----------|-------------|----------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Select | N W99990004 | Boop, Betty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | N W99990001 | Coyote, Wiley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | N W99990003 | Duck, Donald | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | N W99990006 | Leah, Princess | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | N W99990002 | Mouse, Minnie | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | N W99990005 | Mouse, Mickey | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Select a different leave period: July 2008

Select Reset

Not all employees have finished

Approve

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When trying to perform the approve function if there are employees who have not finished entering and submitting their leave the Leave Keeper will receive the message: 'Not all employees have finished,' as displayed above.

If all employees have submitted their leave, as shown below, then you may click on the 'Approve' button.

WSU Leave Tracker

Approve Organization's Leave | Select a department | Wednesday, July 16, 2008 | [Help](#) | [Exit](#)

31400 - Looney Bin
The last day to approve for July is 05-Aug-2008

Leave Totals for July

| Submitted | ID | Name | VACA | SICK | PERS | BRVM | COMP | FMLA | JURY | LWOP | MATR | MILT | SPCL | WCMP | WCM3 |
|------------------------|----|--------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Select | Y | W99990004 Boop, Betty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y | W99990001 Coyote, Wiley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y | W99990003 Duck, Donald | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y | W99990006 Leah, Princess | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y | W99990002 Mouse, Minnie | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y | W99990005 Mouse, Mickey | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Select a different leave period: July 2008
[Select](#) [Reset](#) [Approve](#)

Weber State University, Ogden, Utah 84408. (801) 626-6000

The 'Approve Organization's Leave' screen will default to the current month. You may change that month by selecting a different month and year from the drop down menus at the lower left of the screen and clicking the 'Select' button. To get back to the current month you can either click the 'Reset' button or select the current month and year from the drop-down menu and hit 'Select.'

Once you have approved the current month for your organization by hitting the 'Approve' button, you will see a confirmation in RED at the top of the screen that the Leave Keeper has 'Approved' the departments' leave. You will also notice that the 'Approve' button at the bottom of the screen will turn to an 'Unapprove' button. In the event that the Leave Keeper needs to change an employee's time he/she may 'Unapprove', make the changes and then 'Approve' again as long as it is before the current month's leave has been processed through Banner. Once the leave has been uploaded to Banner by Payroll the system will not allow changes to be made by the department. The Payroll office should be contacted if corrections are necessary after leave has been uploaded to Banner.

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411 Go Links

WEBER STATE UNIVERSITY PORTAL

WSU Leave Tracker

Approve Organization's Leave Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin

The last day to approve for July is 05-Aug-2008

Approved

Leave Totals for July

| Submitted | ID | Name | VACA | SICK | PERS | BRVM | COMP | FMLA | JURY | LWOP | MATR | MILT | SPCL | WCMP | WCM3 |
|-----------|-------------|----------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Select | Y W99990004 | Boop, Betty | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y W99990001 | Coyote, Wiley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y W99990003 | Duck, Donald | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y W99990006 | Leah, Princess | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y W99990002 | Mouse, Minnie | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Select | Y W99990005 | Mouse, Mickey | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Select a different leave period: July 2008

Select Reset Unapprove

Weber State University, Oodan, Utah 84408, (801) 626-6000

Done Internet

Searching by Name or by Employee Number

Leave Keepers may also access a specific employee's monthly leave record directly without going through the 'Approve Organization' screen. Just select the 'Enter Your Leave' screen from the drop down menu. In the middle box on the purple bar enter the last name of an employee in your organization, or their W number. Then from the drop down menu select a 'Name Search' or 'W Number' search.

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411 Go Links »

WEBER STATE UNIVERSITY PORTAL

Weber

WSU Leave Tracker

Enter Your Leave Search By

Name: Mouse, Mickey ID: W99990045

Department: 31400 Looney Bin

☐ DO NOT convert my eligible sick leave hours to vacation ?

Wednesday, July 16, 2008 [Help](#) [Exit](#)

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 0.00 | 0.00 | 0.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 57.25 | 0.00 | 57.25 |
| VACA | 52.00 | 0.00 | 52.00 |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Selected Day Holiday Hours Entered

Your leave for the month has been approved

[Workers Comp Help](#) [Leave Without Pay Help](#)

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The system will present you with the records of any employees in your organization with that name or W number. Just click on the 'Select' button next to the employee whose time you wish to view. You are only able to search for those employees within your organization code for which you are a Leave Keeper. You are not able to search all employees on campus.

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?UP_tcattr=minimized&minimized_channelId=u141n384&minimized_channelId=u141n384&minimized_u1 Go Links

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

Enter Your Leave Search By Monday, May 05, 2008 [Help](#) [Exit](#)

| W# | Name | Status | Organization | Accrual Date |
|----------------------------------|------------------|--------|--------------|--------------|
| Select W00002403 | Wildcat, Waldo A | | 35000 | 10-Sep-2001 |

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Done Internet

Viewing the Employee Leave Report

You are able to view the current leave report for your organization which shows each employee's available leave, by leave type, and any leave used year-to-date. Just select the 'Employee Leave Report' from the drop-down menu. Employees are listed alphabetically by last name. You will also see each employees' accrual date and employee type. CF = classified, PF = professional, EX = executive.

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u141s1 Go Links

WEBER STATE UNIVERSITY PORTAL

eWeber

WSU Leave Tracker

Employee Leave Report Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin

Employee Leave Report from 7/01/2008 to 7/31/2008

| Employee Name | Accrual Date | Empl Type | VACA Used LYTD | VACA Avail | SICK Used LYTD | SICK Avail | COMP Used LYTD | COMP Avail | PERS Used LYTD | PERS Avail |
|----------------|--------------|-----------|----------------|------------|----------------|------------|----------------|------------|----------------|------------|
| Boop, Betty | 5/11/1987 | CF | 59.50 | 263.82 | 50.50 | 202.80 | 0.00 | 0.00 | 8.00 | 0.00 |
| Coyote, Wiley | 3/31/1980 | CF | 91.50 | 178.82 | 42.00 | 128.00 | 0.00 | 0.00 | 8.00 | 0.00 |
| Duck, Donald | 6/28/2004 | CF | 56.00 | 61.75 | 79.50 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 |
| Leah, Princess | 7/1/1991 | CF | 130.50 | 66.18 | 72.50 | 241.48 | 0.00 | 0.00 | 8.00 | 0.00 |
| Mouse, Mickey | 10/31/2005 | CF | 47.00 | 52.00 | 67.75 | 57.25 | 0.00 | 0.00 | 8.00 | 0.00 |
| Mouse, Minnie | 5/7/2007 | CF | 74.00 | 8.55 | 48.00 | 25.05 | 0.00 | 0.00 | 8.00 | 0.00 |

Hours available include hours accrued during the report month, but not hours taken during the report month.
Used LYTD is November 1st thru October 31st.

Choose a different time period: [Select](#)

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Done Internet

The Leave Keeper may select a different leave period report to view by clicking the 'Select' button. The following screen will be displayed:

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print View Source

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?UP_tcatr=minimized&minimized_channelId=u141n384&minimized_channelId=u141n384&minimized_u1 Go Links

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

Employee Leave Report Select a department Monday, May 05, 2008 Help Exit

Begin Date:

| May 2008 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

End Date:

| May 2008 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Submit

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Done Internet

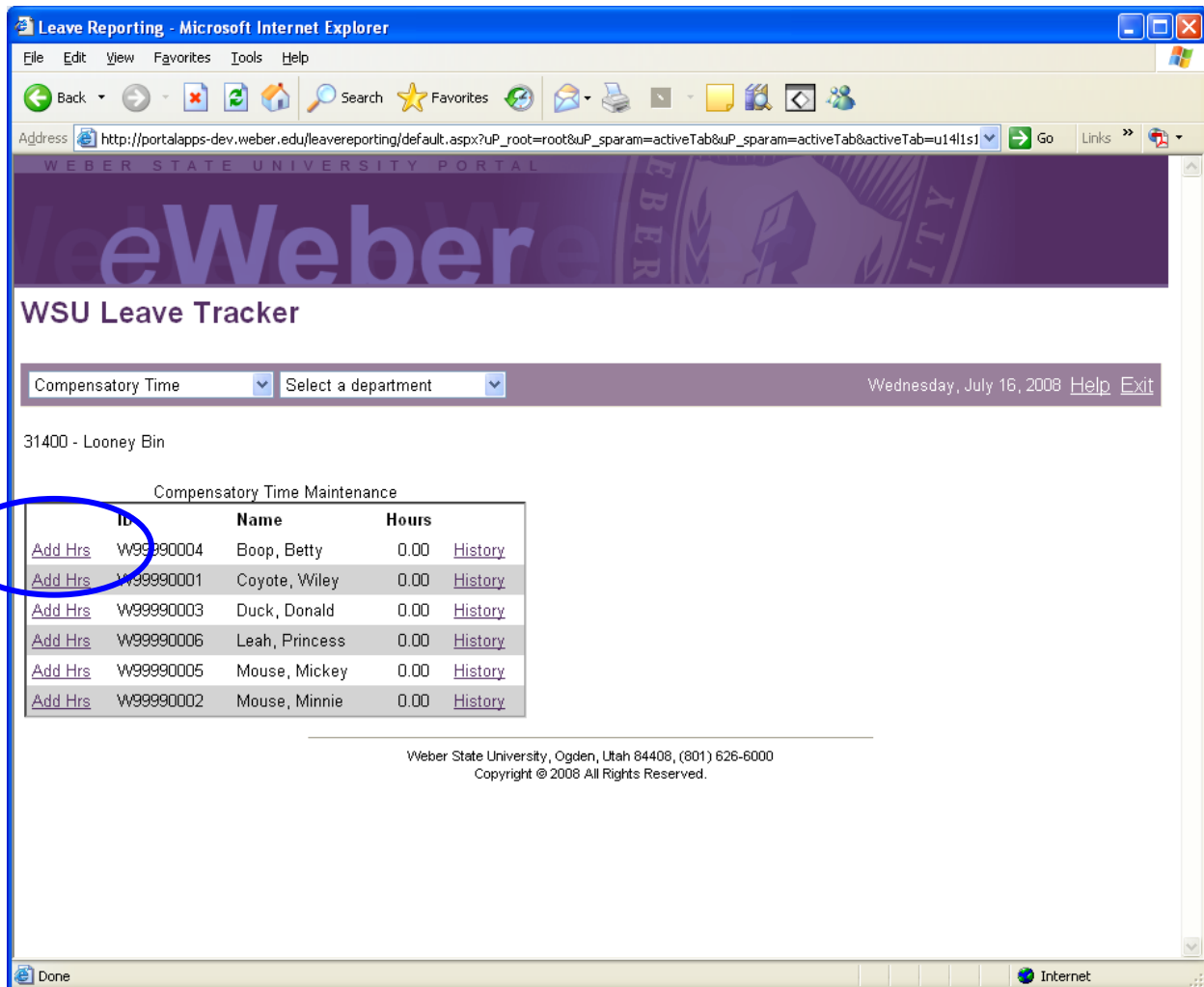
You may change the month by clicking on the smaller text months to the left and right of the current month. Then select the day of the month for the beginning and ending dates and hit the 'Submit' button.

The current month will always be displayed as a default.

Entering and Tracking Compensatory Time

The Leave Tracker system provides departments an electronic method to track any compensatory time that is earned and/or used by each employee. The Compensatory Time function for departments must be enabled by Payroll. Only those departments with employees allowed to accrue and use compensatory time will be allowed to use this function.

Only Leave Keepers have access to the 'Compensatory Time' screen. From the drop-down menu just select the 'Compensatory Time' function. The following screen will be displayed:



A list of all employees and their W numbers is shown, along with their total hours of compensatory time earned. When an employee has earned compensatory time the Leave Keeper may add those hours by clicking on the 'Add Hrs' link next to the employee's W number. The following screen will display:

Select the amount of hours in 15 minute increments and click the 'Add' button. The hours will be added to the employee's total hours.

NOTE: Remember to enter 1 ½ times the hours actually worked. For example: If an employee works 2 hours of overtime it would be entered into the system as 3 compensatory time hours ($2 \times 1.5 = 3$).

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print View Source

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s1 Go Links

WEBER STATE UNIVERSITY PORTAL

leWeber

WSU Leave Tracker

Compensatory Time Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin

Compensatory Time Maintenance

| | ID | Name | Hours | |
|-------------------------|-----------|----------------|-------|-------------------------|
| Add Hrs | W99990004 | Boop, Betty | 0.00 | History |
| Add Hrs | W99990001 | Coyote, Wiley | 0.00 | History |
| Add Hrs | W99990003 | Duck, Donald | 0.00 | History |
| Add Hrs | W99990006 | Leah, Princess | 0.00 | History |
| Add Hrs | W99990005 | Mouse, Mickey | 0.00 | History |
| Add Hrs | W99990002 | Mouse, Minnie | 0.00 | History |

ID
W99990004

Add Cancel

Hours
0.75
1.00
1.25
1.50
1.75
2.00
2.25

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Done Internet

You may view a history of the employee's total compensatory hours by selecting the 'History' link.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s1

WEBER STATE UNIVERSITY PORTAL

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WSU Leave Tracker

Compensatory Time Select a department Wednesday, July 16, 2008 Help Exit

31400 - Looney Bin

Compensatory Time Maintenance

| | ID | Name | Hours | |
|-------------------------|-----------|----------------|-------|-------------------------|
| Add Hrs | W99990004 | Boop, Betty | 0.00 | History |
| Add Hrs | W99990001 | Coyote, Wiley | 0.00 | History |
| Add Hrs | W99990003 | Duck, Donald | 0.00 | History |
| Add Hrs | W99990006 | Leah, Princess | 0.00 | History |
| Add Hrs | W99990005 | Mouse, Mickey | 0.00 | History |
| Add Hrs | W99990002 | Mouse, Minnie | 0.00 | History |

PERLHIS History for Boop, Betty

| Hrs Avail | Hrs Taken | Comment | Activity Date | User |
|-----------|-----------|--------------------------------------|---------------|---------|
| 3.00 | 0.00 | 3 COMP hours added to existing hours | 5/29/2008 | jevans3 |

Close

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You will be able to view the total hours of compensatory time available, the total hours taken, and the comments and date of when the hours were added to the employee's record. You will also see the user ID of the person who gave the hours as shown on the graphic below. The history shows any compensatory time added within the last six months.

Employees who have compensatory hours available will see the leave code of 'COMP' on their 'Enter Your Leave' screen as shown in the figure below. They will be able to enter compensatory time taken, up to the amount available. When there is no compensatory time available, the leave code of 'COMP' will not display.

Leave Reporting - Microsoft Internet Explorer

Address: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s

WSU Leave Tracker

Approve Organization's Leave | Select a department | Wednesday, July 16, 2008 | Help | Exit

Name: Boop, Betty **ID:** W99990004 ☐ DO NOT convert my eligible sick leave hours to vacation ?

Department: 31400 Looney Bin

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 3.00 | 0.00 | 3.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 202.80 | 0.00 | 202.80 |
| VACA | 263.82 | 0.00 | 263.82 |

I have entered all my leave for the month

| July 2008 | | | | | | |
|-----------|------|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | VACA | 8 | 9 | 10 | 11 | 12 |
| 13 | SICK | 14 | 15 | 16 | 17 | 18 |
| 19 | PERS | 20 | 21 | 22 | 23 | 24 |
| 25 | BRVM | 26 | 27 | 28 | 29 | 30 |
| 27 | COMP | 28 | 29 | 30 | 31 | |
| | FMLA | | | | | |
| | JURY | | | | | |

Legend: LWOP, MATR, MILT, SPCL, WCMP, WCM3, VACA, SICK, PERS, BRVM, FMLA, JURY, Filled Day, Holiday, Hours Entered

Day: 1 | Hours: 8.00

Enter a comment:

or Select a comment:

Enter type and hours then click

Viewing Organizations

Leave Keeper's are able to view all organizations available in the Leave Tracker system by selecting the 'View Organizations' function from the pull-down menu. The following screen will appear:

The screenshot shows a Microsoft Internet Explorer window titled "Leave Reporting - Microsoft Internet Explorer". The address bar displays the URL: http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_tcattr=minimized&minimized_channelId=u1411n384&minimized_channelId=u1411n384&minimized_u1. The page header features the "WEBER STATE UNIVERSITY PORTAL" banner with the "leWeber" logo. Below the banner, the title "WSU Leave Tracker" is displayed. A navigation bar contains a dropdown menu set to "View Organizations", the date "Monday, May 05, 2008", and links for "Help" and "Exit". The main content area lists various departments and their codes in a table.

| Department Title - Code |
|---|
| Academic Advisement - 20221 |
| Academic Advisement - 20222 |
| Academic Support Services - 55000 |
| Academic Support Services - 55001 |
| Academic Support Services - 55003 |
| Academic Support Services - 55004 |
| Academic Support Services - 55007 |
| Academic Support Services - 55010 |
| Academic Support Services - 55013 |
| Accounting Services - 32100 |
| Accounting Services - 32105 |
| Accounting Services - 32115 |
| Administrative Services - 30000 |
| Administrative Support Services Off - 31500 |
| Admissions Office - 20200 |
| Admissions Office - 20211 |
| Affirmative Action - 10100 |
| Alumni Relations - 41100 |
| Associate VP Financial Services - 32000 |
| Associate VP Student Affairs Office - 51000 |
| Athletics Admin and Support - 34000 |

Sick Leave Conversion

During the October – November timeframe each year employees who are eligible to convert sick leave hours to vacation are presented with the option to do so. In the past employees have received a letter from payroll. Now all conversion of leave will be done in Leave Tracker. If you are eligible for conversion, you will be presented with an option on the 'Enter Your Leave' screen.

Leave Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print View Source

Address http://portalapps-dev.weber.edu/leavereporting/default.aspx?uP_root=root&uP_sparam=activeTab&uP_sparam=activeTab&activeTab=u1411s Go Links

WEBER STATE UNIVERSITY PORTAL

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WSU Leave Tracker

Approve Organization's Leave Select a department Wednesday, July 16, 2008 Help Exit

Name: Boop, Betty ID: W99990004

Department: 31400 Looney Bin

☐ DO NOT convert my eligible sick leave hours to vacation ?

Leave Balances

| Type | Accrued | Taken This Month | Available |
|------|---------|------------------|-----------|
| COMP | 3.00 | 0.00 | 3.00 |
| PERS | 0.00 | 0.00 | 0.00 |
| SICK | 202.80 | 0.00 | 202.80 |
| VACA | 263.82 | 0.00 | 263.82 |

July 2008

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Selected Day Holiday Hours Entered

I have entered all my leave for the month

Submit

Day Type Hours

1 VACA 8.00

Enter a comment

or

Select a comment

Enter type and hours then click Add

Directly above the calendar you will see an empty check box with the words 'DO NOT convert my eligible sick leave hours to vacation.' If you DO NOT want to convert eligible sick leave hours to vacation you would simply check the box. Leave Tracker will bypass your record when performing conversion calculations. The default will be to convert sick leave for all those that are eligible. If you want to convert all your eligible sick leave then you just leave the check box blank. This option is shown above.

Part IV: Specific Leave Code Instructions

LWOP Instructions

RECORDING INSTRUCTIONS FOR LEAVE WITHOUT PAY (LWOP) ABSENCES

Use of LWOP results in no sick or vacation leave accrual, or a prorated reduction of leave hours accrued in the pay period, based on the number of LWOP hours entered.

Policy 3-29 defines two (2) types of LWOP:

Short Term LWOP – Absence without pay for less than 5 consecutive days (32 hours).

- Normally this occurs when a salaried employee uses more sick and/or vacation hours than they have available.
- Or, has been approved by their department to use LWOP hours instead of sick or vacation hours.
- ALWAYS RECORD THIS ABSENCE ON THE MONTHLY REPORTING SYSTEM.

Long Term LWOP – Absence without pay for 5 or more consecutive days (32 hours).

- Long Term LWOP requires administrative approval, including the appropriate Vice President, and preparation of a PAR to put it into effect.
- DO NOT RECORD THIS LEAVE ON THE MONTHLY REPORTING SYSTEM.

Worker's Compensation (WC) Instructions

RECORDING INSTRUCTIONS FOR WORKER'S COMPENSATION ABSENCES

- Do not record any absence in the leave reporting system for the day of the injury.

Note: Absences must be prescribed by a doctor's written order to be recorded as Workers Comp Leave.

- **The automated leave system will do the job of allocating the Workers Comp absence hours into the 1/3 – 2/3 split that the departments were required to do in the past.**
- Use leave code “**WCM3**” to record the first three (3) days of Workers Comp absence. This code is used for each separate injury incident.
- Use leave code “**WCMP**” to record all other Workers Comp absences.
- Should a doctor prescribe a return to work for only part of a day, the partial day absence should be recorded using one of the Workers Comp leave codes.
- Should both Sick and Vacation leave balances become completely depleted, a Leave without Pay (LWOP) PAR should be prepared. The remarks section should explain that the LWOP is “with benefits” unless otherwise specified.
- For technical questions regarding Worker's Compensation, contact the Safety Office at ext. 8004.

Part V: Leave Tracker Access Form

The following Leave Tracker Access Form must be completed by all parties and submitted to Payroll in order to obtain Leave Keeper access to the Leave Tracker system.

Every organization on campus must have a primary and back-up Leave Keeper designated.

WEBER STATE UNIVERSITY

LEAVE TRACKER ACCESS REQUEST FORM

Organization Code _____
(5 digit)

Organization / Department Name: _____

Note: Both a Primary and Back-up Leave Keeper are required.

For each Leave Keeper designated below select either edit OR view only. For the approver designated below please state whether or not they would like edit privileges in addition to approve access.

| | | | | Access Privileges (Y or N) | | |
|----------------------|----------|---------------------|------|-------------------------------|---------|-----------|
| | W Number | Name (Please Print) | Ext. | Edit | Approve | View Only |
| Primary Leave Keeper | | | | | N/A | |
| Back-up Leave Keeper | | | | | N/A | |
| Primary Approver | | | | | Y | N/A |
| Back-up Approver | | | | | Y | N/A |

Notes: If you need to provide additional information, please attach another sheet of paper.

The Leave Keeper(s)/Approver(s) above request access privileges to the Leave Tracker system for the department(s) listed and understand that all information on this system is private. There are significant penalties for inappropriate release of private information to anyone not having a legitimate business reason to know.

Signature

Signature

Signature

Signature

| | | | | |
|-----------------------|----------------------------------|--|--|--|
| APPROVAL SIGNATURE | Payroll Office Use Only | | | |
| | Date Access Given: _____ | | | |
| | By Whom: _____ | | | |
| | Date Employee(s) Notified: _____ | | | |
| Department Head _____ | | | | |
| Date _____ | | | | |

RETURN TO PAYROLL, MC 1021 or FAX to ext. 7648

Part VI: FAQs

Who Should I Call with Questions or Concerns?

We have tried to include instructions in this manual for most possible scenarios an employee or leave keeper may encounter when using Leave Tracker. If you have further questions or need assistance, please use the contact list below.

| | | | |
|----------------|----------|--|-------------------------|
| Lorinda DeBoer | 626-6736 | ldboer@weber.edu | Payroll / Leave keepers |
| Jennifer Evans | 626-8534 | jevans3@weber.edu | Training |
| Ben Read | 626-6602 | bread@weber.edu | Payroll |

How do I Print from Leave Tracker?

At any point during your use of Leave Tracker, you may print the screen you are viewing. Printing a screen in Leave Tracker is the same as printing from any website. However, you will want to make sure you are printing in a 'landscape' orientation so what is displayed on your computer screen will fit on the printed page.

To change your printing orientation to 'landscape,' do the following:

1. From your Internet Explorer toolbar at the top of the screen, select 'File.'
2. Next, select 'Page Setup.'
3. Choose the 'Landscape' orientation by clicking on the appropriate radio button and then hit OK.

To print the screen you are viewing you may either go to 'File' and then 'Print' from the main toolbar, or just click on the printer icon on the standard buttons toolbar.

Administrative Services

For questions about this manual call:

Jennifer Evans
(801) 626-8534
jevans3@weber.edu

