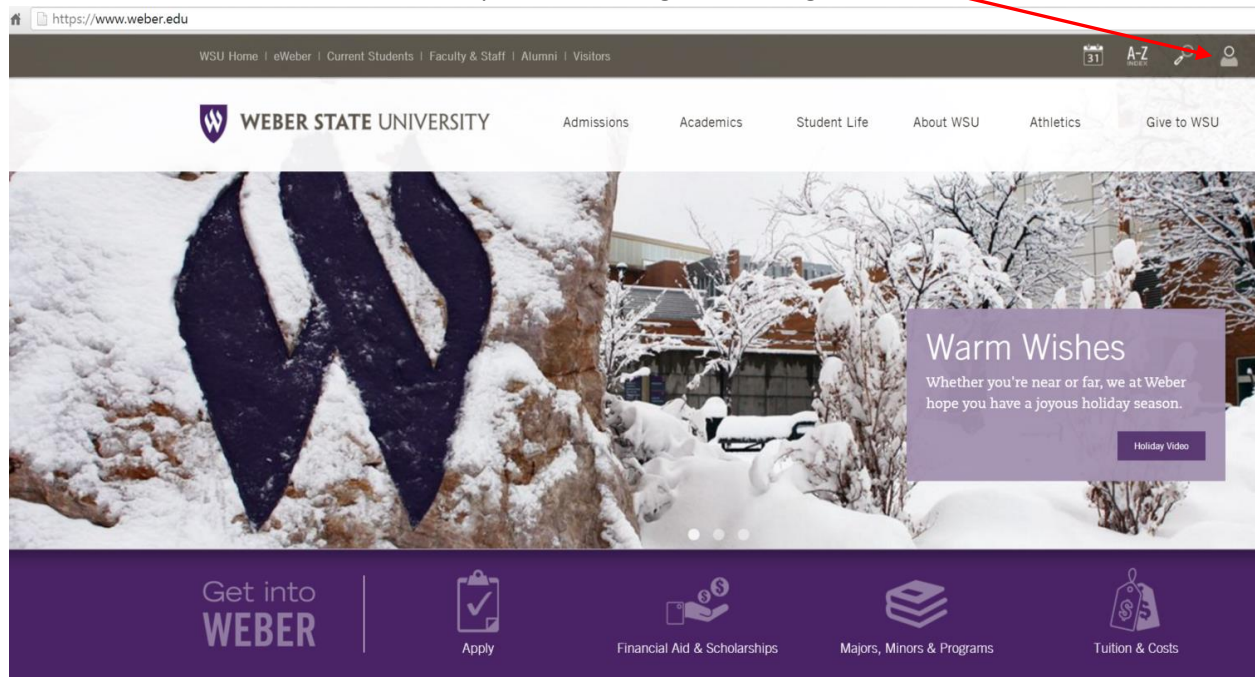
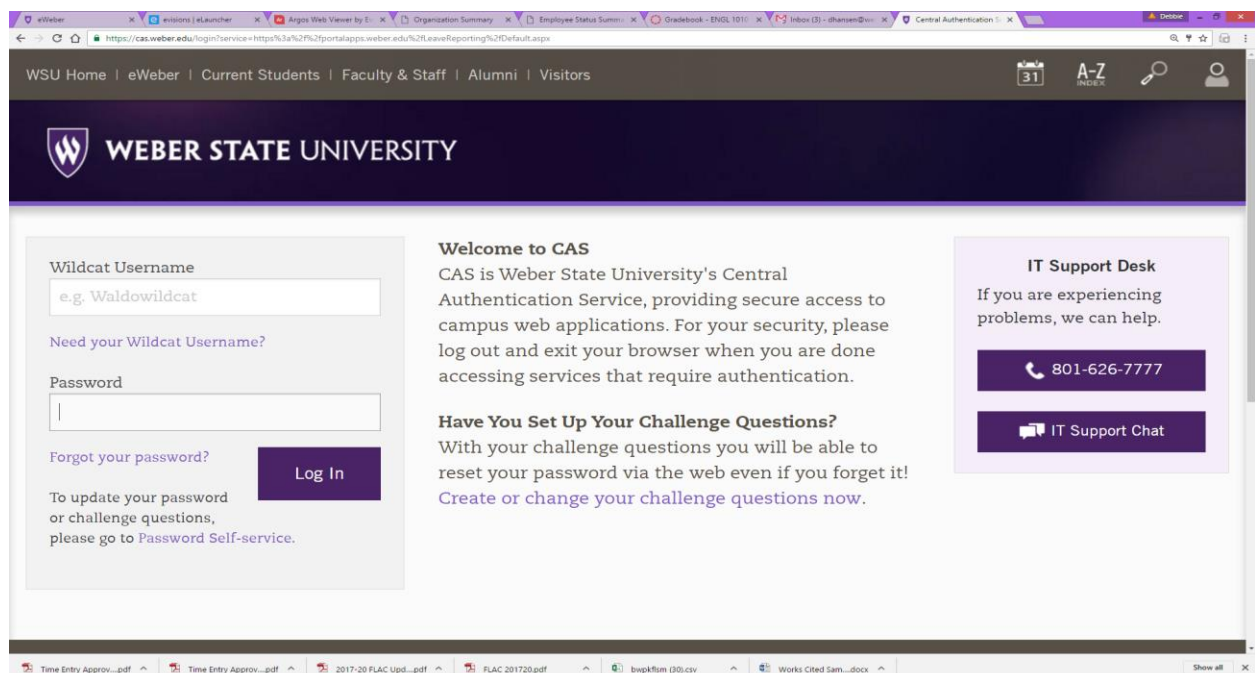


Time Worked (in Leave Tracker App) Quick Guide

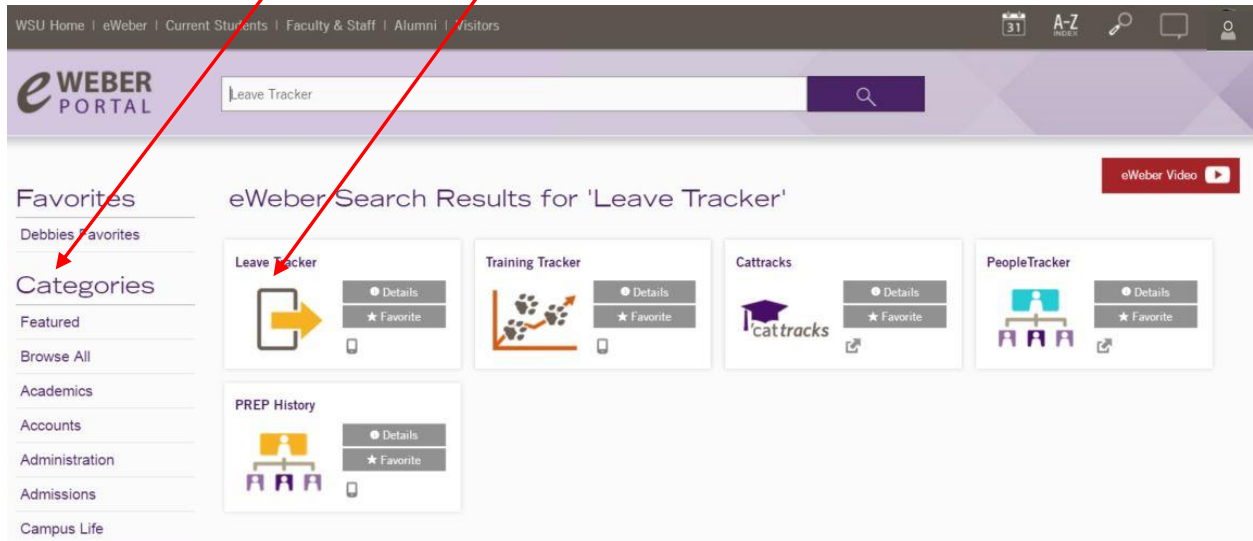
1. Go to www.weber.edu and click on the person icon to get to the log-in screen.



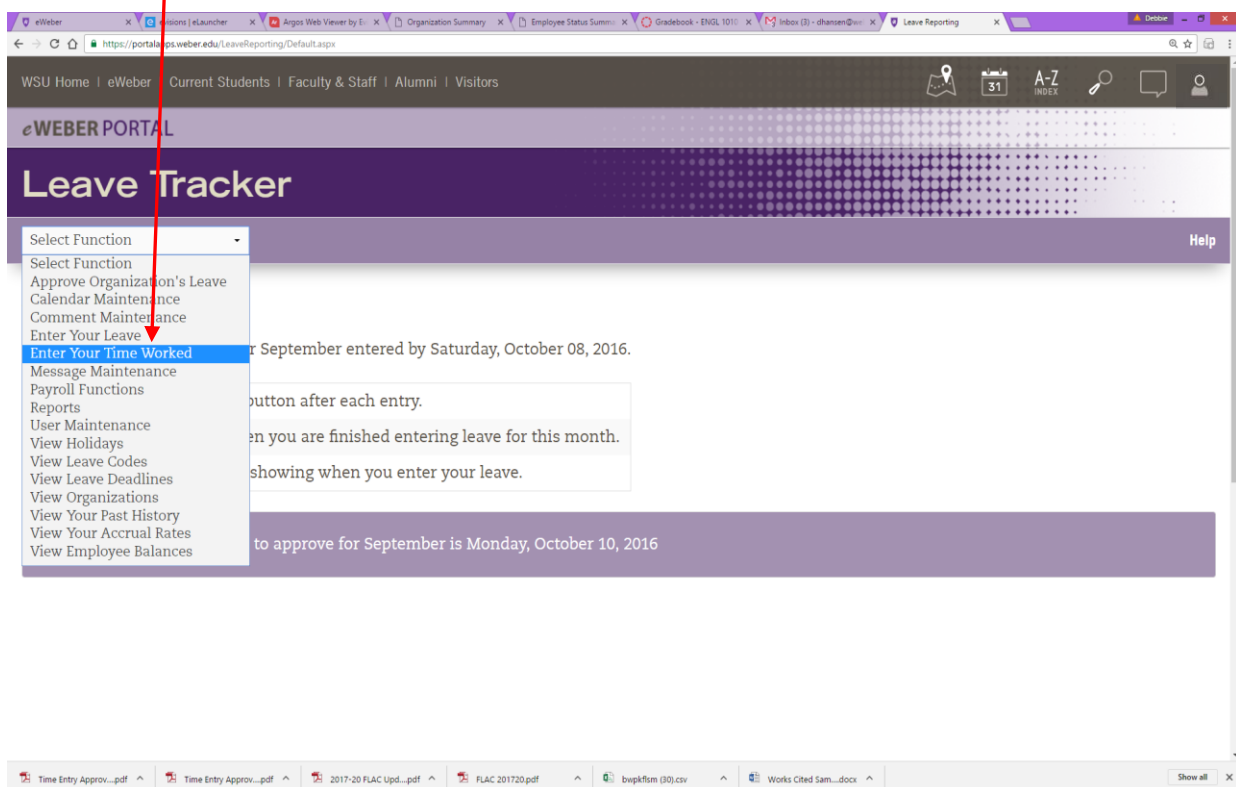
2. Log into the eWeber portal using your Wildcat username and password. Click on the “Log In” button or press Enter. Take notice of the active links in purple if you need assistance logging into the portal.



3. Once you are logged in, type Leave Tracker in the search bar and press Enter on your keyboard. This screen displays the search results for Leave Tracker. The Leave Tracker app can also be found under the Payroll link below under Categories in the left-hand column. (If you'd like to save this app to your Favorites list, click on the gray Favorite box within the app and follow the prompts.) To open the Leave Tracker app, click anywhere inside the Leave Tracker box.



4. Once you're in the Leave Tracker app, this next screen will appear with your name and also display a Select Function drop down menu. Click on the little arrow to the right of that field and select the Enter Your Time Worked option.



5. This screen appears and allows you to select the current work week (or previous weeks if needed) from the Enter Your Time Worked drop down menu.

The screenshot shows the Weber Portal Leave Tracker interface. At the top, there's a navigation bar with links like 'WSU Home', 'eWeber', 'Current Students', 'Faculty & Staff', 'Alumni', and 'Visitors'. Below this is the 'eWEBER PORTAL' header. The main heading is 'Leave Tracker'. A dropdown menu labeled 'Enter Your Time Worked' is open, showing a list of work weeks. The selected work week is '09/17/2016 - 09/23/2016 (13)'. Other options include '09/10/2016 - 09/16/2016 (12)', '09/03/2016 - 09/09/2016 (11)', '08/27/2016 - 09/02/2016 (10)', '08/20/2016 - 08/26/2016 (09)', '08/13/2016 - 08/19/2016 (08)', and '08/06/2016 - 08/12/2016 (07)'. A 'Help' button is visible in the top right corner. At the bottom, there's a taskbar with various files like 'Time Entry Approv...pdf', '2017-20 PLAC Upd...pdf', 'PLAC 201720.pdf', 'bwplfsm (30).csv', and 'Works Cited Sam...docx'.

****You'll notice that each work week begins on Saturday at midnight and ends on Friday at midnight.**

6. This screen shows the details for the Work Week selected. To enter the hours and/or minutes worked, click on the Add/Upd button adjacent to the day of the week you need to enter your hours worked.

The screenshot shows the Weber Portal Leave Tracker details screen for the selected work week '09/17/2016 - 09/23/2016 (13)'. The page title is 'Your Time Worked' and the fiscal year is '2017 Week 13'. There's a section for 'Overtime Compensation Agreement: Accepted'. Below this, there are fields for 'Name: Your Name and', 'ORGN: ORG code here', and 'FTE: 1.00'. A note states: 'Note: Do not enter hours worked on a holiday unless you actually worked the holiday'. The main section is a table with columns: 'Date', 'Hrs Worked', 'Off Work Hrs', 'Leave Taken', and 'Comment'. The table shows days from SAT (09/17/2016) to FRI (09/23/2016). Each day has an 'Add/Upd' button next to it. A red arrow points to the 'Add/Upd' button for SAT. At the bottom, there's a taskbar with various files like 'Time Entry Approv...pdf', '2017-20 PLAC Upd...pdf', 'PLAC 201720.pdf', 'bwplfsm (30).csv', and 'Works Cited Sam...docx'.

	Date	Hrs Worked	Off Work Hrs	Leave Taken	Comment
Add/Upd	SAT 09/17/2016	0.00	0.00	0.00	Reset
Add/Upd	SUN 09/18/2016	0.00	0.00	0.00	Reset
Add/Upd	MON 09/19/2016	0.00	0.00	0.00	Reset
Add/Upd	TUE 09/20/2016	0.00	0.00	0.00	Reset
Add/Upd	WED 09/21/2016	0.00	0.00	0.00	Reset
Add/Upd	THU 09/22/2016	0.00	0.00	0.00	Reset
Add/Upd	FRI 09/23/2016	0.00	0.00	0.00	Reset

7. After you click on the Add/Upd link, this first screen shows the fields where you'll enter your hours and minutes worked. Once you click on the purple Save button, this second screen shows what it looks like after you've entered the hours and minutes.

for 09/19/2016

Current Hours: 0.00

New Hours

New Minutes

Comment

Save

for 09/19/2016

Current Hours: 0.00

New Hours: 7

New Minutes: 57

Comment

Save Cancel

****The minutes you enter in the New Minutes field converts to an equivalent calculation in the Time Worked system. The conversion rate is 1.666, so as an example, if you enter 57 minutes, the number converts to .95 and so on (57 x 1.666 = 94.96, rounds up to .95)**

8. As seen below, the 7.57 hours and minutes entered in the Update Hours Worked fields for Monday, 9/19/2016 converted to 7.95, however, you can enter hours only and leave the New Minutes field empty if you track exact hours only. If you happen to make a mistake and need to change your hours worked, click on the purple Reset button will allow you to re-enter hours, prior to your hours being verified by your supervisor.

Note: Do not enter hours worked on a holiday unless you actually worked the holiday

7.95 total hours for the week ⓘ

	Date	Hrs Worked	Off Work Hrs ⓘ	Leave Taken	Comment
Jpd SAT	09/17/2016	0.00	0.00	0.00	Reset
Jpd SUN	09/18/2016	0.00	0.00	0.00	Reset
Jpd MON	09/19/2016	7.95	0.00	0.00	Reset
Jpd TUE	09/20/2016	0.00	0.00	0.00	Reset
Jpd WED	09/21/2016	0.00	0.00	0.00	Reset
Jpd THU	09/22/2016	0.00	0.00	0.00	Reset
Jpd FRI	09/23/2016	0.00	0.00	0.00	Reset

9. For employees on an 11-, 10-, or 9-month contract, please pay close attention to the **Off Work Hrs** feature shown below as you will need to enter Off Work hours regularly to ensure your contract hours are met. These hours are entered the same way as regular hours.

FTE: 1.00

Note: Do not enter hours worked on a holiday unless you actually worked the holiday

0.00 total hours for the week

	Date	Hrs Worked	Off Work Hrs	Leave Taken	Comment
Add/Upd	SAT 09/17/2016	0.00	0.00	0.00	

10. Holidays in your Time Worked will automatically look like the screen below. **Note: Do not enter hours worked on a holiday unless you actually worked the holiday**

Note: Do not enter hours worked on a holiday unless you actually worked the holiday

32.00 total hours for the week

	Date	Hrs Worked	Off Work Hrs	Leave Taken	Comment
	SAT 09/03/2016	0.00	0.00	0.00	
	SUN 09/04/2016	0.00	0.00	0.00	
	HOL 09/05/2016	0.00	0.00	0.00	
	TUE 09/06/2016	8.00	0.00	0.00	

11. Once all of your hours have been entered for the complete week in Time Worked, this screen displays a detailed summary of your total hours. If this summary is correct, be sure to click on the purple Submit your hours for the week button at the bottom of the screen.

Leave Tracker

Enter Your Time Worked

10/08/2016 - 10/14/2016 (16)

Your Time Worked
Fiscal Year 2017 Week 16

Name: Your Name and
ORGN: ORG code here

Approved:
Uploaded:

FTE: 1.00

Note: Do not enter hours worked on a holiday unless you actually worked the holiday

40.00 total hours for the week

	Date	Hrs Worked	Off Work Hrs	Leave Taken	Comment
Add/Upd	SAT 10/08/2016	0.00	0.00	0.00	Reset
Add/Upd	SUN 10/09/2016	0.00	0.00	0.00	Reset
Add/Upd	MON 10/10/2016	8.00	0.00	0.00	Reset
Add/Upd	TUE 10/11/2016	8.00	0.00	0.00	Reset
Add/Upd	WED 10/12/2016	8.00	0.00	0.00	Reset
Add/Upd	THU 10/13/2016	8.00	0.00	0.00	Reset
Add/Upd	FRI 10/14/2016	8.00	0.00	0.00	Reset
	Totals	40.00	0.00	0.00	40.00

40.00 total hours for the week

Submit your hours for the week

Weekly COMP Hours
1-1/2 Time: 0.00
Straight Time: 0.00
Holiday Time: 0.00

12. Note: If any changes are needed after you have clicked on the Submit your hours for the week button, you can click on the purple Unsubmit button and go back to make those changes. However, if possible, changes should be made prior to your supervisor actually reviewing and verifying your hours worked and before hours are uploaded.

FRI	10/14/2016	8.00	0.00
Totals		40.00	0.00

40.00 total hours for the week ⓘ

Unsubmit

Weekly COMP Hou

1-1/2 Time: 0.00

Straight Time: 0.00

Holiday Time: 0.00

13. You have now completed entering your Time Worked in the Leave Tracker app! Your supervisor will review and verify your Time Worked and the date your hours are approved will be displayed. Once your time is uploaded into the system, that date will be shown as well.

Leave Tracker

Enter Your Time Worked - Help

08/27/2016 - 09/02/2016 (10)

Your Time Worked

Fiscal Year 2017 Week 10

Name: Your Name and

ORGN: ORG code here

FTE: 1.00

Overtime Compensation Agreement: Accepted

Approved: 09/16/2016

Uploaded: 09/28/2016

Note: Do not enter hours worked on a holiday unless you actually worked the holiday

40.00 total hours for the week ⓘ

	Date	Hrs Worked	Off Work Hrs ⓘ	Leave Taken	Comment
SAT	08/27/2016	0.00	0.00	0.00	
SUN	08/28/2016	0.00	0.00	0.00	
MON	08/29/2016	0.00	0.00	8.00	
TUE	08/30/2016	8.00	0.00	0.00	
WED	08/31/2016	8.00	0.00	0.00	
THU	09/01/2016	8.00	0.00	0.00	
FRI	09/02/2016	8.00	0.00	0.00	
Totals		32.00	0.00	8.00	40.00

40.00 total hours for the week ⓘ

Weekly COMP Hours

14. **One last helpful hint!** While you're in the Leave Tracker app, refer back to Step 4 in this Quick Guide and select Enter Your Leave from the drop down menu and enter any leave taken as soon as possible during the month, so you can see your Leave Taken in the appropriate column as shown above.

If you have any questions or need more information, please contact Payroll for assistance. THANKS!