

# Web Leave Reporting (Exempt Employees)

Employee Tab on Wingspan

Welcome zzzwmanager  
You are currently logged in.

E-mail Logout Help

June 7, 2011

**Home Employee**

**Faculty / Employee Profile Information**

CWID: W  
 Department: Data Unavailable  
 Division: Data Unavailable  
 Office: Data Unavailable  
 Phone No: Data Unavailable

**Time Approval**

Update Approval Proxies

**Time Reporting**

**Leave Report**  
 Director of People, 240007- 00 - Office of VP Student Life, 7020  
 Faculty/Staff - Exempt - 17, Period Ending : Aug 31, 2011  
 Faculty/Staff - Exempt - 15, Period Ending : Jul 31, 2011

More

**Employee Quick Links**

Winthrop Home Page

Benefits  
 Employee Forms  
 F.Y.I. News Bulletin  
 Human Resources  
 Online I9 Inquiry  
 PAF System  
 Payroll  
 Sponsored Programs & Research

**Cafe Cash**

**Café Cash**  
 CWID: W  
 Currently unavailable as of 6/7/2011 12:22 PM

Purchase Commuter Student Meal Plans  
 (Charge To Winthrop Account)

Purchase Student Café Cash  
 (Charge To Winthrop Account)

Purchase Café Cash using CREDIT CARD

**Employee Detail Information**

Sitemap

Employee Detail Menu  
 Personal Information Menu

Direct Deposit  
 Job Details  
 Leave Details  
 Pay Stub

Employee Detail and Personal Information Tabs (Self-Service Banner)

**Personal Information Employee Detail**

Search  Go

**Employee Detail**

Time Sheet  
 Leave Report  
 Pay Information  
 Direct deposit allocation, earnings and deductions history, or pay stubs.  
 Tax Forms  
 W4 information, W2 Form.  
 Jobs Summary  
 Leave Balances  
 Effort Certification  
 Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

RELEASE: 8.4.1

**Personal Information Employee Detail**

Search  Go RETURN TO MENU SITE MAP HELP

**Personal Information**

Winthrop University employees MUST also change their address information with the Human Resources Office. Changing addresses using Self Service Banner WILL NOT update your information with Human Resources, Retirement programs, or with the State Employee Insurance Program. To change your address with Human Resources, please email HRHelp@winthrop.edu.

View Addresses and Phones  
 Update Addresses and Phones  
 View E-mail Addresses  
 View Emergency Contacts  
 Update Emergency Contacts  
 View Ethnicity and Race  
 Update Ethnicity and Race  
 Name Change Information  
 Social Security Number Change Information

RELEASE: 8.3

# Time and Leave Reporting



- **Reporting Hours Worked:** When entering hours worked (non-exempt employees), the actual time entered must be rounded to the **nearest 15 minute increment**. For example an employee who reports to work between:
  - 7:53 a.m. and 8:07 will indicate 8:00 a.m. on the timesheet
  - 8:08 a.m. and 8:22 a.m. will indicate 8:15 a.m. on the timesheet
- **Reporting Leave:**
  - Non-exempt employees must enter leave in **intervals of 15 minutes** (Ex. 10:00, 10:15, 10:30, 10:45), and leave must be entered using the time in and time out format.
  - Exempt employees must enter leave in total hours of leave taken per day rounded to the nearest quarter hour.
  - Employees who work a regular 37.5 hour work week should report an entire day of leave as 7.5 hours; employees who work a regular 40 hour work week should report an entire day of leave as 8 hours.

## Leave Report

**Title and Number:** Director of Programs -- 240008-00  
**Department and Number:** Student Affairs -- 7060  
**Leave Report Period:** Aug 16, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 15, 2011 by 11:59 PM

Earning	Total Hours	Total Units	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011	Monday Aug 22, 2011
Annual Leave	8.5		8.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick - Personal	8.5		Enter Hours	Enter Hours	8.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick - Family	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty/Funeral Leave/Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	17		8.5	0	8.5	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:** You on Jun 02, 2011  
**Approved By:** Manager WU on Jun 02, 2011  
**Waiting for Approval From:**

### Leave Report Status:

[Status indicator can be seen from SSB-Employee Detail Tab-Time Sheet view]

Not Started: Leave report has not been opened yet (not required to submit/open when no leave used)

In Progress: Leave report has been opened and may or may not have leave entered

Pending: Submitted to approver/supervisor. Deadline for submitting is typically 15 days after end of pay period.

Approved: Leave report approved and deducted from leave balance immediately.

Returned for Correction: Leave report can be returned by approver prior to approving and prior to deadline. Employee cannot recall their own leave report once it has been submitted.

### Expectations:

- On July 1<sup>st</sup>, open Leave Report for 7/1-7/15/11. This will change the status from "Not Started" to "In Progress" and route your information to your supervisor/approver.
- Submit Leave Reports on the last day of the pay period, although the deadline allows for submission as late as the end of the next pay period (i.e. 7/31/11 for the first Leave Report). Once a report is submitted, it will require the supervisor to return it for corrections if needed.
- The Leave Report cannot be modified after the supervisor approves it. Further corrections will need to be made through HR.