



Web Leave Reporting (WLR) Employee Guide

Employee Guide to Web Leave Reporting (WLR)

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This guide is provided as a resource and may become outdated as processes and procedures change. Further questions about the WLR system should be addressed with Payroll Services or to Human Resources for policy interpretation assistance. Online TTUHSC personnel policies should supersede information provided within this guide.

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How to Check My Leave Balances

1. Log into Self Service Banner (SSB) via webraider.ttuhs.edu and the HSC Employee tab.
2. Select Leave Balances (available 12/15/08 or after).

The screenshot shows the 'Employee' menu with various options. The 'Leave Balances' link is highlighted with a red box. Other visible links include Time Sheet, Leave Report, Request Time Off, Benefits and Deductions, Pay Information, Tax Forms, and Jobs Summary.

3. Review the types of leave available to you with balances. Note the available balances as a date. If you have taken time after this date, then you need to adjust your balances accordingly.

The screenshot shows the 'Leave Balances' page with a table of leave types. The 'Available Balance as of Apr 15, 2008' column is highlighted with a red box. The table includes columns for TYPE of Leave, Hours or Days, Banked Date Available, Available Beginning Balance, Earned as of Apr 15, 2008, Taken as of Apr 15, 2008, and Available Balance as of Apr 15, 2008.

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Apr 15, 2008	Taken as of Apr 15, 2008	Available Balance as of Apr 15, 2008
Holiday Comp	Hours	.00 Sep 01, 2007	7.00	6.00	.00	13.00
Sick Leave	Hours	.00 Sep 01, 2007	52.00	24.00	.00	76.00
Vacation	Hours	.00 Sep 01, 2007	104.50	24.00	.00	128.50

Opening My WLR Leave Report

1. Log into Self Service Banner (SSB) via webraider.ttuhs.edu and the HSC Employee tab.
2. Select *My Leave Report*.

The screenshot shows the 'My Employment Information' page. At the top, there are tabs for 'My Personal Information' and 'My Employment Information'. Below the tabs is a search bar and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The page title is 'My Employment Information' and it indicates 'Your current Institution is TTU'. A list of links is provided, with 'My Leave Report' highlighted by a red box. Other links include 'My Time Sheet', 'Request Time Off', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Jobs Summary', 'Leave Balances', and 'Campus Directory'. At the bottom, it says 'RELEASE: 7.3.2' and 'powered by SUNGARD HIGHER EDUCATION'.

3. Select the appropriate job's radial button and the appropriate pay period from the drop-down box.

The screenshot shows the 'Leave Report Selection' page. It has a table with two columns: 'Title and Department' and 'My Choice Leave Report Period and Status'. The first row is highlighted with a red box. The 'Title and Department' column contains 'Lead Analyst, H95362-00' and 'Human Resources Lbk, 201401'. The 'My Choice Leave Report Period and Status' column contains a drop-down menu with the selected option 'Dec 01, 2008 to Dec 31, 2008 Not Started'. A red arrow points to the drop-down menu. Below the table is a 'Leave Report' button.

4. Click on the *Timesheet* button.

The screenshot shows a single button labeled 'Time Sheet'.

Viewing My WLR Leave Report

1. Use the Scroll bar to scroll to the bottom of your timesheet.
2. Your earnings will vary based on the earnings that are eligible within your Employee Class.

Leave Report

Title and Number: Lead Analyst -- H95362-00
Department and Number: Human Resources Lbk -- 201401
Leave Report Period: Dec 01, 2008 to Dec 31, 2008
Submit By Date: Jan 31, 2009 by 06:00 P.M.

Earning	Total Hours	Total Units	Monday Dec 01, 2008	Tuesday Dec 02, 2008	Wednesday Dec 03, 2008	Thursday Dec 04, 2008	Friday Dec 05, 2008	Saturday Dec 06, 2008	Sunday Dec 07, 2008
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conf Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Excellence Leave Award	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Emergency Leave Exmpt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Firefighter EMS Leave Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Red Cross Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Assistance Dog Training	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Note: some of the earnings require prequalification or must meet the requirements defined in [OP 70](#) before you are eligible to take them.

Employee Guide to Web Leave Reporting (WLR)



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.01, Leaves of Absence

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish Health Sciences Center policy for vacation, sick, emergency, and other leaves of absence, other than family and medical leave, for classified, professional, administrative, executive management, and faculty employees. Family and medical leave is covered in OP 70.32.

REVIEW: This OP will be reviewed on July 15 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by August 1.

POLICY/PROCEDURE

1. Definitions

Regular Employee: An employee employed to work at least 20 hours per week for a period of at least four

- Use the *Next* button to display other days within the pay period. Since the pay period vary between 28 to 31 days, days may display on 5 different screens using *Next* and *Previous* to go back.

Voting	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Firefighter EMS Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Red Cross Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Assistance Dog Training Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Organ Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		80		0	0	8	8	8	8	8
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

RELEASE: 7.2.1.1

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Entering Hours for One Day

1. Identify the appropriate day and its associated column.
2. Locate the row of the appropriate Earning (such as Sick Leave, Vacation, or Holiday Comp)
3. Click *Enter Hours* in the column of the day and row of the earning.
4. Verify the date and earning.
5. In the Hours field, type the total number of hours for this day and earning.
6. Click the Save button.

Leave Report

Title and Number: Lead Analyst -- H95362-00
Department and Number: Human Resources Lbk -- 201401
Leave Report Period: Dec 01, 2008 to Dec 31, 2008
Submit By Date: Jan 31, 2009 by 06:00 P.M.


Earning: HSC HolidayComp
Date: Dec 19, 2008
Hours:

Earning	Total Hours	Total Units	Monday Dec 15, 2008	Tuesday Dec 16, 2008	Wednesday Dec 17, 2008	Thursday Dec 18, 2008	Friday Dec 19, 2008	Saturday Dec 20, 2008	Sunday Dec 21, 2008
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conf Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Excellence Leave Award	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Emergency Leave Exmpt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Entering Hours for a Pay Period

If you take the earning code and same number of leave hours each day during a pay period, you can copy those hours on your WLR leave report to multiple days all at once.

1. Click *Enter Hours* under the column of the day selected and in the row of the selected Earning such as Vacation.
2. Verify the date and earning.
3. In the Hours field, type the total number of hours of leave used for this day.
4. Click the *Copy* button.
5. Check either the Copy from date displayed to the end of the pay period box or select the appropriate dates to copy to.
6. Click the *Copy* button.
7. Look for the verification message to indicate hours successfully copied.
8. Select the *Leave Report* button to return to your leave report.
9. Verify that the hours actually copied to the dates you selected.

 Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: Vacation Pay, Shift 1
 Date and leave time to copy: Dec 22, 2008, 8 Hours
 Copy from date displayed to end of the leave period:
 Include Saturdays:
 Include Sundays:

Copy by date:

Monday Dec 01, 2008	Tuesday Dec 02, 2008	Wednesday Dec 03, 2008	Thursday Dec 04, 2008	Friday Dec 05, 2008	Saturday Dec 06, 2008	Sunday Dec 07, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 08, 2008	Tuesday Dec 09, 2008	Wednesday Dec 10, 2008	Thursday Dec 11, 2008	Friday Dec 12, 2008	Saturday Dec 13, 2008	Sunday Dec 14, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 15, 2008	Tuesday Dec 16, 2008	Wednesday Dec 17, 2008	Thursday Dec 18, 2008	Friday Dec 19, 2008	Saturday Dec 20, 2008	Sunday Dec 21, 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 22, 2008	Tuesday Dec 23, 2008	Wednesday Dec 24, 2008	Thursday Dec 25, 2008	Friday Dec 26, 2008	Saturday Dec 27, 2008	Sunday Dec 28, 2008
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 29, 2008	Tuesday Dec 30, 2008	Wednesday Dec 31, 2008				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report Copy

Entering Cases of Short-Term Leave without Pay

If you have cases of short-term Leave without Pay (LWOP), you should enter your LWOP as Vacation Pay hours or in cases of illness use Sick Leave and make a comment about the LWOP days entered.

1. Click *Enter Hours* under the column of the day for the LWOP and in the row of Vacation Pay or in cases of illness the row of Sick Leave.
2. Verify the date and earning.
3. In the Hours field, type the total number of hours of leave used for this day.
4. Click the *Save* button.
5. Repeat this for each day of LWOP or use the Copy feature to copy hours accordingly.
6. Add a comment noting the days, hours, and reason for the LWOP for the pay period.

What happens later? In general, the LWOP will be manually processed on the next paycheck or accrual cycle. Once the pay period hours are approved, the leave balances will be processed into Banner. Since Vacation Pay or Sick Leave will not have enough leave to cover the leave from the leave report, it will cascade the extra hours into other balances as able and then feed into the No Pay Leave Code. Payroll will have a report monitoring the balances of the No Pay Leave Code; these balances will be adjusted through manual updates on the next adjusted paycheck or through new leave accruals. Additional information or specifics on this process should be addressed with the Payroll Department.

Note: Short-term leave includes cases when the return date of the employee is known and when the leave is less than 30 days or within the same month.

Adjusting or Correcting My Hours Entered

If you have entered the wrong hours in the correct earning:

1. From the leave report, click the hours entered under the column of the date and row of the earning for the hours to be corrected.
2. In the Hours field, type the correct number of hours.
3. Click the *Save* button.

If you have entered the right hours in the wrong earning:


4. From the leave report, click the hours entered under the column of the date and row of the earning for the hours to be corrected.
5. Delete the hours in the *Hours* field.
6. Click the *Save* button.
7. Scroll back down the leave report and select the column and row of the date and earning that should have been entered.
8. In the Hours field, type the correct number of hours.
9. Click the *Save* button.

Add a comment to My WLR Leave Report

You may want to add comments regarding your leave or remarks regarding your data entry, etc. To add a comment:

1. Select the *Comments* button at the near bottom of the WLR Leave Report.
2. In the Comments field, type your message. Be advised that the comments will be documented with your leave report, may be reviewed by auditors, and will be permanent in nature. Set your spelling, grammar, and punctuation as you deem necessary.
3. Click the *Save* button.
4. Click the *Previous Menu* button to return to your leave report.
5. Select the *Preview* button to verify your comments as needed.

Comments Your current Institution is TTU

 Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Aug 26, 2008


Enter or Edit Comment:

Made By: Paula Grammas
Comment Date: Aug 26, 2008
Comment: You might double-check your HSC Holiday Comp balance. My report showed you have a balance of 5 hours instead of 1. You may prefer to exhaust your Holiday Comp since it expires after one year of nonusage. PG

Made By: You
Comment Date: Aug 22, 2008
Comment: 1 hour of Holiday Comp used for personal meeting on Aug 18th. For vacation starting on Aug 28, exhausted remaining Holiday Comp balance and took the rest of time off from vacation balance for the 28th and 29th. JxxM

Double-checking My WLR Leave Report

1. Use the Preview button at the bottom of the Leave Report to double-check your leave entry.
2. Scroll down and to the side as needed to see the complete pay period.
3. If desired, you can print your leave report using the Browser's File and Print commands after you set your page setup to Landscape view and print using Legal paper.

Summary of Reported Time													HELP
 Set your printer layout to Landscape before printing.													
Gina Ketcherside Lead Analyst, H95362-00										Human Resources Lbk, 201-			
<i>Leave Report</i>													
Earning Code	Total Hours	Total Units	Monday, Dec 01, 2008	Tuesday, Dec 02, 2008	Wednesday, Dec 03, 2008	Thursday, Dec 04, 2008	Friday, Dec 05, 2008	Saturday, Dec 06, 2008	Sunday, Dec 07, 2008	Monday, Dec 08, 2008	Tuesday, Dec 09, 2008	Wednesday, Dec 10, 2008	Thursday, Dec 11, 2008
Vacation	16												
Pay													
HSC	8												
HolidayComp													
Total	24												
Hours:													
Total Units:		0											

Submitting My WLR Leave Report

1. Click the *Submit for Approval* button to submit your leave report when it is complete.
2. Watch for the verification that the leave report is submitted.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your leave report was submitted successfully.

Leave Report

Title and Number: Lead Analyst -- H95362-00
Department and Number: Human Resources Lbk -- 201401
Leave Report Period: Dec 01, 2008 to Dec 31, 2008
Submit By Date: Jan 31, 2009 by 06:00 P.M.

Earning	Total Hours	Total Units	Monday Dec 01, 2008	Tuesday Dec 02, 2008	Wednesday Dec 03, 2008	Thursday Dec 04, 2008	Friday Dec 05, 2008	Saturday Dec 06, 2008	Sunday Dec 07, 2008
Vacation Pay	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conf Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

3. Scroll to the bottom of the leave report and verify where the leave report is.

Organ Donor Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	24		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By: You on Dec 08, 2008
Approved By:
Waiting for Approval From: Janet Coquelin

Escalating Errors or Questions

Contact payroll for questions or to escalate errors at webmaster.payroll@ttu.edu , www.depts.ttu.edu/payroll, or 806.742.3211. Payroll will be managing the Web Time Entry (WTE), Web Leave Reporting (WLR), and leave balances.

The Web Leave Reporting (WLR) deadline is the end of the next month. For example, January 31st is the deadline to submit and approve WLR for the month of December. Do not submit Leave Report until all leave is determined for the month.

Approvers should not approve the Leave Report for a month within the same month unless it is within the last week of that month and the exempt payroll process has already been initiated. (The month's accruals will be added to leave balances at the beginning of the exempt payroll process hence approvers should wait for that process to update this month's leave balances before approving the same month's leave report.)