Web Leave Reporting (WLR)
Employee Guide

This guide is provided as a resource and may be become outdated as processes and procedures change.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.

How to Check My Leave Balances

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

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.

Opening My WLR Leave Report

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

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

4. Click on the *Timesheet* button.

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.

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

3. 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.

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:	8	

Save   Copy

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 Ho
HSC HolidayComp	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Ho
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Jury Duty Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Funeral Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Parent Teacher Conf Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Sick Leave Pool	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Sick Leave Exception	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Service Excellence Leave Award	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho
Military Emergency Leave Exmpt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Ho

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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.

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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.

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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.

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.

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.

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

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.)

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