WMU SEMIMONTHLY LEAVE USAGE

Leave Entry Page
Timekeeper Access

Use the semimonthly leave time entry page for entering sick, annual, holiday, and funeral hours used for semimonthly employees during the pay period. If you have faculty employees you will also see necessary leave as an option.

To access the Semimonthly Leave Usage page, navigate to the following page:

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry

WMU - SM Leave Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Company:	begins with ▾	
Pay Group:	begins with ▾	
Organization Code:	begins with ▾	
User ID:	begins with ▾	PS
Pay Period End Date:	= ▾	10/31/2014

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-2 of 2 ► Last

Company	Pay Group	Organization Code	Organization Name	Pay Period End Date
WMU	SM1	LAWSON	Lawson Ice Arena	10/31/2014
WMU	SM1	POWPL	Power Plant	10/31/2014

As the Timekeeper, your User Id (Userid is your BroncoNetID) is automatically filled in and cannot be changed. This ensures that you only view employees that work in areas that you are the Timekeeper for.

Pay Period End Date defaults to the most current pay period, but may be changed to a past pay period.

You may narrow your search further by entering other information, such as Organization Code, into the search page.

Or, you may simply hit the return key to see all information you have access to and select from the result set.

It is advised that you narrow your search as much as possible to avoid a large result set that may take several minutes to load.

Once logged in PeopleSoft, click on Main Menu, Benefits, Manage Leave Accruals, then WMU-SM Leave Entry

WMU-SM Leave Entry

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry

WMU - SM Leave Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Company:	begins with ▼	
Pay Group:	begins with ▼	
Organization Code:	begins with ▼	POWPL
User ID:	begins with ▼	PS
Pay Period End Date:	= ▼	10/31/2014

[Search]   [Clear]   Basic Search   Save Search Criteria

If the selected pay period is confirmed, all data will be display-only and no further updating may occur.

The word "Confirmed" will display next to the Pay Period End date.

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry

WMU SM Leave Entry

Company:	WMU	☑ Post
Pay Group:	SM1	
Organization Code:	LAWSON Lawson Ice Arena	
Pay Period Begin:	05/15/2014	
Pay Period End:	05/31/2014 **Confirmed**	

Customize | Find | 🔲 | 🔢   First ◀ **1 of 1** ▶ Last

	Empl ID	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1			0.00	0.000	0.00	0.000	0.000	0.000
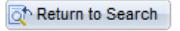
💾 Save   🔍 Return to Search   📄 Previous in List   📄 Next in List
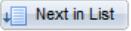
Likewise, if the pay period is not confirmed, but is posted, the page will be display-only and no further updating may occur.

If you need to update the data, you must contact the Payroll Administrator to re-open the page. This option is only available for unconfirmed pay periods.

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry

WMU SM Leave Entry

Company:	WMU	☑ Post
Pay Group:	SM1	
Organization Code:	POWPL	
Pay Period Begin:	07/15/2014	
Pay Period End:	07/31/2014	

Customize | Find | 🗗 | ⊞   First ◁ 1 of 1 ▷ Last

	Empl ID	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1		Jarvis,C	2076.00	0.000	90.00	0.000	0.000	0.000

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List

If the pay period is not confirmed and not yet posted, the page will be open for data entry.

Employees with currently active, semimonthly jobs during this pay period are included, as well as semimonthly jobs that were terminated or retired during the PREVIOUS pay period.

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry

WMU SM Leave Entry

Company:	WMU
Pay Group:	SM1
Organization Code:	POWPL
Pay Period Begin:	10/15/2014
Pay Period End:	10/31/2014

☐ Post

Customize | Find | | First ◄ 1 of 1 ► Last

	Empl ID	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1		Jarvis	2076.00	0.000	90.00	0.000	0.000	0.000

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List

To help facilitate finding a specific employee in a long list, sort the time grid by the Empl Id or Name columns. Simply click on the column heading to sort in ascending order. Click again to sort in descending order. A caret will appear to show the direction of the sort.

Current leave balance amounts for sick and annual leave are displayed. You may NOT enter negative hours. You may NOT enter time taken that is more than the available balance. If time entered results in a negative balance, you will receive an error and not be allowed to save the page.

As time is entered, the available balance amount is adjusted accordingly. Once you have finished entering time, save your changes.

Once you are finished entering all time for this pay period and organization code, you may check the Post Timekeeper box.

Checking the Post Timekeeper box closes the organization code for any further data entry.

To re-open an organization code, you must contact Payroll, so be sure you have completed all data entry before posting.

If you check on the Post Timekeeper box by mistake, simply back out of the page without saving and your post will not be saved.

NOTE: Time may be entered for a pay period up and until Payroll sends out notification that the payroll is closed.