WMU SEMIMONTHLY
LEAVE USAGE

Leave Entry Page
Timekeeper Access

Effective – June 8th, 2015
Reminder:

• Main timekeepers and supervisors will be the only ones with access to **Semimonthly (SM) Leave Usage** page.
• Timekeepers and supervisors will be e-mailed with semimonthly time entry notifications.
• The hours and days within a semimonthly pay period will fluctuate:
  • 1st-14th of each month is 14 days
  • 15th - last day of each month may vary based on the actual number of calendar days.
• If timekeepers omit entering used leave time, the balances on the employees pay stubs will not accurately reflect time used.
Types of Leave Entry

- The following leave types will be entered into the PeopleSoft application:
  - Annual Leave
  - Sick Leave
  - Holiday
  - Funeral Leave
  - Necessary Leave (used for Faculty only)
Access to PeopleSoft

• Use your BroncoNet ID and password to log into GoWMU which will access PeopleSoft securely.
• Scroll down to My Self Service.
• Click on Employee Self Service.
• Click on Main Menu.
Leave Entry

• Access Semimonthly Leave entry page via PeopleSoft by doing the following:

Click on WMU-SM Leave Entry
Leave Entry

- User ID is automatically filled (cannot be changed).
- Pay Period End Date defaults to most current pay period.
- If you want to look at leave entered for a prior pay period, this date can be changed to a previous pay period end date.
Leave Entry

- You may narrow the search by entering additional information into search page such as Organization Code.
- Select from the result set

**Narrow search as much as possible to avoid a large result – will take several minutes to load**
Leave Entry – Confirmed

• If selected pay period is confirmed this means that the payroll is finished processing. All data will be display only. No further updating may occur for this pay period.
Leave Entry – Posted

- If pay period is not confirmed, but posted, page will be display-only format, no further updating may occur
- You may Contact Payroll Administrator to re-open the page if you need to update data. This is only available for unconfirmed pay periods.

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### WMU SM Leave Entry

- **Company:** WMU
- **Pay Group:** SM1
- **Organization Code:** DEV Development Office
- **Pay Period Begin:** 07/15/2015
- **Pay Period End:** 07/31/2015

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Sick Balance</th>
<th>Sick Taken</th>
<th>Vacation Balance</th>
<th>Vacation Taken</th>
<th>Holiday Taken</th>
<th>Funeral Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>BRONCO, BUSTER</td>
<td>1512.40</td>
<td>0.00</td>
<td>212.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000001</td>
<td>ELLSWORTH, ERIC</td>
<td>850.00</td>
<td>0.00</td>
<td>148.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000002</td>
<td>KNAUSS, KELLY</td>
<td>521.20</td>
<td>0.00</td>
<td>224.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000003</td>
<td>MOORE, MARY</td>
<td>924.75</td>
<td>0.00</td>
<td>152.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000004</td>
<td>SANGREN, SALLY</td>
<td>345.02</td>
<td>0.00</td>
<td>175.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000005</td>
<td>WESTERN, WILLIAM</td>
<td>675.25</td>
<td>0.00</td>
<td>200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Leave Entry – Not posted or confirmed

- Employees with current active, semimonthly jobs during this pay period are included
  - Jobs terminated/retired during PREVIOUS pay period included
- Sort the time grid by employee ID or Name columns
- Decimals are used for SM & BW, example: 1 hr 30 mins = 1.5 (always round in the employees favor)
- Current leave balance amounts for sick/annual leave are displayed
  - May NOT enter negative hours or more time than available balance (will result in error and unable to save)
- As time is entered, available leave balance amount is adjusted in real time
Timekeeper View-Leave Entry Entry Page

Sort

Current Balance
Leave Entry-Scroll Person by Person

- Click on the first person on your list

- Hit save, then click next, going down through your list person by person
Done Entering Leave Usage

• If you are finished entering leave for this employee, save, then if you wish to post individually, click on “posted”.

* Doing leave entry this way closes that employee for the pay period. Contact Payroll Administrator to open them back up.
Also Important to Note:

- Be sure you have completed all data entry before posting.
- Usage may be entered for a pay period up and until the pay period is confirmed.
- Recommend supervisor review then post entries.
- When finished entering all employee’s usage for pay period you may check the “Post Timekeeper” box rather than checking individual employee posted boxes.
  - This closes organization code (Orgid) for any further data entry
  - If changes needed you must contact payroll to re-open any “posted” person or Orgid.
  - If you check “Post Timekeeper” box by mistake, back out of page without saving and it won’t be posted
Timekeeper/Supervisor Posting Process

WMU - SM Posting Process
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 DEV
Timekeeper UserID: begins with
Pay Period End Date: =

Search
Clear
Basic Search
Save Search Criteria

Search Results
<table>
<thead>
<tr>
<th>Company</th>
<th>Pay Group</th>
<th>Organization Code</th>
<th>Organization Name</th>
<th>Timekeeper UserID</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMU</td>
<td>SM1</td>
<td>DEV</td>
<td>Development Office</td>
<td>mcw0478</td>
<td>08/31/2015</td>
</tr>
<tr>
<td>WMU</td>
<td>SM1</td>
<td>DEV</td>
<td>Development Office</td>
<td>mcw0478</td>
<td>08/14/2015</td>
</tr>
<tr>
<td>WMU</td>
<td>SM1</td>
<td>DEV</td>
<td>Development Office</td>
<td>r2armbri</td>
<td>08/31/2015</td>
</tr>
<tr>
<td>WMU</td>
<td>SM1</td>
<td>DEV</td>
<td>Development Office</td>
<td>r2armbri</td>
<td>08/14/2015</td>
</tr>
</tbody>
</table>
Click on “Post ALL Orgs”
Payroll Notifications

Look Up Message Number

Message Set Number: 30100
Message Number:

Look Up  Clear  Cancel  Basic Lookup

Search Results

<table>
<thead>
<tr>
<th>Message Number</th>
<th>Message Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Time Entry Required</td>
</tr>
<tr>
<td>2</td>
<td>Posting Required</td>
</tr>
<tr>
<td>3</td>
<td>Leave Entry Period Closed</td>
</tr>
<tr>
<td>4</td>
<td>Leave Entry Period Open</td>
</tr>
<tr>
<td>5</td>
<td>Payroll now in process</td>
</tr>
<tr>
<td>6</td>
<td>Kronos Time Due 5 PM</td>
</tr>
<tr>
<td>7</td>
<td>Kronos Time Due NOON</td>
</tr>
</tbody>
</table>
Sample Email Notification

Please complete semimonthly leave time entry and posting by 5 PM 2015-06-05
# To Not Pay Salaried Employee

## Semimonthly Correction Form

To be used for Semimonthly payroll only. Use this form to make changes if Payroll has closed the current semimonthly payroll.

<table>
<thead>
<tr>
<th>Department Name/OrgID</th>
<th>Pay Period #: SM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Department (cost center)</th>
<th>ID Number</th>
<th>Sick</th>
<th>Vacation</th>
<th>Holiday</th>
<th>Funeral</th>
<th>Specific Instructions</th>
</tr>
</thead>
</table>

- [ ] Do NOT pay for entire pay period listed above, or [ ] Employee worked partial pay period. Should be paid for __________ hours. Questions should be directed to the Payroll Office at 269-387-2935.

- [ ] Credit __________ hours to annual leave balance
- [ ] Credit __________ hours to sick leave balance

Authorizing Signature: ___________________________ Date: __________

Phone: ___________________________
This Form Should be Used When:

- You have a salaried employee that needs to be shorted or not paid.
- Need to add (credit) hours back into employee’s leave balances.
- If you have leave adjustments that can not wait until next pay period and timekeepers have been notified that the payroll entry is closed. (remember that if employee is posted but not confirmed you can call Payroll to remove the post so you can make adjustments).
- When in doubt, call Payroll at 269-387-2935.
Recap

• Leave usage and holiday hours are entered by timekeeper.
• Only timekeeper & supervisor have SM Leave Usage access.
• Confirmed means payroll is processed.
• Posted means timekeeper/supervisor has marked employee (or Orgid) as finished and ready for payroll processing.
• If leave usage is missed it should be added to the next SM payroll process. Employee’s pay stub leave balance will not reflect missed usage.
• Timekeepers/supervisors must pay attention to payroll emailed notifications.
• Semimonthly Correction Form is available if a salaried employee should not be paid.
• Payroll recommends entering leave usage then have the supervisor review and post the time.
• Payroll will do a mass posting at the time we are processing the leave entries.
• Payroll processing must adhere to the semimonthly and bi-weekly deadlines to ensure employees are paid on payday.