

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

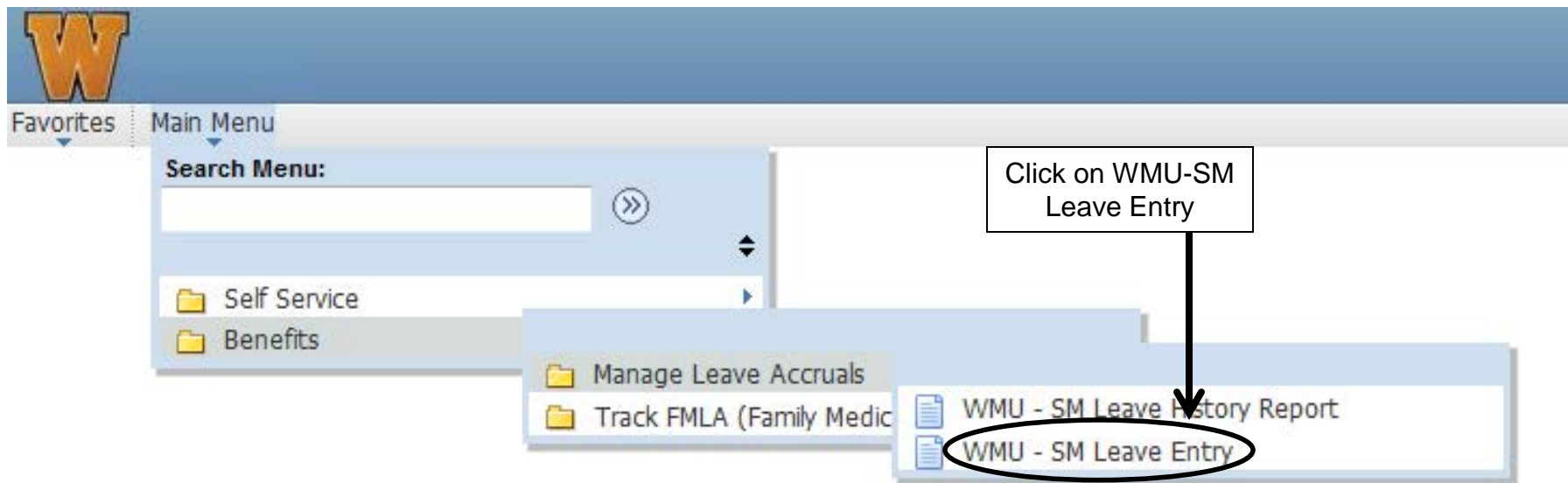
- The following leave types will be entered into the PeopleSoft application:
 - Annual Leave
 - Sick Leave
 - Holiday
 - Funeral Leave
 - Necessary Leave (used for Faculty only)

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:



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.

The screenshot shows the 'WMU - SM Leave Entry' web application. At the top, there is a navigation bar with a 'W' logo and a breadcrumb trail: 'Favorites > Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave Entry'. Below the navigation bar, the title 'WMU - SM Leave Entry' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A section titled 'Find an Existing Value' contains a search form. The form includes a text input for 'Limit the number of results to (up to 300):' with the value '300'. Below this are five search criteria, each with a 'begins with' dropdown and a text input field: 'Company:', 'Pay Group:', 'Organization Code:', 'User ID:' (with the value 'BUSTER BRONCO'), and 'Pay Period End Date:' (with the value '07/31/2015'). At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A black arrow points from the text in the third bullet point to the 'Pay Period End Date' field.

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**

W

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):

Company:	begins with ▾	<input type="text"/>	
Pay Group:	begins with ▾	<input type="text"/>	
Organization Code:	begins with ▾	DEV	
User ID:	begins with ▾	mcw0478	
Pay Period End Date:	= ▾	05/11/2015	

[Basic Search](#) [Save Search Criteria](#)

Your Organization Code here

Leave Entry – Confirmed

WMU SM Leave Entry

Company: WMU Post

Pay Group: SM1

Organization Code: DEV Development Office

Pay Period Begin: 07/15/2015

Pay Period End: 07/31/2015 **Confirmed**

“Confirmed” will display

Empl ID	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1 000000	BRONCO, BUSTER	1512.40	0.000	212.00	0.000	0.000	0.000
2 000001	ELLSWORTH, ERIC	850.00	0.000	148.00	0.000	0.000	0.000
3 000002	KNAUSS, KELLY	521.20	0.000	224.00	0.000	0.000	0.000
4 000003	MOORE, MARY	924.75	0.000	152.00	0.000	0.000	0.000
5 000004	SANGREN, SALLY	345.02	0.000	175.00	0.000	0.000	0.000
6 000005	WESTERN, WILLIAM	675.25	0.000	200.00	0.000	0.000	0.000

Save Return to Search

- 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.

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

Post

Empl ID	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1 000000	BRONCO, BUSTER	1512.40	0.000	212.00	0.000	0.000	0.000
2 000001	ELLSWORTH, ERIC	850.00	0.000	148.00	0.000	0.000	0.000
3 000002	KNAUSS, KELLY	521.20	0.000	224.00	0.000	0.000	0.000
4 000003	MOORE, MARY	924.75	0.000	152.00	0.000	0.000	0.000
5 000004	SANGREN, SALLY	345.02	0.000	175.00	0.000	0.000	0.000
6 000005	WESTERN, WILLIAM	675.25	0.000	200.00	0.000	0.000	0.000

Save Return to Search

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 Page

W

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

WMU SM Leave Entry

Company: WMU Post

Pay Group: SM1

Organization Code: DEV Development Office

Pay Period Begin: 07/15/2015

Pay Period End: 07/31/2015

Sort

Customize | Find | First 1-28 of 28 Last

Empl ID	Name ▲	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken
1 000000	BRONCO, BUSTER	1512.40	<input type="text" value="0.000"/>	212.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
2 000001	ELLSWORTH, ERIC	850.00	<input type="text" value="0.000"/>	148.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
3 000002	KNAUSS, KELLY	521.20	<input type="text" value="0.000"/>	224.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
4 000003	MOORE, MARY	924.75	<input type="text" value="0.000"/>	152.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
5 000004	SANGREN, SALLY	345.02	<input type="text" value="0.000"/>	175.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
6 000005	WESTERN, WILLIAM	675.25	<input type="text" value="0.000"/>	200.00	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

Current Balance

Leave Entry-Scroll Person by Person

- Click on the first person on your list

WMU SM Leave Entry

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

Empl ID	Deptid	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken	Posted
1 000000	7435100	BUSTER, BRONCO	211.96	0.000	117.57	0.000	0.000	0.000	<input type="checkbox"/>

Save Return to Search Previous in List Next in 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”.

WMU SM Leave Entry

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

Empl ID	Deptid	Name	Sick Balance	Sick Taken	Vacation Balance	Vacation Taken	Holiday Taken	Funeral Taken	Posted
1 000000	7435100	BUSTER, BRONCO	211.96	0.000	117.57	0.000	0.000	0.000	<input type="checkbox"/>



* 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

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

Company:

Pay Group:

Organization Code:

Timekeeper UserID:

Pay Period End Date:

[Basic Search](#) [Save Search Criteria](#)

[Click here](#)

Search Results

View All First 1-4 of 4 Last

Company	Pay Group	Organization Code	Organization Name	Timekeeper UserID	Pay Period End Date
WMU	SM1	DEV	Development Office	mcw0478	08/31/2015
WMU	SM1	DEV	Development Office	mcw0478	08/14/2015
WMU	SM1	DEV	Development Office	r2armbri	08/31/2015
WMU	SM1	DEV	Development Office	r2armbri	08/14/2015

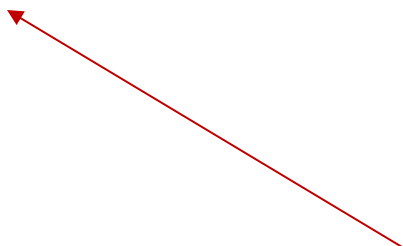
Click on “Post ALL Orgs”

Favorites Main Menu > Benefits > Manage Leave Accruals > WMU - SM Posting Process

WMU SM Posting Process

Company: WMU
Pay Group: SM1
Organization Code: DEV Development Office
Pay Period Begin: 08/15/2015
Pay Period End: 08/31/2015

Post Timekeeper mcw0478
 Post Org



Payroll Notifications

Look Up

Look Up Message Number

Message Set Number: 30100
Message Number: =

[Basic Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Message Number	Message Text
1	Time Entry Required
2	Posting Required
3	Leave Entry Period Closed
4	Leave Entry Period Open
5	Payroll now in process
6	Kronos Time Due 5 PM
7	Kronos Time Due NOON

Sample Email Notification

Please complete semimonthly leave time entry and posting by 5 PM 2015-06-05

To Not Pay Salaried Employee



PAYROLL DEPARTMENT
1270 SEIBERT ADMINISTRATION BUILDING
MAIL STOP 5250
PHONE: 387-2935 FAX: 387-2937

Semimonthly Correction Form

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

Department Name/OrgID _____ Pay Period #: SM _____

Employee Name	Department (cost center)	ID Number	Sick	Vacation	Holiday	Funeral	Specific Instructions

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.

Continued

- 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.