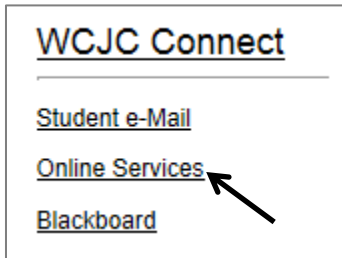
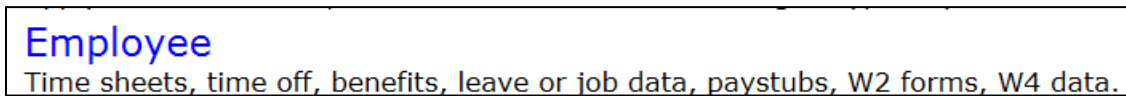


**HOW TO REPORT LEAVE FOR
FULL-TIME SALARIED PROFESSIONALS IN
ONLINE SERVICES**

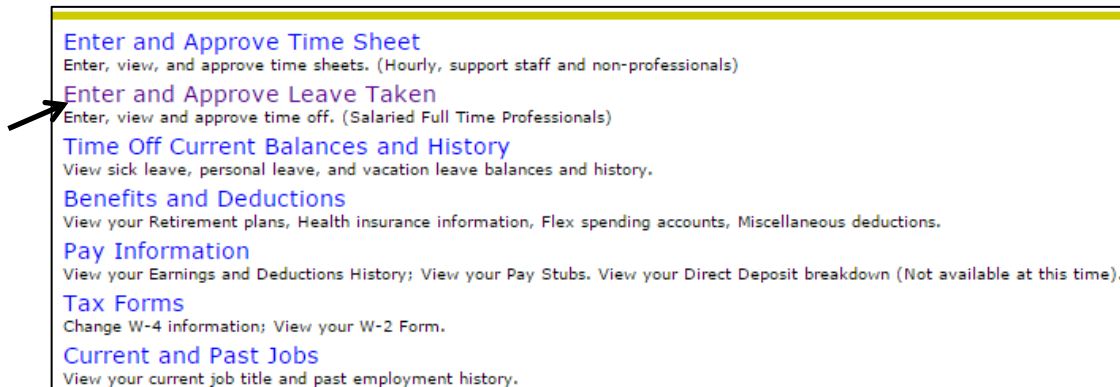
Step 1: [Login to Online Services](#) located on the WCJC Homepage www.wcjc.edu



Step 2: Click “Employee”



Step 3: Click “Enter and Approve Leave Taken”



Step 4: Select "Access my Leave Report"

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Step 5: Click the down arrow to the right of the Leave Report Period to select the appropriate dates.

Leave Report Period and Status

May 01, 2012 to May 31, 2012 Not Started	▾
Jun 01, 2012 to Jun 30, 2012 Not Started	
May 01, 2012 to May 31, 2012 Not Started	

Step 6: Click the "Leave Report" button to enter leave

Note: (If you have multiple positions, you will see multiple choices. Click the radio button by the position you wish to enter time for.)

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Financial Aid Counselor, FAC001-00 Information Systems Services, 13030	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 Not Started ▾

Leave Report

RELEASE: 8.3

Step 7: Click one “Enter Hours” link by the appropriate Leave “type” to enter hours
 Enter hours in the small box that appears under the date. (highlighted in red below)

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: Instructor of Comp. Science -- CST006-00
Department and Number: Computer Science and Tech -- 14809
Leave Report Period: Nov 01, 2013 to Nov 30, 2013
Submit By Date: Dec 05, 2013 by 05:00 PM

Earning: Sick Pay
Date: Nov 13, 2013
Hours: 8

Earning	Total Hours	Total Units	Friday Nov 08, 2013	Saturday Nov 09, 2013	Sunday Nov 10, 2013	Monday Nov 11, 2013	Tuesday Nov 12, 2013	Wednesday Nov 13, 2013	Thursday Nov 14, 2013
Sick Pay	24		Enter Hours	Enter Hours	Enter Hours		8	8	8

Leave Type" →

Step 8: Click “Save”

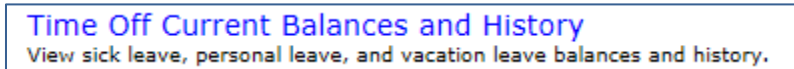


Note: If you encounter this arrow after clicking “Save”, check leave balances...



To Check Leave Balances

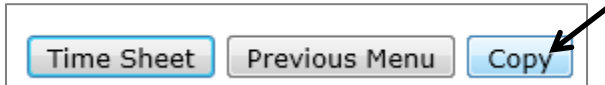
1. Go back to **Employee Services Menu**
2. Click on “**Time Off Current Balances and History**”



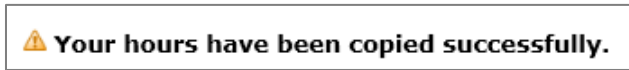
Step 9: (Optional) Click “Copy” to enter same hours on different days during same pay period
 Click the days you would like these hours copied to.

Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

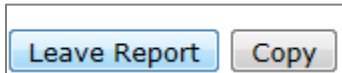
Click "Copy"



This message should appear at the top.



Step 10: Click "Leave Report" to return your leave report.



Step 11: When complete, click "Submit for Approval"



Note: Submit for Approval –This can only be done once during the pay period. **ONLY** click when you have **completely entered time for entire pay period**. You will **not** be able to make corrections once your Leave Report has been submitted for approval. If errors are found, the approver will make the corrections.

Note: "Submit By Date:" at the top. This is when your Leave Report is due.

Leave Report	
Title and Number:	Financial Aid Counselor -- FAC001-00
Department and Number:	Information Systems Services -- 13030
Leave Report Period:	May 01, 2012 to May 31, 2012
Submit By Date:	Jun 05, 2012 by 05:00 PM

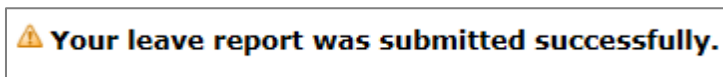
Step 12: Enter your PIN for certification & click "Submit". Your PIN will be the same PIN you used to login to Online Services.

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:

You should see the following note:



Step 13: (Conditional) If you have **multiple positions**, click “Position Selection” to enter your time for the next position:

Click the radio button by the position you wish to enter time for (begin at **Step 6**).

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Financial Aid Counselor, FAC001-00 Information Systems Services, 13030	<input type="radio"/>	May 01, 2012 to May 31, 2012 Pending
Financial Aid Counselor, FAC001-01 Information Systems Services, 13030	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 Not Started

Leave Report

Comments – You may enter notes/explanation for your supervisor by using the Comments button.

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: May 03, 2012

Enter or Edit Comment:

Save **Previous Menu**

Preview – The Preview button allows you to preview the information you entered.

Scooby Doo
Financial Aid Counselor, FAC001-00 Information Systems Services, 13030

Leave Report

Earning Code	Total Hours	Total Units	Tuesday, May 01, 2012	Wednesday, May 02, 2012	Thursday, May 03, 2012	Friday, May 04, 2012	Saturday, May 05, 2012	Sunday, May 06, 2012	Monday, May 07, 2012	Tuesday, May 08, 2012	Wednesday, May 09, 2012	Thursday, May 10, 2012	Friday, May 11, 2012	Saturday, May 12, 2012	Sunday, May 13, 2012	Monday, May 14, 2012	Tuesday, May 15, 2012
Sick Pay	28		8	4									8				
Vacation Pay	2					2											
Personal Leave Pay	2			2													
Total Hours:	32		8	6		2							8				
Total Units:		0															

Submit for Approval – The Submit for Approval button submits your Leave Report to your supervisor. Once the Leave Report is submitted, you will no longer have access to it. **ONLY** click when you have **completely entered time for entire month**.

Restart – The Restart button *deletes* all entries allowing you to start over.

Next/Previous - The Next and Previous buttons are used to toggle between weeks in the month.

Leave Report										
Title and Number:			Financial Aid Counselor -- FAC001-00							
Department and Number:			Information Systems Services -- 13030							
Leave Report Period:			May 01, 2012 to May 31, 2012							
Submit By Date:			Jun 05, 2012 by 05:00 PM							
Earning	Total Hours	Total Units	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012	
Sick Pay	28		Enter Hours	Enter Hours	Enter Hours		8	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	32		0	0	0		8	0	0	0
Total Units:		0	0	0	0		0	0	0	0