



Wayne
County
Community
College
District

Leave Reporting

Step by Step Guide to Entering and
Submitting Electronic Leave Time



Leave Reporting Overview

An electronic submittal of your leave taken

- It can be accessed through “Web Gate”
- It is available twenty-four hours a day and seven days a week
- System is available at all times during the time entry period and can be accessed anywhere
- View and track your leave time entry as it moves through the approval process
- Approved leave time is fed directly to the leave balance
- Input can be done at employee’s convenience

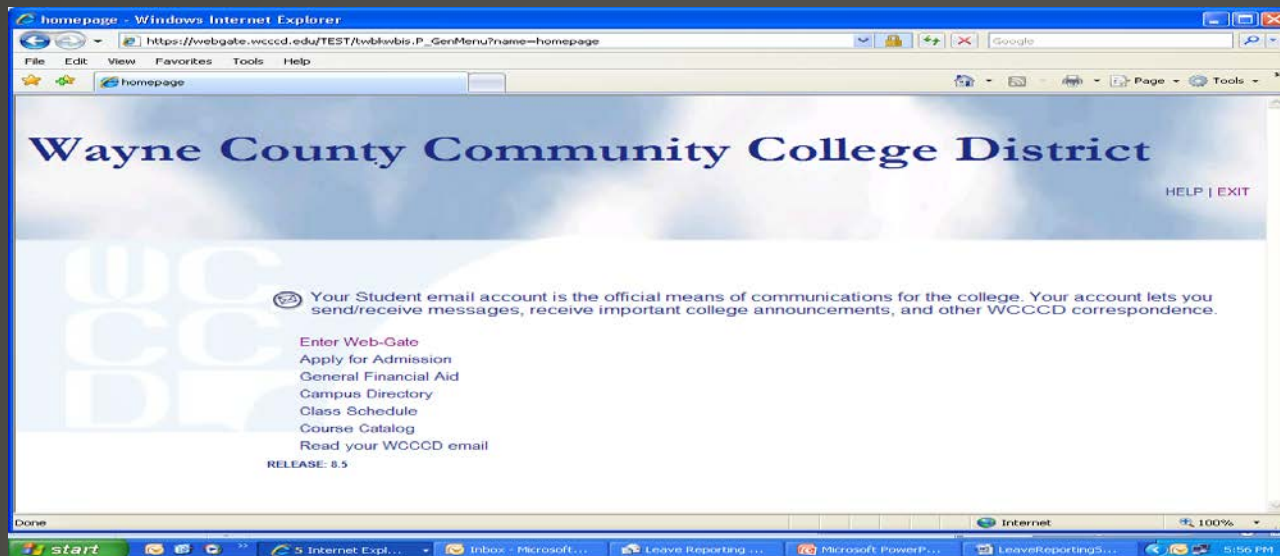


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Access Web-Gate

Banner Employee Self Service Log In

- Open Internet Explorer (preferred browser for all SunGard SCT Banner products)
- Navigate to <http://www.wcccd.edu>
- Click on Web Gate





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Entering User ID and Pin

Enter your User ID and Pin

This Pin will be important to remember later on in the process. This is the Main Menu. If you need assistance with your USER ID or PIN, please contact Human Resources at 313-496-2765

Wayne County Community College District

HELP | EXIT

1) Enter your WCCCD User ID (i.e. A00123456) or social security number (optional)
2) Enter 6-digit numerical PIN, which is your birthdate (i.e., mmddyy) by default.
3) Forgot Pin? Enter USER ID and click the "Forgot PIN?" button.

FOR STUDENTS ONLY-- If you have a problem logging into your student email or Web-Gate due to a disabled or expired PIN, Click on the "Forgot Pin" button at the bottom of the page.

FOR STAFF ONLY-- If you have a problem logging into Web-Gate due to a disabled or expired PIN, contact Human Resources

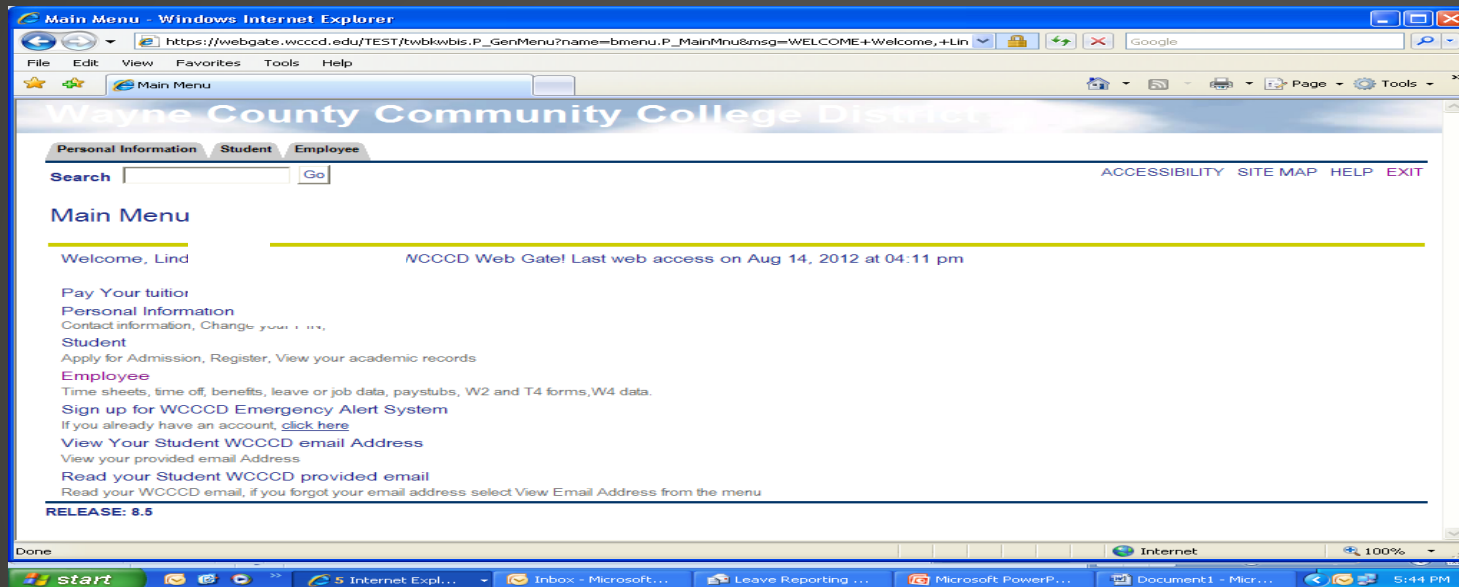
User ID:
PIN:

Login Forgot PIN?

Employee Information

The Main Menu will display a welcome message listing your name and it will display the date and time you last accessed Employee Self Service

- Click on "Employee" to move to the Employee Menu and begin the leave report process

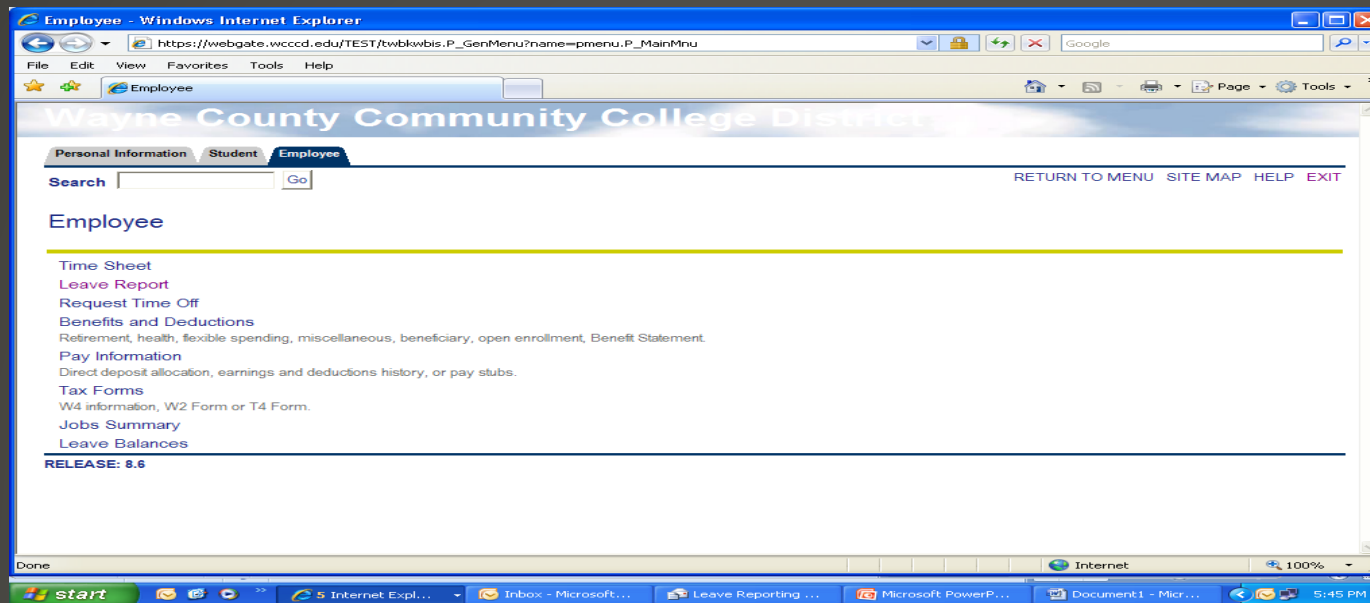




Access Leave Report

Employee Self Service Options

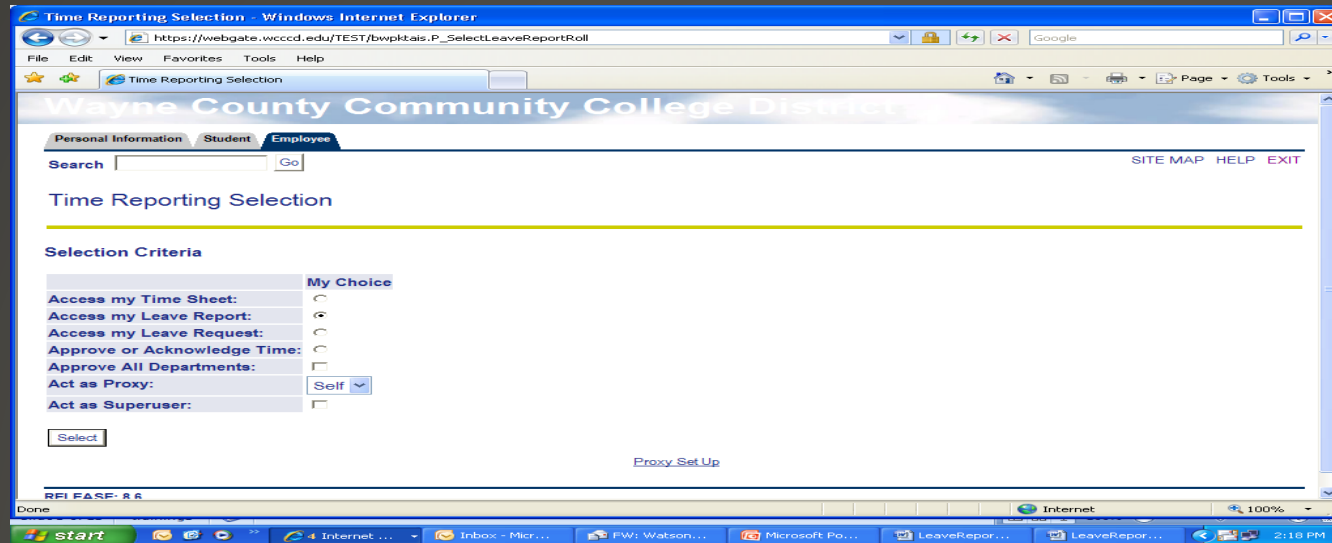
- Employee screen will display all self services options for the Employee
- Click Leave Report to get to the Selection screen



Access Leave Report

Selection Criteria

Select "Access my Leave Report" by clicking on the corresponding radio button under Selection Criteria



The available selection criteria listed is based on your access level – make sure the Access Leave Report option appears for entering time taken

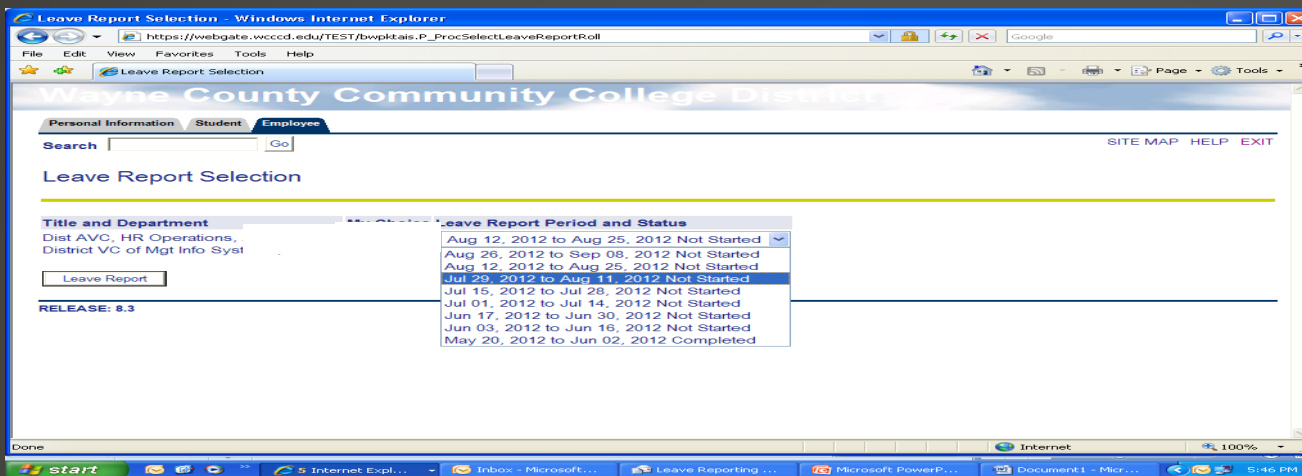
Selecting a Leave Report Period

Leave Report Selection

All of the positions held by the employee will be displayed on the Leave Report Selection screen

Verify the following information is correct before proceeding:

- Title and Position Number
- Department Name and Number



Choose the appropriate position and pay period for which you wish to enter time and click Leave Report



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Leave Report Status Definition

Position and Status

Leave Report Statuses

Status	Description
NOT STARTED	You have not started your leave report. It can be opened/started
IN PROGRESS	You are in the process of entering your leave time for the available period. It can be opened/edited
PENDING	You submitted your leave report and it is awaiting approval from your supervisor. It cannot be edited by you
RETURNED FOR CORRECTION	Your leave report is being returned to you for correction. You are required to make corrections and re-submit.
APPROVED	Your leave report has been approved and is ready for Payroll to process. It cannot be edited by you or your approver
COMPLETED	Payroll received and processed your leave report



Enter Leave Time

Leave Report

- The Time and Leave Reporting Screen now appears
- The top area of the screen displays information about the leave report for the position, including Submit By Date
- You may enter your time

Time and Leave Reporting - Windows Internet Explorer

https://webgate.wcccd.edu/TEST/bwpkteis.P_SelectTimeSheetDriver

Wayne County Community College District

Personal Information Student Employee

Search Go

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Dist AVC, HR Operations -
Department and Number: District VC of Mgt Info Syst 10
Leave Report Period: Jun 03, 2012 to Jun 16, 2012
Submit By Date: Dec 31, 2012 by

Earning	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Full Time Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next



Copying Leave Hours

Copying Your Hours

To copy hours for the same leave code from one day to the next or for a specific period

- Make sure you have selected, entered and saved the hour for the first date you wish to copy
- Click Copy

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Dist AVC, HR C 49975-00
Department and Number: District VC of M s - 101410
Leave Report Period: Jun 03, 2012 to
Submit By Date: Dec 31, 2012 by

Earning: Full Time Vacation
Date: Jun 04, 2012
Hours: 8

Save Copy

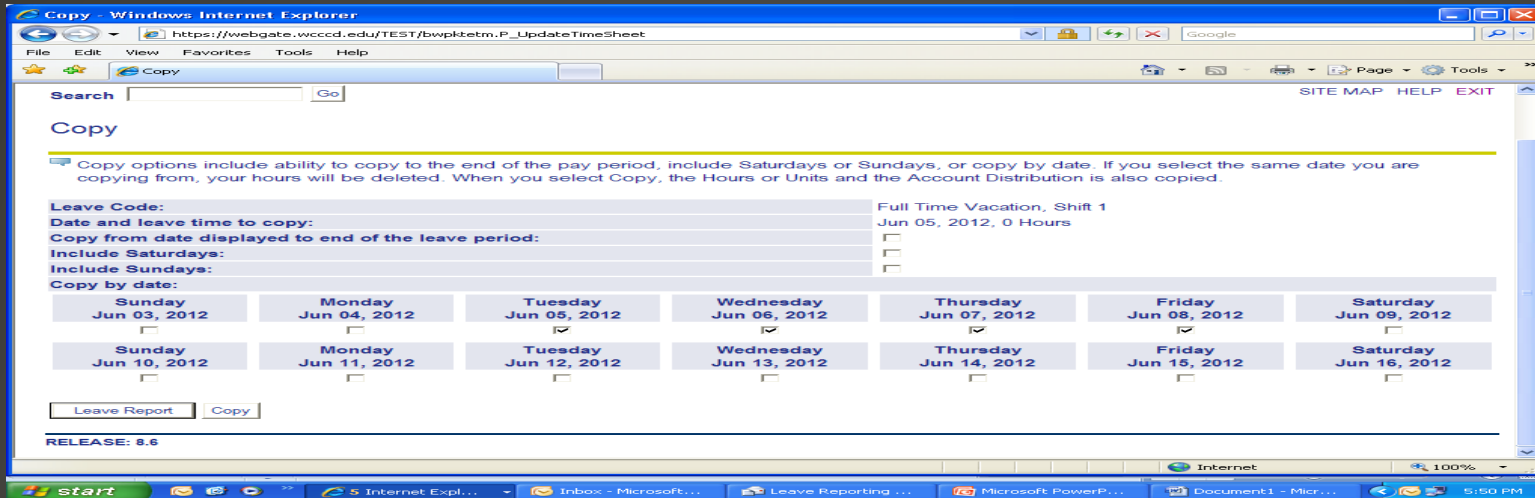
Earning	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Full Time Vacation	8		Enter Hours		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	0	8	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Copying Leave Hours

The copy screen will be displayed



Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: Full Time Vacation, Shift 1
Date and leave time to copy: Jun 05, 2012, 0 Hours
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:

Copy by date:

Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Jun 10, 2012	Monday Jun 11, 2012	Tuesday Jun 12, 2012	Wednesday Jun 13, 2012	Thursday Jun 14, 2012	Friday Jun 15, 2012	Saturday Jun 16, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 8.6

Complete the copy process as follows:

- Click the appropriate check boxes as beginning with the second date to the end of the period available (this is done only when you are entering the same number of hours)
- When your copy selection is made, click the copy button again
- After the copy button is clicked, you will receive a message that your hours have been copied successfully
- Click the leave report on the bottom of the page to return to your leave report

Copying Leave Hours (cont'd)

Hours copied successfully message will appear

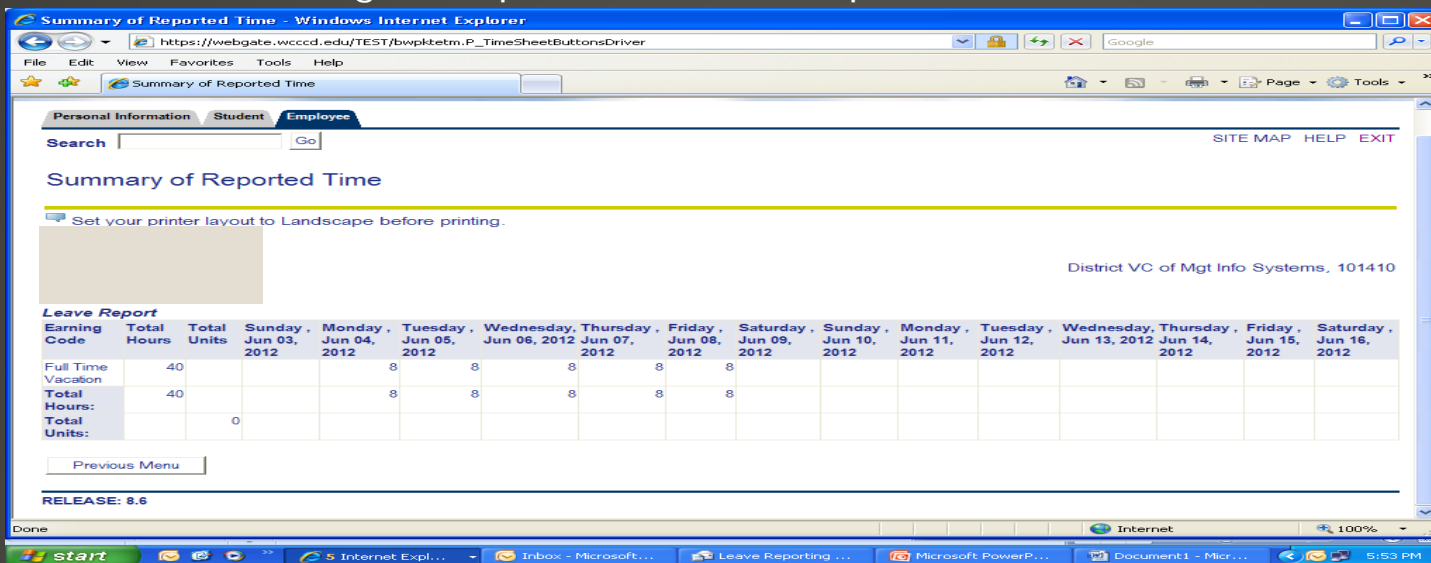


Click the Leave Report button to return to your leave report

Leave Report Preview

Preview Your Leave Report

- Click Preview to view the full period and verify that all hours were copied correctly
- Click Previous Menu to return to your leave report
- You can print a copy of the leave report by selecting File-> Print from the menu bar
- Make sure the Page Setup is set to Landscape



Summary of Reported Time

Set your printer layout to Landscape before printing.

District VC of Mgt Info Systems, 101410

Leave Report

Earning Code	Total Hours	Total Units	Sunday , Jun 03, 2012	Monday , Jun 04, 2012	Tuesday , Jun 05, 2012	Wednesday , Jun 06, 2012	Thursday , Jun 07, 2012	Friday , Jun 08, 2012	Saturday , Jun 09, 2012	Sunday , Jun 10, 2012	Monday , Jun 11, 2012	Tuesday , Jun 12, 2012	Wednesday , Jun 13, 2012	Thursday , Jun 14, 2012	Friday , Jun 15, 2012	Saturday , Jun 16, 2012
Full Time Vacation	40				8	8	8	8	8							
Total Hours:	40				8	8	8	8	8							
Total Units:		0														

Previous Menu

RELEASE: 8.6

- Click the Previous Menu button to return to your leave report



Include a Comment

Enter Your Comments – Comments may be entered on the leave report to communicate with your supervisor

- Click Comments from the Leave Report screen – the Comments screen is displayed
- Enter your comments

Comments - Windows Internet Explorer
https://webgate.wcccd.edu/TEST/bwplktrm_P_TimeSheetButtonsDriver
Wayne County Community College District
Personal Information Student Employee
Search [] Go [] SITE MAP HELP EXIT
Comments
Enter or edit comments until you submit the record for approval.
Made By: You
Comment Date: Aug 22, 2012
Enter or Edit Comment:
Save Previous Menu
RELEASE: 8.6

NOTE: Your comments may be entered/edited up to the time the record is submitted for approval

- Click Save after you have finished entering your comments
- Click Previous Menu to return to your leave report



Changing Leave Hours

Changing Hours Entered and Saved but NOT Submitted

You may edit hours entered on any "In Progress" leave report

- Click the desired "Leave Period" and "Position" from the Leave Report Selection menu that needs editing
- Click on the number of hours entered for the date and leave type you wish to

Time and Leave Reporting - Windows Internet Explorer
https://webgate.wcccd.edu/TEST/bwplktrm.P_UpdateTimeSheet

Title and Number: Dist AVC, HR Operations - AN975-00
Department and Number: District VC of Mgt Info Systems - 101410
Leave Report Period: Jun 03, 2012 to Jun 16, 2012
Submit By Date: Dec 31, 2012 by

Earning: Full Time Vacation
Date: Jun 04, 2012
Hours:

Earning	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wedne Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Full Time Vacation	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.6

- Enter the new value in the hours box and click Save
- To remove the value completely, highlight the existing value and press "Backspace" then click save

NOTE: If you need to edit hours after your leave report has been processed, you will need to submit a manual leave request form



Returned for Correction

Leave Report Returned for Correction

- If a leave report needs correction, your supervisor will return it to you electronically using the **Returned for Correction** feature. Your supervisor should inform you of the return; there is no online notification within the Employee Self Service at the present time.
- Once returned, your leave report will be in the Returned for Correction status.
- To access your Returned Leave Report – begin with the Leave Report Selection Screen
- Click on the drop down menu and select the Returned Leave Report
- Make the correction to your leave report as discussed with your supervisor
- Click Submit For Approval to submit to your supervisor
- The leave report will be in a pending status

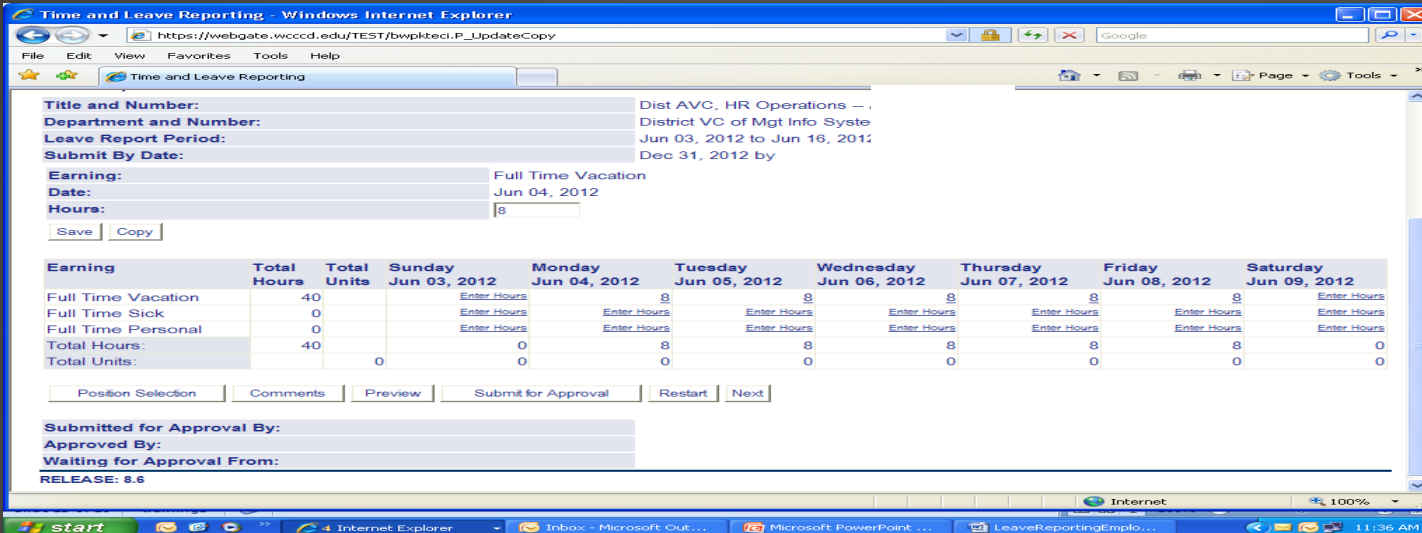
NOTE: Your leave report corrections must be completed and approved prior to the Submit by Date

Submitting a Leave Report

Submitting Leave Report for Approval

Once your leave report is completed and you are satisfied you have entered all hours correctly, your leave report is ready to be submitted for approval

- Click on "Submit for Approval" at the bottom of the Leave Report Screen



Time and Leave Reporting - Windows Internet Explorer

https://webgate.wcccd.edu/TEST/bwptecr.P_UpdateCopy

File Edit View Favorites Tools Help

Time and Leave Reporting

Title and Number: Dist AVC, HR Operations --

Department and Number: District VC of Mgt Info Syste

Leave Report Period: Jun 03, 2012 to Jun 16, 2012

Submit By Date: Dec 31, 2012 by

Earning: Full Time Vacation

Date: Jun 04, 2012

Hours: 8

Save Copy

Earning	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Full Time Vacation	40		Enter Hours	8	8	8	8	8	Enter Hours
Full Time Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		0	8	8	8	8	8	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.6

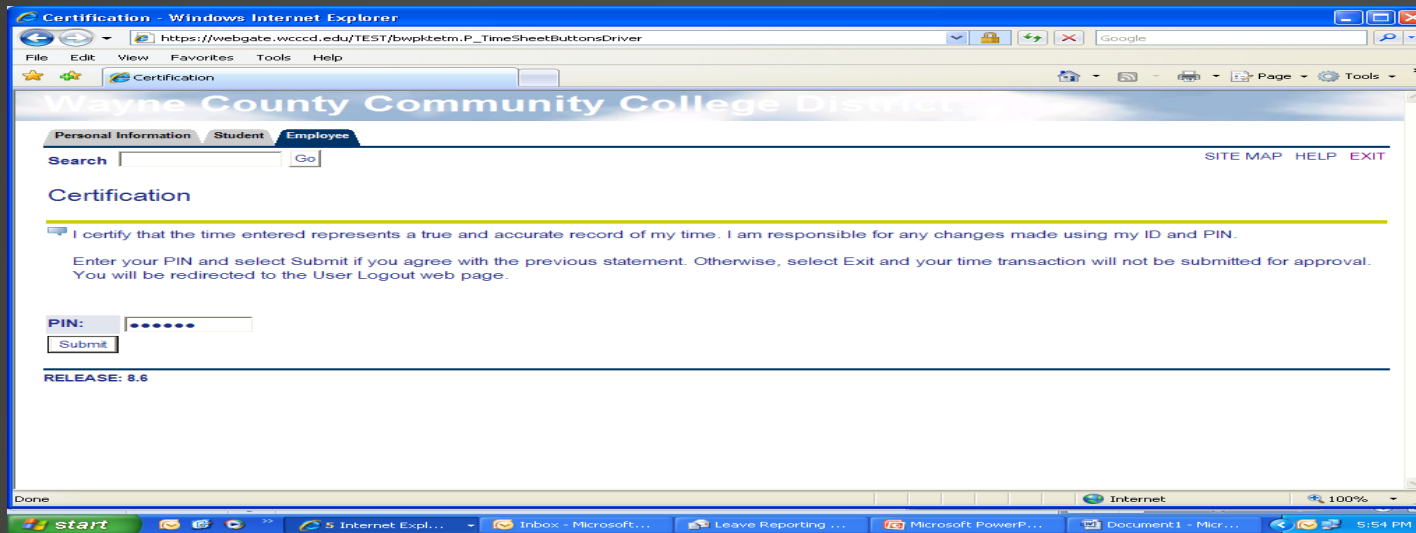
Internet 100%

Start Internet Explorer Inboxes - Microsoft Out... Microsoft PowerPoint... LeaveReportingEmplo... 11:36 AM

Completing the Leave Report

Submission Certification

You will be prompted to enter your PIN on the Certification Screen to certify time entered

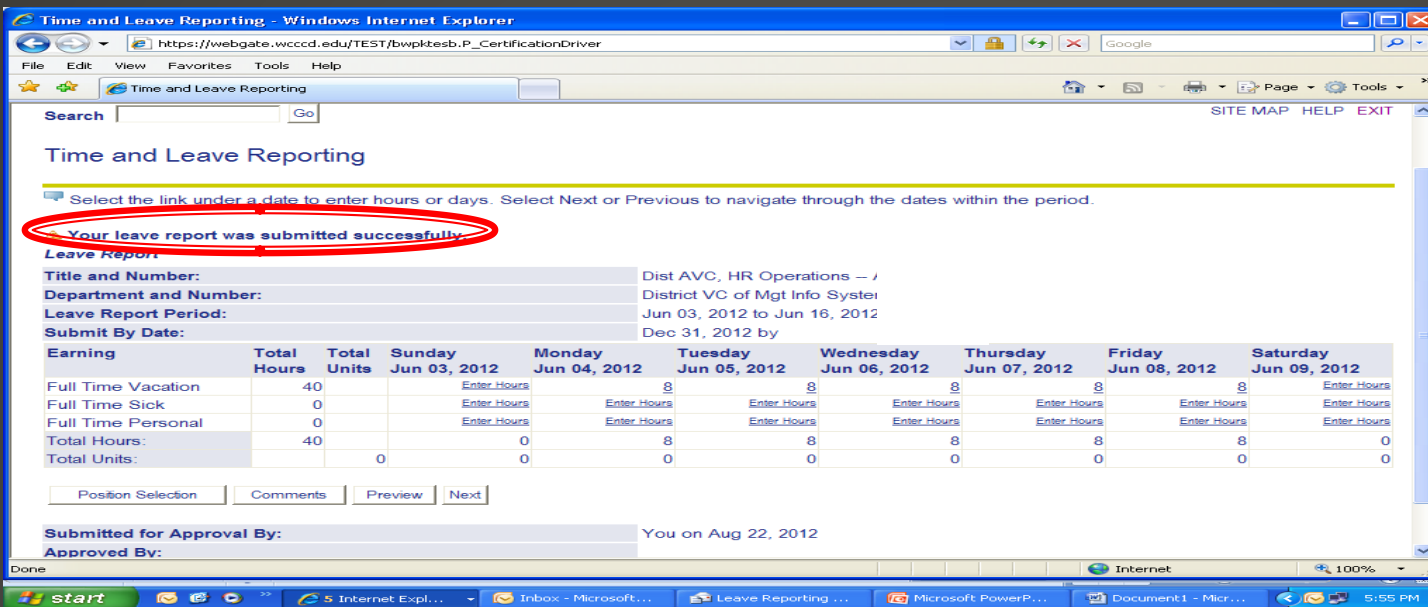


After you enter your PIN, click Submit. This is your electronic signature

Leave Report Submit Confirmation

Time Sheet Submission Confirmation

- A message stating “Your leave report was submitted successfully” displays
- This places your leave report in the “Pending” status for the approver to
- review and approve



Time and Leave Reporting - Windows Internet Explorer

https://webgate.wcccd.edu/TEST/bwpktesb.P_CertificationDriver

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your leave report was submitted successfully.

Leave Report

Title and Number: Dist AVC, HR Operations - /

Department and Number: District VC of Mgt Info System

Leave Report Period: Jun 03, 2012 to Jun 16, 2012

Submit By Date: Dec 31, 2012 by

Earning	Total Hours	Total Units	Sunday Jun 03, 2012	Monday Jun 04, 2012	Tuesday Jun 05, 2012	Wednesday Jun 06, 2012	Thursday Jun 07, 2012	Friday Jun 08, 2012	Saturday Jun 09, 2012
Full Time Vacation	40		Enter Hours	8	8	8	8	8	8
Full Time Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Full Time Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		0	8	8	8	8	8	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By: You on Aug 22, 2012

Approved By:

NOTE: A leave report in “Pending” status can no longer be edited by the employee who submitted it

Leave Report Status

Follow up leave report status after submission:

- Check the status of your leave report on web-gate
- Contact your campus president or vice chancellor

Leave Report FAQs

- **What if I need to go back and enter additional leave time for a pay period that already has time requested and has been submitted and approved?**
- Once you enter time off for a specific pay period and it has been approved you **CANNOT** go back and enter additional time. You will need to complete a paper leave request to request or report additional time for the same pay period.

- **In what increments do I record vacation and sick leave usage?**
- Exempt employees should report leave time in no less than half hour (.50) increments.

- **How far in advance can I submit my vacation leave request report?**
- Depending on the dates established by HR vacation requests can be submitted up to four months in advance.

- **What if I forget to submit my leave report?**
- There is no established deadline for submitting leave reports. For example, if you have taken personal time without submitting the request simply go back and enter the personal time taken for that pay period within the four month period established and submit to your approver for approval.

- **Do I have to submit a leave report every pay period?**
- No. You only submit leave reports when you are requesting time off (vacation, sick, personal) or when you need to submit a leave report for personal or sick time.

- **What happens once I submit my leave report?**
- Once your leave report is submitted, its reviewed and either approved or denied by your approver. Once approved the time requested is immediately deducted from your leave bank.

Leave Report FAQ's

- **What if I make an error or need to make a change to the leave report?**
- Employees can make changes until the leave report is submitted to the Approver. If you have already submitted your leave report, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect leave report, the Office of Human Resources must be contacted.
- **What happens if I cancel my vacation and my leave report has already been submitted and approved?**
- Employees can cancel the leave report as long as it has not been submitted to the approver. If the approver has already approved the incorrect leave report, you will need to complete and submit a paper leave request form to your approver.
- **Can my administrative support person enter vacation and sick time for me?**
- No, we recommend that people do their own leave reporting. Providing someone else with access to your leave reporting also provides them access to your personal information, e.g. banking information, pay stubs, W2 form.

Leave Report FAQ's

- **I have salary continuation, and don't report sick days. Why am I asked to record sick leave on my leave report?**
- Everyone (even those with salary continuation) have been asked to report time off due to illness on the paper leave request forms, so we will be requiring the same in the Banner system even if the sick days will not be counted toward salary continuation. In order to run accurate reports, all leaves must be reported. Note that if the employee has salary continuation and reports sick day usage, the system will show a negative balance which reflects time taken during the fiscal year. It does not impact the salary continuation balance which continues to be calculated manually on a case by case basis by Human Resources when there is a need for an extended leave.
- **How will I know if my leave report has been approved?**
- You can check the status of your leave report on web gate.
- **How can I check my Leave Balance?**
- Leave balances are available on web gate through the option of "leave balances"