

Instructions: Completing a Leave Report in Wingspan

1. Login to [Wingspan](#) with your network/email credentials
2. Go to the **HOME** tab
3. In the center column, select the link labeled “**Time or Leave Entry**”
4. Use the word in the “**Status**” column to select the leave report

Channels			
Announcements	Commuter Meal Plans & Café Cash	Cultural Events	Not Anymore PO Box
Student Schedule	Time or Leave Approval	Time or Leave Entry	

Leave Entry

Job Position	Period	Due Date	Status
	SEP 16 - SEP 30, 2017	OCT 03, 2017	Not Started
	SEP 01 - SEP 15, 2017	SEP 18, 2017	In Progress
	AUG 16 - AUG 31, 2017	SEP 06, 2017	Completed

The **PERIOD** column denotes the dates covered in the reporting period.

The **DUE DATE** is the deadline for submitting the leave report for approval, the time for the deadline can be seen at the bottom of that specific leave report, although it is typically 11:59pm.

The **STATUS** column indicates the current step in the process for the specific leave report.

Status Codes:

- Not Started – has not been opened yet
- In Progress – has been opened, leave may or may not have been entered
- Pending – has been submitted for approval
- Completed – has been submitted and approved, leave balance has been updated
- Error – a possible error occurred, if unable to continue contact Human Resources
- Returned for Correction – a correction/resubmission is needed, review comments or contact person that returned the leave report

Entering Leave:

Leave Report Period:

Sep 01, 2017 to Sep 15, 2017

Submit By Date:

Sep 18, 2017 by 11:59 PM

Earning	Total Hours	Total Units	Friday Sep 01, 2017	Saturday Sep 02, 2017	Sunday Sep 03, 2017	Monday Sep 04, 2017
Annual Leave	.5		.5	Enter Hours	Enter Hours	Enter Hours
Sick Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family Leave	4.5		1	Enter Hours	Enter Hours	1
Jury Duty/Funeral/Voting/Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

Navigate to the date for the leave entry needed. The display shows seven days at a time, to access other dates in the period use the NEXT and PREVIOUS buttons. Select the "Enter Hours" link in the column for the date of the leave and select the appropriate row for the Leave Type to report. Enter the total hours for the day in the box above the grid. Hours should be entered in quarter hour increments (i.e. 7.5, 3.25, 1.0).

Leave Report Period:

Sep 01, 2017 to Sep 15, 2017

Submit By Date:

Sep 18, 2017 by 11:59 PM

Earning:

Annual Leave

Date:

Sep 02, 2017

Hours:

Save

Copy

Earning	Total Hours	Total Units	Friday Sep 01, 2017	Saturday Sep 02, 2017	Sunday Sep 03, 2017
Annual Leave	.5		.5	Enter Hours	Enter Hours
Sick Personal Leave	0		Enter Hours	Enter Hours	Enter Hours
Sick Family Leave	4.5		1	Enter Hours	Enter Hours

When the pay period is over and all leave has been entered, click the "Submit for Approval" button at the bottom of the screen.

The "Preview" button allows you to see the entire leave report on one screen.

The "Reset" button will clear all entries made on the current leave report.

The "Comments" button should be used to enter details regarding entries like Sick Leave Family, Funeral Leave, Jury Duty Leave, etc.

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From: