Instructions: Completing a Leave Report in Wingspan

- 1. Login to Wingspan with your network/email credentials
- 2. Go to the **HOME** tab
- 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, 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:

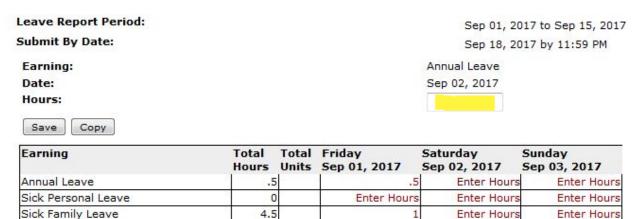
Leave Report Period:

Submit By Date: Sep 18, 2017 by 11:59 PM

| Earning | Total Hours | • | | 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 |

Sep 01, 2017 to Sep 15, 2017

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).



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.

Waiting for Approval From:

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: | | | | | | | | | | | | |
| A | pproved By: | | | | | | | | | | | |