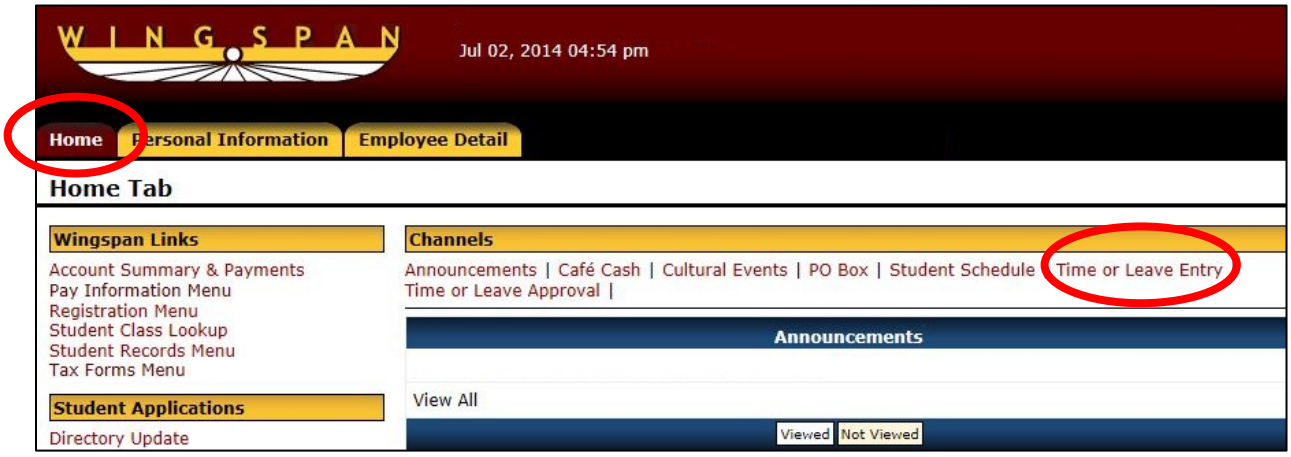
Wingspan – Accessing Employee Information

There will soon be a new look and feel to the Wingspan format. The current "Home" tab will be replaced with a new version. You will now be able to access your timesheet or leave report from the Home tab instead of from the Employee tab. The new Employee Detail tab will provide access to all other employee data that you would typically see when logging in via WingspanLite.

<u>To Enter TIME or LEAVE</u>:

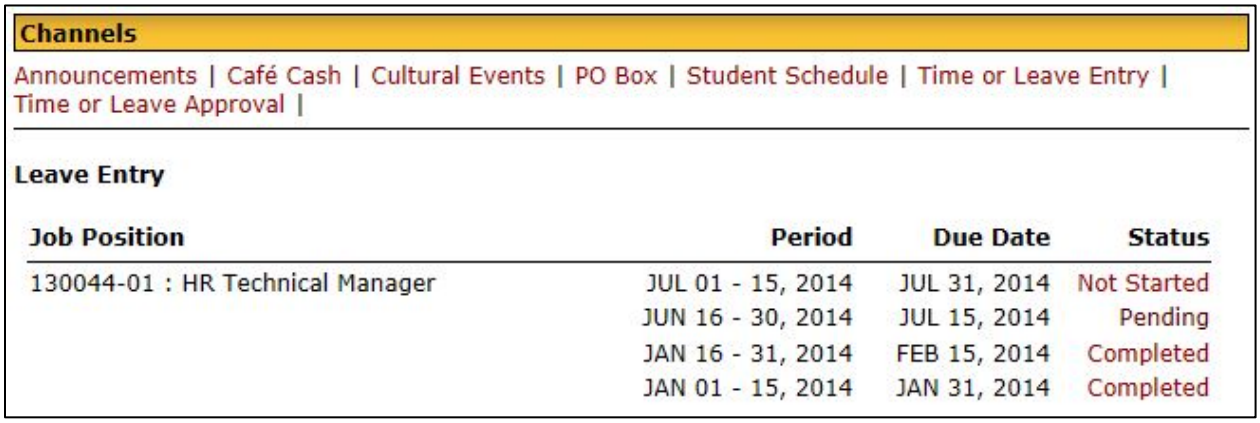
On the "Home" tab, in the center column labeled "Channels", select the link for "Time or Leave Entry"



After selecting the link, you will see your list of timesheets and leave reports. The list will include: the position # and title, the date range covered on the report, the Due Date (submit deadline), as well as the status of the report. To open a report, click on the link in the Status column.

TIME Entry:

LEAVE Entry:



Note: Entering time and leave will remain the same as you are accustomed to.

To Approve TIME or LEAVE:

On the "Home" tab, in the center column labeled "Channels", select the link for "Time or Leave Approval"

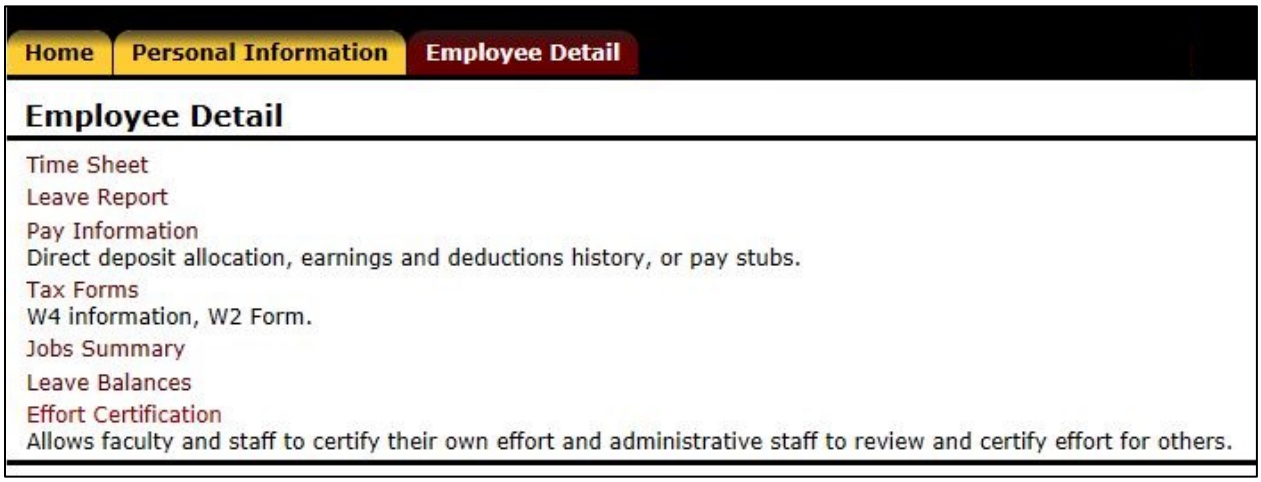
After selecting the link, you will see the list of timesheets and leave reports that you approve. The list will include: the type of approval (Time or Leave), the Department Number and Name, the date range for the pay period, and the due date (approval deadline). To see the individual entries requiring approval, click on the link in the Due Date column.

Wingspan Links:

Pay Information Menu – gives you access to Direct Deposit allocation, Pay Stubs, and Earnings and Deductions history.
Tax Forms Menu – gives you access to W-2 statements and W-4 withholdings.

Quick Links:

In the Quick Links section, there are links to the Office of Human Resources and the Payroll Office web pages, where you can find forms and other employment information and tools.

Employee Detail tab

On this tab you can access your Job Summary, Leave Balances, Pay Information, and Tax Forms