Web Leave Reporting (Exempt Employees)

Employee Tab on Wingspan

Employee Detail and Personal Information Tabs (Self-Service Banner)
Leave Report Status:

Not Started - Leave report has not been opened yet (not required to submit/open when no leave used)
In Progress - Leave report has been opened and may or may not have leave entered
Pending - Submitted to approver/supervisor. Deadline for submitting is typically 15 days after end of pay period.
Approved - Leave report approved and deducted from leave balance immediately.
Returned for Correction - Leave report can be returned by approver prior to approving and prior to deadline. Employee cannot recall their own leave report once it has been submitted.

Expectations:

- On July 1st, open Leave Report for 7/1-7/15/11. This will change the status from “Not Started” to “In Progress” and route your information to your supervisor/approver.
- Submit Leave Reports on the last day of the pay period, although the deadline allows for submission as late as the end of the next pay period (i.e. 7/31/11 for the first Leave Report). Once a report is submitted, it will require the supervisor to return it for corrections if needed.
- The Leave Report cannot be modified after the supervisor approves it. Further corrections will need to be made through HR.