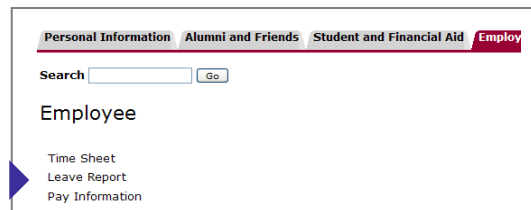# Monthly Leave Reporting   Self Service Web Time Entry

Start Here!

Enter Self Serve Banner through **PAWS**

https://syssb01.eiu.edu:9093/pls/PROD/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

Enter your EIU Net ID; and EIU Net Password

Select the **EMPLOYEE** tab

Select **LEAVE REPORT**

How do I report my hours?

Select **ACCESS MY LEAVE REPORT** and submit, if applicable

Select current **PAY PERIOD** (Note: Report leave usage/time worked in the appropriate month. The current and previous month will be open during the 1st -10th of each month)

Select **LEAVE REPORT**

ENTER HOURS under the appropriate Leave Codes for Time Worked, Vacation, Sick Leave, Bereavement, etc.

See back page for more information on Leave Codes.

SAVE each entry

 Select **NEXT** to access remaining weeks of the pay period and continue to report hours worked/leave taken

Add **COMMENTS** when applicable (Please note FAQ's for suggestions on entering Comments)
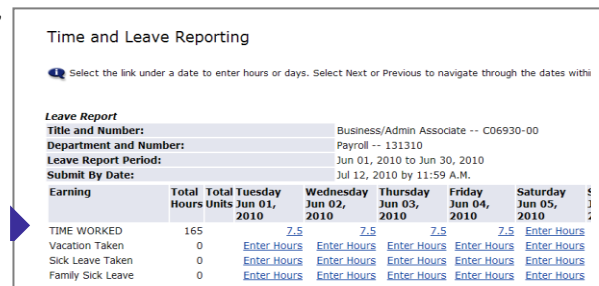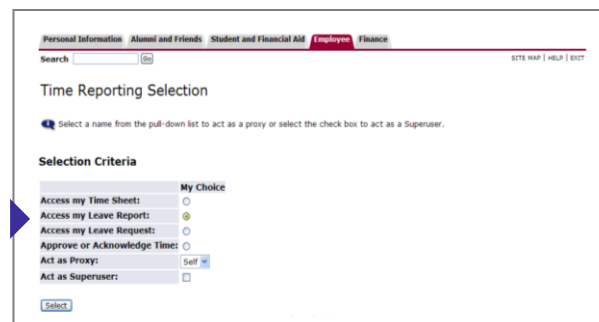
I'm finished, what now?
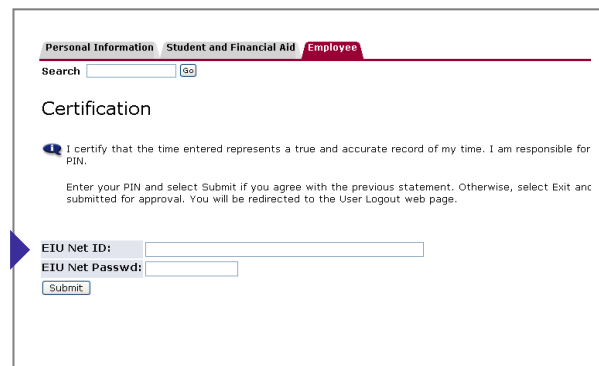
Select **PREVIEW** to review for accuracy

Select **PREVIOUS MENU** when done

Select **SUBMIT FOR APPROVAL***   Due by 10th of each month

      *CAUTION: Only submit at the end of the pay period.

      Make any necessary changes before you submit.

CERTIFY by entering your EIU Net ID; and EIU Net Password again

What shortcuts can I use?

Use the COPY button to auto fill other dates with the same hours just entered.

Whoops! I submitted my leave report too soon and need to make changes.

If your supervisor hasn't approved your leave report yet, you may ask him/her to click the "return for correction" button. However, if the leave report has already been approved, your account manager must submit a written request (e-mail) for a revision to the leave report to be made.

What leave codes do I use to report hours each month?

Mandatory reporting of your time includes reporting daily hours for Time Worked and benefits usage on all leave codes applicable to your position.   Only the codes available for your classification will appear for time reporting purposes.

Comments (Bereavement/Jury Duty)

When adding comments, please ensure that the comments are professional in nature. In the event of bereavement leave or jury duty, please include details in comments (dates absent, date of event, name, relationship)

What if I receive the following warning?   ⚠ **Possible Insufficient Leave Balance**

This warning occurs when most leave codes are used. The sick leave message is caused by the various types of leaves that we administer and is just a warning. You may verify your sick leave balances in PAWS to confirm that your balance is sufficient.   Leave codes that do not accrue hours carry a negative balance and include bereavement, court required service and time worked. They will generate a warning each month they're used, which is normal for the leave reporting process.

Definitions

APPROVAL QUEUE – This function is set-up through Payroll/Benefits office to authorize required approvals and acknowledgers to each leave report that gets transmitted to the payroll office. Leave reports begin with an Originator, move to an Approver, possibly an Acknowledger, and final approval by the Account Manager.

APPROVER – The individual who has the ability to update, change, return, or approve the leave report submitted by the originator. The approver may select a Proxy to approve on his/her behalf when out of the office.

ACKNOWLEDGER – An individual marked as FYI in the approval queue. An acknowledger cannot change records submitted by the originator but they can add comments.

ORIGINATOR – The creator of the leave report in Employee Self-Service or the person who enters information. In most cases, this is the Employee.

Transaction Status

NOT STARTED – This is where we begin. You have not opened the leave report.

IN PROGRESS – The leave report has been opened and entries have begun.

ERROR – Time entry must be corrected. Possibly, no hours were entered; or insufficient leave balances available.

PENDING – Leave report has been submitted; and is awaiting approval.

RETURNED FOR CORRECTION – Approver has returned the leave report for correction and resubmittance.

APPROVED – Leave report has been approved and will continue through the payroll process.

COMPLETED -   Leave report has been received and processed by the Payroll office.