



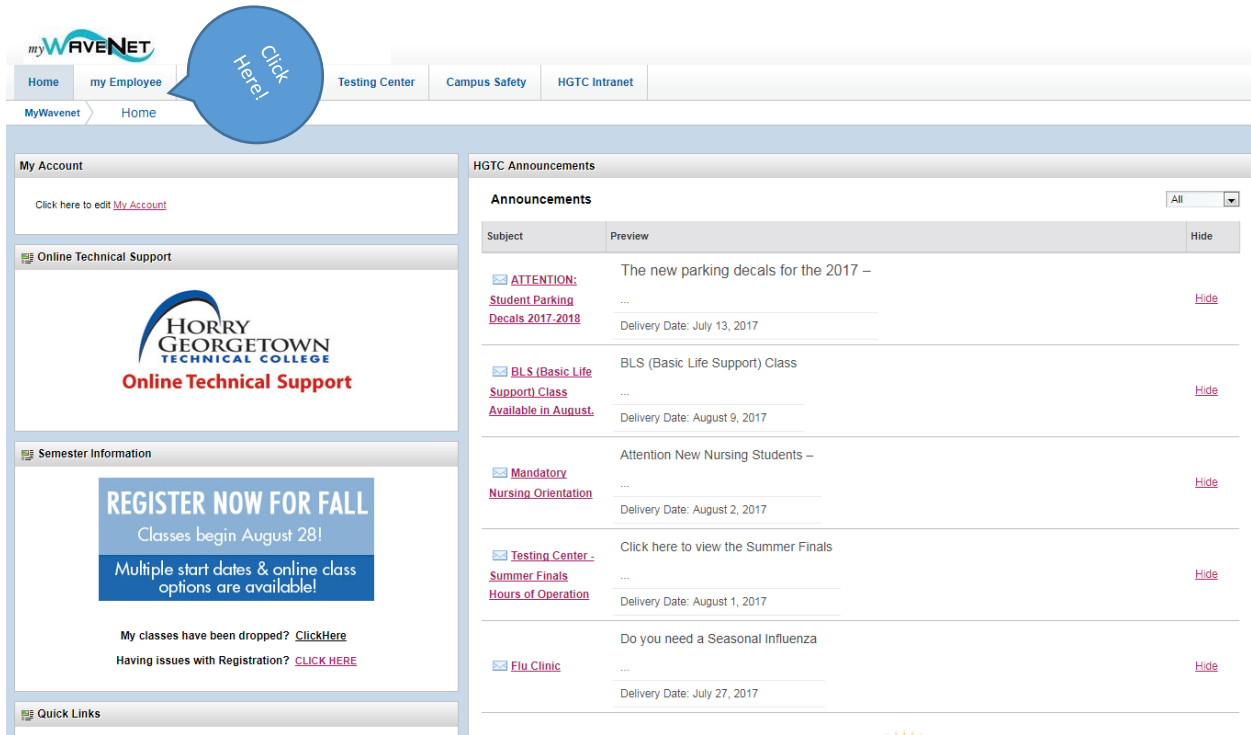
OFFICE OF

Human Resources

Staff Leave Manual

Entering Leave in WaveNet

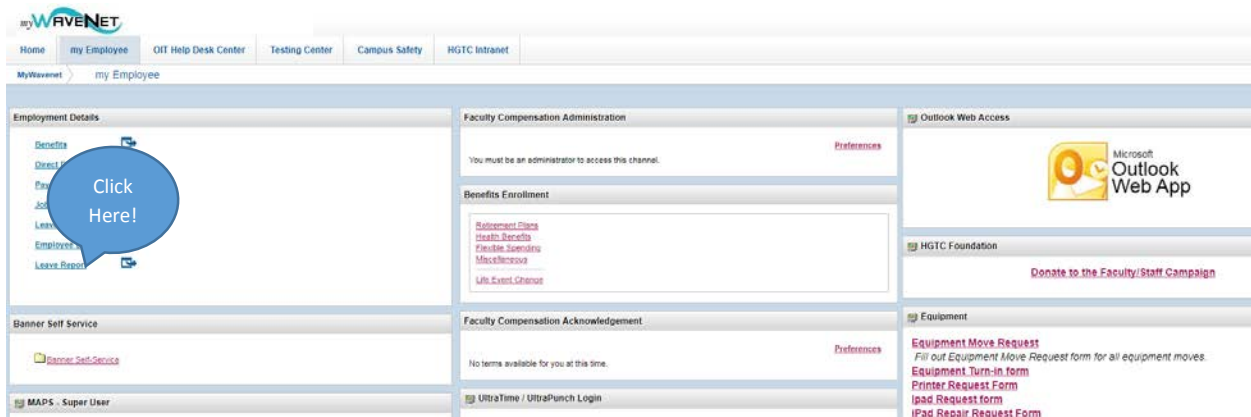
Step 1: Once logged into WaveNet, go to MyEmployee.



The screenshot shows the WaveNet homepage. At the top, there is a navigation bar with links for Home, my Employee, Testing Center, Campus Safety, and HGTC Intranet. A blue callout bubble with the text "Click Here!" points to the "my Employee" link. Below the navigation bar, the page is divided into several sections: "My Account" with a link to edit the account; "Online Technical Support" featuring the Horry Georgetown Technical College logo and "Online Technical Support" text; "Semester Information" with a "REGISTER NOW FOR FALL" banner and details about class start dates; and "Quick Links". On the right side, there is a "HGTC Announcements" section with a table of recent announcements.

Subject	Preview	Hide
ATTENTION: Student Parking Decals 2017-2018	The new parking decals for the 2017 – ... Delivery Date: July 13, 2017	Hide
BLS (Basic Life Support) Class Available in August	BLS (Basic Life Support) Class ... Delivery Date: August 9, 2017	Hide
Mandatory Nursing Orientation	Attention New Nursing Students – ... Delivery Date: August 2, 2017	Hide
Testing Center - Summer Finals Hours of Operation	Click here to view the Summer Finals ... Delivery Date: August 1, 2017	Hide
Flu Clinic	Do you need a Seasonal Influenza ... Delivery Date: July 27, 2017	Hide

Step 2: Go to Employment Details > Leave Report



The screenshot shows the "my Employee" page in WaveNet. The navigation bar includes Home, my Employee, OIT Help Desk Center, Testing Center, Campus Safety, and HGTC Intranet. A blue callout bubble with the text "Click Here!" points to the "Leave Report" link in the "Employment Details" section. The page is divided into several panels: "Employment Details" with a list of links including Benefits, Direct Deposit, Employment, Job, Leave, Leave Report, and Leave Request; "Banner Self Service" with a link to Banner Self-Service; "MAPS - Super User"; "Faculty Compensation Administration" with a message "You must be an administrator to access this channel." and a "Preferences" link; "Benefits Enrollment" with links for Retirement Plans, Health Benefits, Flexible Spending, Miscellaneous, and Life Event Change; "Faculty Compensation Acknowledgement" with a message "No terms available for you at this time." and a "Preferences" link; "UltraTime / UltraPunch Login"; "Outlook Web Access" with the Microsoft Outlook Web App logo; "HGTC Foundation" with a link to "Donate to the Faculty/Staff Campaign"; and "Equipment" with links for Equipment Move Request, Equipment Turn-in form, Printer Request Form, iPad Request form, and iPad Repair Request Form.

Step 3: Once in the Time Reporting Selection, select "Access my Leave Report" and select the current reporting period. Enter your time and **SAVE** throughout the month. Once the you are done entering leave for the month, you may 'submit for approval'.

Please note that all leave must be entered by the last day of the **corresponding** month or you will be locked out of your leave report and unable to submit. Your supervisor has until the 8th of the **following month** to approve your leave.

Personal Information **Employee** **Finance**

Search

Time Reporting Selection

Selection Criteria

Access my Time Sheet:

Access my Leave Report: Click Here!

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

NOTE: When entering **Family Sick Leave**, please enter duplicate information for **Sick Leave**.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Earning:

Fam

Date:

Aug

Hours:

8.25

Earning	Total Hours	Total Units	Tuesday Aug 01, 2017
Annual Leave	0		Enter Hours
Sick Leave	8.25		8.25
Family Sick Leave	8.25		8.25

