

SUPERVISOR ELECTRONIC LEAVE PROCEDURE

Online Self- Service Leave Reporting





Introduction

- Self-Service Leave Report is a web-based time entry software system designed to eliminate loss or delays in paper processing of physical leave reports. It will allow you to log into a secure site and approve leave hours online from any computer with Internet Access and VPN Client (Virtual Private Network).
- After you approve leave for your department, it is then sent electronically to Human Resources & Payroll for processing.
- **Leave Reporting will begin in June 2011.**



Take Note

- Be sure employees are only entering for leave taken. If they took no leave, then nothing should be entered into Self-Service.
- Please approve leave reports & requests in a timely manner.
- **Regularly inform Human Resources of absences via an Absentee Report.**
- If an employee is out, or projected to be out, for at least 5 consecutive days, you must notify HR so that proper FMLA paperwork can be completed and sent to the employee, as per compliance with State & Federal Laws.

Logging In

- Log into WaveNet from the hgtc.edu homepage at the top right-hand corner.

WAVENET

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)
[I Forgot My Password?](#)

How do I get a Wavenet user name and password? [Click Here](#)

Welcome to Horry-Georgetown Technical College.

This secure site provides students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can check e-mail, register for courses, and explore the Internet.

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

and much more...

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- Once logged into WaveNet, click on the “Quick Access Tools” folder on the file tab.




WAVENET




My Account | **Welcome** | You are currently logged in.




E-mail | Calendar | Groups | Logout | Help

[Home](#) | [Quick Access To...](#) | [OIT Help Desk Center](#) | [Student Services](#) | [my Student](#) | [Employee Services](#)

WaveNet Live Help   

OIT HELPDESK CENTER
OFFLINE
LEAVE A MESSAGE




Campus Announcements   
ATTENTION: Grand Strand Library
Coffee shop Delayed opening until tomorrow 5/24
Want to be a teacher? Need to take the PRAXIS I exam? Then, enroll in IDS 104 HS1-1720!
[More...](#)

Personal Announcements   
SSTC/WC: DROP IN starting May 18th for D2L Assistance - and sign up for free Tutoring, Writing and Tech Support!
JOBS!!! JOBS!!! JOBS!!!
Congratulations to our 2011 HGTC Graduates!!!
[More...](#)

Campus Life   
Testing Center
Student Success & Technology Center/Writing Center (SSTC/WC)
Tutoring, Technology, Online and Writing Center support! Access our: [Locations/hours](#) | [Summer 2011 Workshops](#) | [StudentLingo Online Workshops](#)!

Online Course/D2L Guide for Students
[Click Here to Log into SMAR THINKING](#)
[Smarthinking Instructions - General](#)
[Smarthinking Instructions - Nursing Students](#)

TutorTrac
Use TutorTrac to schedule tutoring

Quick Links   
[HGTC Home Page](#)
[Round About Map](#)
[Graduation Application](#)

Access Leave Reporting Selection

- Once in the Quick Access Tools Main Menu, click on the Employee tab to access Leave Approving.



Personal Information

Addresses, contacts, email, marital status, SSN, PIN

Employee

Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Finance

Create or review financial documents, budget information, approvals.

Student & Financial Aid

Search for courses, register, make payments, view records, and financial aid.

- In the Employee tab, click “Leave Report” to access/approve leave. This can be to approve leave either under *Leave Report* or *Leave Request*.

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Personal Information Student **Employee**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Please complete this required Federal Government Survey
***You are required to complete this federal government survey**

[Leave Report](#)

[Request Time Off](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Employee Detailed Leave Listing](#)

[Campus Directory](#)

RELEASE: 8.4.1

- Once in the Time Reporting section, select 'Approve or Acknowledge Time' to approve your departmental employee's leave and click 'Select'.



Personal Information Student Faculty Services **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Selection

- On the selection page, notice that there are two ways for your employees to enter leave: *'Leave Report'* is to request time for the current week, whereas *'Leave Request'* is to request time for future weeks, generally for the current month projection, per week selection. Time entered here can be saved and submitted for approval by the employee (used as a notification system for the supervisor) and should be approved with comments from you, the Supervisor.

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Personal Information Student Faculty Services **Employee**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Approver Selection

Leave Request

Department and Description	My Choice Pay Period
H, 40210, Human Resources Office <input checked="" type="radio"/>	LV, May 01, 2011 to May 08, 2011

Leave Report

Department and Description	My Choice Leave Period
H, 40210, Human Resources Office <input checked="" type="radio"/>	LV, Apr 11, 2011 to Apr 17, 2011

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

RELEASE: 8.4

Leave Report Approval

- To approve leave for the current week, select "Leave Report" under "My Choice" & press 'Select'. Once in the Dept. Summary pg, select an employee's name under 'Pending'

Department Summary

Select the employee's name to access additional details.

COA: H, HGTC Business Enterprise Campus
 Department: 40210, Human Resources Office
 Leave Period: Apr 18, 2011 to Apr 24, 2011
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Apr 25, 2011, 05:00 PM

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
H	Melissa K Myotte Emp Leave Specialist	Approve	.00	8.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Comments Leave Balance Warning

Not Started		
ID	Name, Position and Title	Other Information
H	Stacey Lynn King Temp Employment Specialist	
H	Tara M Lahnen Benefits Manager	
H	Laura B Ropposch Class & Comp Manager	

Pay Event Transactions

Action required by all approvers: 0

Time or Leave Transactions Approved or FYI: 0

Time or Leave Transactions Awaiting Approval or FYI: 1

Total: 1

Total Days: .00

Total Hours: 8.50

Total Units: .00

- It is important to look at an employee's leave and be sure that it was entered correctly before approving.

Employee Details

Select Next or Previous to access another employee.

Possible Insufficient Leave Balance for Family Sick Leave.

Employee ID and Name: H Melissa K Myotte
 Title: Emp Leave Specialist

Department and Description: H 40210 Human Resources Office
 Transaction Status: Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

[Leave Balances](#) | [Comments](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Monday , Apr 18, 2011	Tuesday , Apr 19, 2011	Wednesday, Apr 20, 2011	Thursday , Apr 21, 2011	Friday , Apr 22, 2011	Saturday , Apr 23, 2011	Sunday , Apr 24, 2011
Annual Leave	4.5							4.5	
Sick Leave	2			2					
Family Sick Leave	2			2					
Total Hours:	8.5			4				4.5	
Total Units:		0							

Leave Balances as of Apr 19, 2011

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Annual Leave	Hours	0	Oct 01, 2010	6.39	18.76	3.75	21.4
Funeral Leave	Hours	0	Oct 01, 2010	0	0	21	-21
Family Sick Leave	Hours	0	Oct 01, 2010	0	0	0	0
Jury Duty	Hours	0	Oct 01, 2010	0	0	0	0
Military Leave	Hours	0	Oct 01, 2010	0	0	0	0
Sick Leave	Hours	0	Oct 01, 2010	28.14	18.76	6	40.9

Comments

Date	Made by	Confidential	Comments
Apr 19, 2011 10:43 am	Melissa K Myotte	No	Apr 18- had to leave early (at 3pm) to pick up sick daughter from school (2 hrs) April 22- taking day off- Good Friday (4.5 hrs)

Routing Queue

Name	Action and Date
Melissa K Myotte	Originated Apr 19, 2011 10:41 am
Melissa K Myotte	Submitted Apr 19, 2011 10:43 am
Tara M Lahren (Mandatory)	Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#)

To adjust a Leave Report

- To adjust an employee's Leave Report; say they didn't enter Family Sick Leave under both FSL & SL; then you would either 'Return for Correction' or if you want to contact the employee to be sure, select 'Change Record' to change it yourself.

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Possible Insufficient Leave Balance for Family Sick Leave.

Leave Report

Name:

Melissa K Myotte

Title and Number:

Emp Leave Specialist

Department and Number:

Human Resources Office -- 40210

Leave Report Period:

Apr 18, 2011 to Apr 24, 2011

Submit By Date:

Apr 25, 2011 by 05:00 PM

Earning	Total Hours	Total Units	Monday Apr 18, 2011	Tuesday Apr 19, 2011	Wednesday Apr 20, 2011	Thursday Apr 21, 2011	Friday Apr 22, 2011	Saturday Apr 23, 2011	Sunday Apr 24, 2011	
Annual Leave	4.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	4.5	Enter Hours	Enter Hours
Sick Leave	2			2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Sick Leave	2			2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8.5			4	0	0	0	4.5	0	0
Total Units:			0	0	0	0	0	0	0	0

[Previous Menu](#) [Preview](#) [Comments](#) [Approve](#)

Submitted for Approval By:

Melissa K Myotte on Apr 19, 2011

Approved By:

Waiting for Approval From:

Tara M Lahnen

RELEASE: 8.4

Return for Correction

- If you want to return an employees leave back to them to make an adjustment, you can just enter a comment, return to the employee's detail page, & click 'Return for Correction' at the bottom of the screen.

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Personal Information | Student | Faculty Services | **Employee**

Search SITE MAP HELP EXIT

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: H Melissa K Myotte
Title: Emp Leave Specialist
Department and Description: H 40210 Human Resources Office
Transaction Status: Pending

[Comments](#) | [Routing Queue](#)

Leave Request

Earnings	Total Hours	Total Units	Sunday , May 01, 2011	Monday , May 02, 2011	Tuesday , May 03, 2011	Wednesday , May 04, 2011	Thursday , May 05, 2011	Friday , May 06, 2011	Saturday , May 07, 2011	Sunday , May 08, 2011
Sick Leave		3			3					
Total Hours:		3			3					
Total Units:		0								

Comments

Date	Made by	Confidential	Comments
Apr 12, 2011 09:37 am	Melissa K Myotte	No	Doctor's appointment; 2-5pm

Routing Queue

Name	Action and Date
Melissa K Myotte	Originated Apr 12, 2011 09:20 am
Melissa K Myotte	Submitted Apr 12, 2011 09:38 am
Tara M Lahnen (Mandatory)	Pending

- Note, that it now has that employee under the 'Return for Correction' table.
- You can still access all of the comments that were made in regards to this leave.

Department Summary

Select the employee's name to access additional details.

COA: H, Horry-Georgetown Technical College

Department: 40210, Human Resources Office

Pay Period: May 01, 2011 to May 08, 2011

Act as Proxy: Not Applicable

[Change Selection](#)

Returned for Correction					
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Other Information
H	Melissa K Myotte Emp Leave Specialist		.00	3.00	.00 Comments Leave Balance

Extra Leave Notes

- When checking **Family Sick Leave**, they will need to have entered the hours under both Family Sick Leave and Sick Leave. This leave will only come out once from their Sick Leave balance; the Family Sick Leave is just for designation for Human Resources purposes.
- When checking **Funeral Leave**, the state allows 22.5 hours (7.5 hrs/day x 3 days) to be taken for an immediate family member (please reference the Policy & Procedures Manual, Chapter 3-HR, Policy 3.3.5 for family member clarification).
- There is no limit to **Jury Duty** that can be entered. If time is taken for Jury Duty, then a copy of the summons must be sent to the Human Resources department for filing.

Approve Leave Report

- Once you have checked over (or possibly changed) the leave, select 'Approve'. After it has been approved, then the employee will be moved to the 'Completed' table. We do, however, recommend that you enter a comment notifying the employee that their leave was approved, especially for a Leave Request.

Department Summary

Select the employee's name to access additional details.

COA: H, HGTC Business Enterprise Campus
 Department: 40210, Human Resources Office
 Leave Period: Apr 18, 2011 to Apr 24, 2011
 Act as Proxy: Not Applicable
 Leave Period Leave Entry Status: Open until Apr 25, 2011, 05:00 PM

[Change Selection](#)

Not Started		
ID	Name, Position and Title	Other Information
H	Stacey Lynn King Temp Employment Specialist	
H	Tara M Lahnen Benefits Manager	
H	Laura B Ropposch Class & Comp Manager	

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
H	Melissa K Myotte Emp Leave Specialist		.00	8.50	.00	Approved				Comments Leave Balance Leave Updated Warning

Pay Event Transactions

Action required by all approvers:

0

Time or Leave Transactions Approved or FYI:

1

Time or Leave Transactions Awaiting Approval or FYI:

0

Total:

1

Total Days:

.00

Total Hours:

8.50

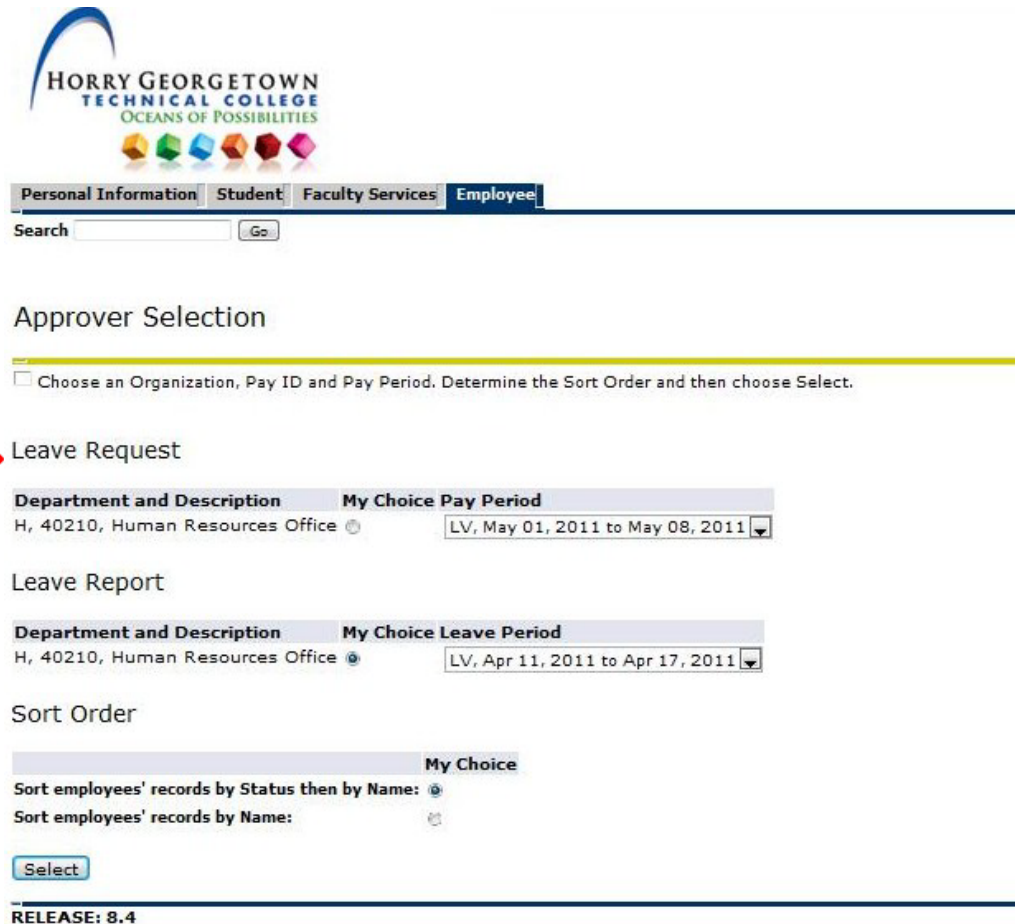
Total Units:

.00

[Change Selection](#)

Leave Request Approval/Acknowledgement

- To approve leave for future weeks, select “Leave Request” under “My Choice” & press ‘Select’.



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Personal Information Student Faculty Services **Employee**

Search

Approver Selection

Choose an Organization, Pay ID and Pay Period. Determine the Sort Order and then choose Select.

Leave Request

Department and Description	My Choice Pay Period
H, 40210, Human Resources Office	LV, May 01, 2011 to May 08, 2011

Leave Report

Department and Description	My Choice Leave Period
H, 40210, Human Resources Office	LV, Apr 11, 2011 to Apr 17, 2011

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

RELEASE: 8.4

Leave Request Approval/Acknowledgement

- To open and acknowledge/approve a Leave Request, click on an employee's name under the 'Pending' table.

Department Summary

Select the employee's name to access additional details.

COA: H, Horry-Georgetown Technical College
Department: 40210, Human Resources Office
Pay Period: May 01, 2011 to May 08, 2011
Act as Proxy: Not Applicable

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	Melissa K Myotte Emp Leave Specialist	Approve	.00	3.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
H	Stacey Lynn King Temp Employment Specialist	
H	Tara M Lahnen Benefits Manager	
H	Laura B Ropposch Class & Comp Manager	

Pay Event Transactions

Action required by all approvers: 0

Time or Leave Transactions Approved or FYI: 0

Time or Leave Transactions Awaiting Approval or FYI: 1

Total: 1

Total Days: .00

Total Hours: 3.00

Total Units: .00

Enter a Comment

- For 'Leave Requests', an employee has keyed in leave ahead of time. This leave should be approved and the employee will have to resubmit it (through Leave Report) once the designated week occurs to have the time taken from their leave balance. The leave request is helpful, as to know when employees plan to be out for long periods of time in the future.
- To acknowledge that you will approve their leave, make a comment stating that you approve the leave and approve it. The time will appear again in their "Leave Report", just in case they want to make changes to that week, and they will re-submit it.

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Personal Information Student Faculty Services **Employee**

Search

Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee: Melissa K Myotte, H
Leave Request Period: May 01, 2011 to May 08, 2011

Made By: Tara M
Comment Date: Apr 12, 2011
Confidential Indicator:

Enter or Edit Comment: I approve this- 04.13.11

Made By: Melissa K Myotte
Comment Date: Apr 12, 2011
Comment is not Confidential
Comment: Doctor's appointment: 2-5pm

RELEASE: 8.4

Approving Returned Leave

- When an employee returns their leave to be approved, you check the 'Approve' box and then click 'Save'
- Note that the employee has now moved to the 'Approved' table.

Department Summary

Select the employee's name to access additional details.


1 record(s) have been Approved/Acknowledged. 

COA: H, Horry-Georgetown Technical College


Department: 40210, Human Resources Office

Pay Period: May 01, 2011 to May 08, 2011

Act as Proxy: Not Applicable



Approved										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
H	Melissa K Myotte Emp Leave Specialist		.00	3.00	.00	Approved				Comments Leave Balance



Not Started		
ID	Name, Position and Title	Other Information
H	Stacey Lynn King Temp Employment Specialist	
H	Tara M Lahnen Benefits Manager	
H	Laura B Ropposch Class & Comp Manager	



Approval Process

- Once an employee submits their leave, it routes to the supervisor for approval and they cannot change their leave record.
- To correct the leave record after they have submitted it, they can:
 - Ask the supervisor to return it for correction
 - Ask the supervisor to correct the leave record on the employee's behalf
- After the leave has been submitted, the employee will move to a 'Pending' status.
- Once the supervisor approves the leave, the weekly report will move to a 'Completed' status.
- If you, as a supervisor want the employee to correct their leave, you will make a comment and then select 'Returned for Correction.' The employee will then re-submit the corrected leave report.
- Supervisors approve leave and it will be recorded in WaveNet.

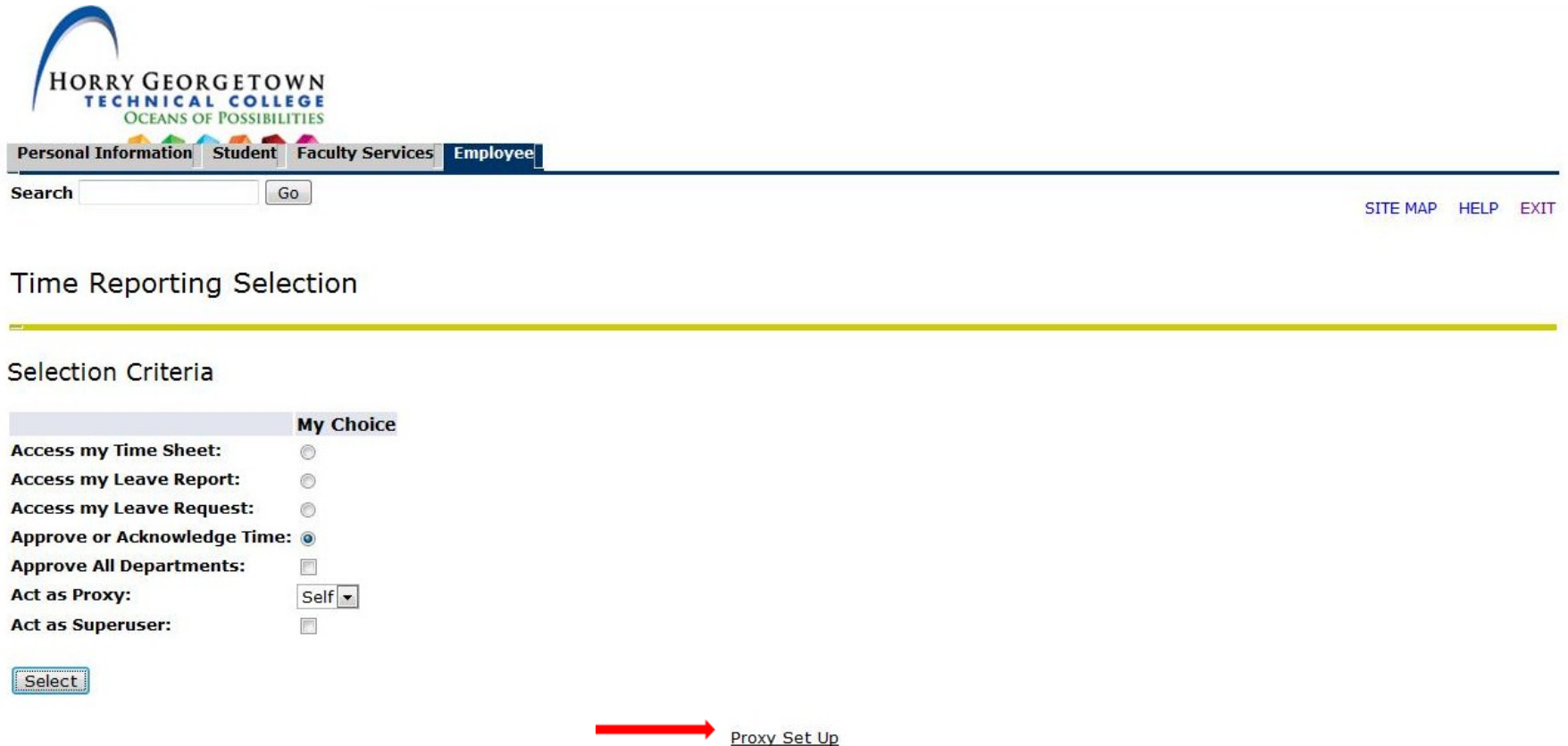
CONGRATULATIONS!

You have successfully approved your departmental employees' leave!

If you should have any questions, please feel free to contact your supervisor, Human Resources, or Payroll.

Proxy Set Up – How to add a Proxy

- A Proxy can be set up to allow another person in the department to approve time on behalf of the supervisor if you are not available.



The screenshot shows the Horry Georgetown Technical College website interface. At the top left is the college logo with the tagline "OCEANS OF POSSIBILITIES". Below the logo is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", and "Employee". The "Employee" tab is selected. Below the navigation is a search bar with a "Go" button. On the right side, there are links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Time Reporting Selection" and contains a section for "Selection Criteria". This section has a "My Choice" header and several options with radio buttons or checkboxes: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:" (which is selected), "Approve All Departments:", "Act as Proxy:" (with a dropdown menu showing "Self"), and "Act as Superuser:". A "Select" button is located below these options. At the bottom right, a red arrow points to a link labeled "Proxy Set Up".



- Once you have logged in to Self-Service Banner and clicked on the 'Proxy Set Up' link, the Proxy Set Up page will display.
- Select the drop down arrow to display a list of users available to be proxies. Scroll through the list until the name/user ID of the person you want to be your proxy is found. Or, you can type the first letter of the proxy's name to go directly to the next person whose name starts with that letter, and then select the desired person.
- Check the 'Add' box. Then click 'Save'
- The proxy name will then display.

Removing a Proxy

- From the 'Proxy Set Up' page, check 'Remove' next to the name of the person that you wish to delete as a proxy.
- Then click 'Save'.