

ADMINISTRATIVE VACATION/SICK LEAVE REPORTING

Updated 8/27/2020

Each month is to be completed, marked as such by the employee and approved by the supervisor no later than the 10th (or closest working day) of the following month, i.e., January should be completed by February 10 and so on.

Be sure to check the holiday/closing schedule so you don't use days unnecessarily. It may be found at:

<https://www.wittenberg.edu/administration/humanresources/payroll>

Even months in which you used no vacation or sick must be signed as completed.

Log into MyWitt.

MyAdmin My Budgets

Early Alert

Student Financial Information

Student Academic Info

Personal Information

Time Entry & Approval

Payroll/Benefit Info

Budget Information

Faculty

Faculty Chair

Click the up arrow ^ next to Payroll/Benefit Info to expand the menu.

Then click on Vacation and Sick Leave Time Entry

Payroll/Benefit Info

My Stipends

Pay Advices

View Pay Advices (For Administrators)

W-2 (For Administrators)

Exempt Vacation & Sick Entry

Supervisor Approval (Exempt Vac/Sick)

This will take a moment to load, please be patient.

Select Year:

2018

2019

2020

SUBMIT

Select the appropriate year, then click the SUBMIT button to see the summary screen.

Employee.....: Mrs. Dantia J. Hatfield

Position Title.....: Asst Dir HR, Salary & HRIS

Year.....: 2020

Department.....: Human Resources

Supervisor.....: Mrs. Mary Beth Walter

Available Vacation.....: 22 Total Number of Vacation Days available.

Last Year's Carry Over.....: 0 Days which must be used by December 31st due to COVID 19 Exception!

This Year's Vacation.....: 12 Days which must be used by December 31st or they will be lost!

Carry Over.....: 10 Total number of days that may be used or will be carried over to next year.

Sick.....: 144

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
Ⓢ	January	1	0	Y	Y
Ⓢ	February	1	0	Y	Y
Ⓢ	March	2	0	Y	Y

The next screen is a summary screen displaying currently entered data. Select the month you wish to edit by clicking on the appropriate radio button to the left of the month. Then click the SUBMIT button to see/edit detail.

Current balances are displayed on this form.

01/17/18	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/18/18	Thursday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/19/18	Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FAMILY
01/20/18	Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/21/18	Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/22/18	Monday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/23/18	Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FAMILY
01/24/18	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As an exempt staff/faculty member, vacation and sick are used in half or whole day increments. You only enter data on dates on which you were either sick and/or on vacation. When sick leave is taken for a family member or for FMLA, that needs to be noted in the comments section.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval:

Employee Signoff:
Supervisor Signoff: Pending

SUBMIT

After entering the information, the employee needs to check the signoff box and hit the **SUBMIT** button to complete. You may edit a month as many times as you wish until it is signed, at which time it becomes a display only screen.

Available Vacation.....: 19 Total Number of Vacation Days available.

Last Year's Carry Over.: 0 Days which must be used by December 31st due to COVID 19 Exception!

This Year's Vacation.....: 9 Days which must be used by December 31st or they will be lost!

Carry Over.....: 10 Total number of days that may be used or will be carried over to next year.

Sick.....: 144

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
<input type="radio"/>	January	1	0	Y	Y
<input type="radio"/>	February	1	0	Y	Y
<input type="radio"/>	March	2	0	Y	Y
<input type="radio"/>	April	1	0	Y	Y
<input type="radio"/>	May	1	0	Y	Y
<input type="radio"/>	June	1	0	Y	Y
<input type="radio"/>	July	4.5	0	Y	Y
<input type="radio"/>	August	1	0	Y	Y
<input checked="" type="radio"/>	September	2	0		

After hitting the submit button, the summary form now reflects an updated vacation balance. The data lets you know that you still have 19 days of vacation but that 9 must be scheduled or forfeited by the end of the calendar year. The display indicates that you have signed this month's form and summarizes what was entered.

If, for example, you did not take any sick or vacation in the month of January, go directly to the bottom of the screen, leaving everything empty. Click the Employee Signoff box and then the **SUBMIT** button at the bottom of the form.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval:

Employee Signoff:
Supervisor Signoff: Pending

You will be returned to the summary form displaying all the months to access the next month. Note the "Y" in the "Employee Signed" column as seen below.

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
<input type="radio"/>	January	0	0	Y	
<input type="radio"/>	February	0	0		

Once you have signed a month's form, you may no longer edit it. You may access it again to review what was entered should you wish to. The form in our example now looks like the picture on the left below as it only displays the previously entered data.

Date:	Day:	Vacation Day	Sick Day	Comment:
01/1/17	Sunday			
01/2/17	Monday			
01/3/17	Tuesday			
01/4/17	Wednesday			
01/5/17	Thursday			
01/6/17	Friday			
01/7/17	Saturday			

After reviewing, to return to the summary screen, use the back button found at the top of the form.

Vacation and Sick Leave Time Entry Detail ×

BACK

Please note that details of illness are **not** to be stored in the comments field. Because we limit non-FMLA covered family leave to 4 days per year, you must record "family" in the comments field when appropriate. If you are using sick leave under an approved FMLA please enter the initials FMLA in the comments field, not the details of who it was for, what you were doing, etc.

Date:	Day:	Vacation Day	Sick Day	Comment:
04/20/17	Wednesday			
04/27/17	Thursday	.5	.5	Family
04/28/17	Friday			

Remember, you can edit a month as many times as necessary until you click the Employee signoff box at the bottom.

For example, you can pre-enter vacation time in future months for planning purposes as seen below. In the example below, the person has scheduled time off in future months, but has not yet signed the cards in case changes are needed. In order to keep accurate records, they have pre-entered those dates, thereby reflecting vacation days left to schedule, if any, for the calendar year.

In this person's case, their balances now reflect that they have 10 days left to carry-over into the next calendar year and they are not expecting to forfeit any based on their future plans. *Note that you still must request supervisor approval for usage of days and entering on this form does not constitute pre-approval of these plans by your supervisor.

Available Vacation.....: 10 Total Number of Vacation Days available.

Last Year's Carry Over.: 0 Days which must be used by December 31st due to COVID 19 Exception!

This Year's Vacation.....: 0 Days which must be used by December 31st or they will be lost!

Carry Over.....: 10 Total number of days that may be used or will be carried over to next year.

Sick.....: 144

Edit/Review	Months	Vaca	Sick	Employee Signed	Supervisor Approved
<input type="radio"/>	January	1	0	Y	Y
<input type="radio"/>	February	1	0	Y	Y
<input type="radio"/>	March	2	0	Y	Y
<input type="radio"/>	April	1	0	Y	Y
<input type="radio"/>	May	1	0	Y	Y
<input type="radio"/>	June	1	0	Y	Y
<input type="radio"/>	July	4.5	0	Y	Y
<input type="radio"/>	August	1	0	Y	
<input type="radio"/>	September	2	0		
<input type="radio"/>	October	3	0		
<input type="radio"/>	November	1	0		
<input type="radio"/>	December	6	0		

If, for some reason, you need to re-access a signed card, email payroll@wittenberg.edu specifying what month/year needs to have the signature removed. Please note that if the supervisor has approved the card in question, we will also need the supervisor's approval to remove the signatures for editing.