

TIPS & REMINDERS

- **Leave Report Submission Deadline:** The deadline for submitting Leave Reports is the 7th day of the month following the Leave Period.
- Your Leave Report should be submitted anytime after your last day of work in the leave period.
- Always check your leave balances before entering usage to ensure your balance is sufficient to support usage!
- **After you submit your Leave Report you cannot make any changes. Contact your supervisor about changes to a submitted Leave Report.**

A. OPENING YOUR LEAVE REPORT

1. Log into **wise.unh.edu**.
2. Click the **Employee** tab.
3. Click the **Leave Reporting** link.
4. Click the **My Choice** radio button for the **Title and Department** for which you want to enter leave usage (most employees have just one job, if you have more than one job, then leave usage must be entered for each separately). *Note: If you're an approver you must first click **Access my Leave Report** then click **Select**.*
5. Choose the current leave period from **Leave Report Period and Status**.
6. Click the **Leave Report** button.

B. ENTERING HOURS

1. Click **Enter Units** link under the date, and in the row for the appropriate *Earning* [ex: 446-Vacation LvUse-Exempt; 444-Sick LvUse-Employee-Exempt; 629-Holiday Leave-Exempt]
2. In the **Units:** field enter the usage for the day in .5 day increments (.5 or 1)
3. Click **Save**. Confirm the **Total Units** for the day are correct.
4. Click the **Enter Units** on another day to enter usage.
*The Leave Report displays one week at a time. To advance to the next week of the Leave Report, click on the **Next** button. Click the **Previous** button to return to the previous week of the Leave Report.*

C. ADJUSTING YOUR HOURS

Changing usage already entered for a particular day is no problem, as long as the Leave Report has not been submitted for approval.

1. Click the units listed for the date that needs to be changed (.5 or 1).
2. Update the usage values.
3. Click **Save**. Confirm the **Total Units** for the day are correct.
4. Click the **Enter Units** on another day to enter usage.

D. DELETING YOUR HOURS

Deleting usage entered for a particular day is easy, as long as the Leave Report has not been submitted for approval.

1. Click the units listed for the date that needs to be deleted.
2. Remove the value from the **Units:** field.
3. Click **Save**. Confirm the **Total Units** for the day are correct.
5. Click the **Enter Units** on another day to enter usage.

E. ENTERING HOURS FOR SPECIFIC DAYS

When you enter usage for a day, you can use it to copy the same info to one or more additional days in the leave period.

1. Click **Enter Units** link under the date worked, and in the row for the appropriate *Earning* [ex: 446-Vacation LvUse-Exempt; 444-Sick LvUse-Employee-Exempt; 629-Holiday Leave-Exempt]
2. In the **Units:** field enter the usage for the day in .5 day increments (.5 or 1)
3. Click **Save**. Confirm the **Total Units** for the day are correct.
4. Click the **Copy** button.
5. Click each day to which you want to copy the usage.
DO NOT SELECT THE DATE FROM WHICH YOU ARE COPYING.
6. Click the **Copy** button. Look for the verification message that says **your units were copied successfully**.
7. Click **Leave Report** to verify the usage was copied to the dates selected.

F. ENTERING UNITS FOR A LEAVE PERIOD

If you have extended usage in a leave period, you can copy the units from one day through to the end of the leave period.

1. Click **Enter Units** link under the date, and in the row for the appropriate *Earning* [ex: 446-Vacation LvUse-Exempt; 444-Sick LvUse-Employee-Exempt; 629-Holiday Leave-Exempt]
2. In the **Units:** field enter the usage for the day in .5 increments (.5 or 1).
3. Click **Save**. Confirm the **Total Units** for the day are correct.
4. Click the **Copy** button.
5. Choose the **Copy from date displayed to end of the leave period** checkbox.
6. Click the **Copy** button. Look for the verification message that says **your units were copied successfully**.
7. Click the **Leave Report** button. The usage has been copied to all days in the leave period.

G. LEAVING A COMMENT ON YOUR LEAVE REPORT

You can add a comment to your Leave Report notifying your approver of any special circumstances regarding your leave usage. Your Approver will see the comments when they review your Leave Report prior to assigning approval.

1. Click the **Comments** button at the bottom of the Leave Report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your Leave Report.
*Note: You can only view Comments on your Leave Report in **Preview** mode.*

H. RESTART YOUR LEAVE REPORT

You can clear all usage already entered for a Leave Report as long as the Leave Report has not been submitted for approval.

1. Click the **Restart** at the bottom of the Leave Report page.
2. Click **Submit** to delete all changes that you have made to your Leave Report.
Note: Comments will not be removed.

I. SUBMITTING YOUR LEAVE REPORT

When your Leave Report is ready to submit for approval, it's important for you to **Preview** it first. Check your usage to make sure the days, numbers, and Earnings are all correct. Then, submit as follows:

1. Click the **Submit for Approval** button at the bottom of your Leave Report. *Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your Leave Report; it certifies that you approve the Leave Report information as accurate.*
2. In the **PIN** box, type your PIN number (same as used to log in).
3. Click the **Submit** button.
*The status of your Leave Report will now have changed to **Pending**. Your Leave Report must be listed as **Pending** in order for it to be **Approved**.*

J. OPENING A LEAVE REPORT FOR ANOTHER JOB

If you have more than one job, you must submit separate Leave Reports.

1. Click **Position Selection** at the bottom of the Leave Report.
2. Click the **My Choice** radio button for the **Title and Department** for which you want to enter usage.
3. Choose the current leave period from **Leave Report Period and Status**.
4. Click the **Leave Report** button.

K. PRINTING YOUR LEAVE REPORT

1. Click the **Preview** button at the bottom of your Leave Report. *Note: On most computers, the Leave Report is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu.*
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout. *Note: In Explorer, click "Properties", then "Paper" to find the landscape setting.*
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your Leave Report.
7. Back in the Summary of Reported Time window, click the **Previous Menu** button.

USNH Leave Reporting Cycle

Leave Period	Month following Leave Period
1 st => 28 th /30 th /31 st	1 st => 7 th

1. Leave Reports should be submitted by the employee by the 7th day of the month following the Leave Period.

Month following Leave Period
10 th

2. Leave Reports must be approved by **9:00 pm, on the 10th day of the month following the Leave Period**
3. Leave balances are updated immediately when the approval is applied.

Who's Responsible for What

Employee Responsibilities

1. Confirm your e-mail address in WISE. In the future USNH will be providing automated e-mail notification for Leave Reporting deadlines.
 - a. Select **Personal Information** then select **View Addresses**.
2. Record your leave usage accurately.
3. Select the correct leave period before opening your Leave Report.
4. Use appropriate Earning Codes to ensure leave usage is appropriate per USNH and Campus policy.
5. Check your leave balances to verify availability of hours claimed.
6. Add **Comments** to your Leave Report to document any special circumstances, variations and/or changes to your normal work schedule.
7. Review your Leave Report for accuracy **BEFORE** submitting it for approval.
8. Submit your Leave Report prior to the deadline of the 7th day of the month following the Leave Period.
9. It is expected that changes should be rare. As the employee originating the entry your approver/supervisor should have knowledge of your work schedule and time actually worked. However, after you submit your Leave Report if changes are necessary you cannot make them. You will need to email the changes to your approver/supervisor.

If it is prior to the approval being applied, your approver/supervisor can either return the Leave Report to you for correction or make the changes on your behalf. If you make the corrections it is necessary to re-submit the Leave Report for approval.

If it is after the approval has been applied, your approver/supervisor must communicate with the Campus HR Office providing an explanation of the change needed to your leave balances and why.

In all cases your approver/supervisor should notify you via email of the actions they have taken.

Approver Responsibilities

1. Confirm your e-mail address in WISE. In the future USNH will be providing automated e-mail notification for Leave Reporting deadlines.
 - a. Select **Personal Information** then select **View Addresses**.
2. Designate at least one Proxy to perform your responsibilities.
3. Notify your proxy to review and approve Leave Reports on your behalf when you are not going to be available to perform this responsibility.
4. Verify that all employees have submitted their Leave Reports for approval by the deadline of the 7th of the month following the leave period. Notify employees that they need to submit their Leave Report when they have not done so.
5. Review all submitted Leave Reports in detail.
6. Make corrections as necessary. In all cases you should notify your employee via email of the actions you have taken.
 - a. If time permits, return Leave Reports with errors to employees for correction. Contact the employee to notify them that they need to correct and resubmit their Leave Report.
 - b. If time doesn't permit, make the necessary correction and email the employee informing them of the action taken. Keep a record of the changes made for future reference. *Note: The Approver is the FINAL chance to find and fix errors.*
 - c. If the Leave Report has been approved, review the details. If a change is necessary you will need to communicate with the Campus HR Office providing an explanation of the change needed to the employees leave balances and why, as well as the employee name, the last 4 digits of their University ID.

GSC:	maggie.hyndman@granite.edu
KSC:	vhodge@keene.edu
PSU:	pplante@plymouth.edu
UNH:	joyce.cleary@unh.edu
USNH:	susan.poole@usnh.edu

7. Add Comments documenting changes you made to a submitted Leave Report.
8. Approve all Leave Reports prior to the **DEADLINE - 9:00 p.m. on the 10th day of the month following the leave period**. Once a Leave Report is approved, it is FINAL.