University System *of* New Hampshire　　**Leave Reporting**　　**Superuser Quick Reference Guide**

TIPS & REMINDERS

- Leave Report Approval Deadline: **The deadline for approving Leave Reports is 9:00 pm on the 10th day of the month following the Leave Period.**
- Be on the lookout for proper use of **Earning Codes**.
- Remind employees to check their **Leave Balances**.
- **Return for Correction** should only be used if sufficient time exists for the employee to make changes and resubmit their Leave Report while still allowing enough time for you to approve the Leave Report and meet the approval deadline. If there isn't enough time you should add Comments to the Leave Report, make the changes, and communicate the changes to the employee.
- **Retain a copy of all communication regarding changes for permanent record.**
- Before assigning an individual as a proxy, your department head must be consulted for authorization to delegate your authority to the proxy.
- The approver and proxy should NEVER approve their own Leave Report.

LEAVE REPORT SUMMARY: SUPERUSERS

1. Log into the **ECG VPN**
   a. Go to http://ecgvpn.unh.edu and select Enterprise VPN.
   b. Enter your AD username and password and proceed as directed.
2. Log into **wise.unh.edu**.
3. Click the **Employee** tab.
4. Click the **Leave Reporting** link.
5. Click the **My Choice** radio button for **Approve or Acknowledge Time**.
   Note: If you're acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box.
6. Click to select **Act as Superuser**.
7. Click the **Select** button.
8. From the **Pay Number**, select the pay number.
9. From the **Department**, select the department.
10. Select the **Sort Order** type.
11. Click the **Select** button.

SUBMITTING AN "IN-PROGRESS" LEAVE REPORT

1. In the **Name and Position** column, click the employee's name.
2. Click the **Submit** button.
   Note: The following message displays, The Leave Report was successfully submitted. It is now in a "Pending" status.
3. *Optional*: Click **Change Time Record** to enter/override entries.
4. *Optional*: Click the **Approve** button to finish processing the Leave Report. Not doing so will leave the Leave Report in a *Pending* status. The regular Approver can then take action on the time sheet.
5. Click the **Previous Menu** button to go to the *Summary* page.
6. Note: The Superuser cannot submit the Leave Report if the employee has not entered any hours. An error message: *No Hours Entered*, will be generated and the status will be Error.

ACCESSING A "NOT STARTED" TIME SHEET

1. Click the **Extract** link for the desired record.
2. Click the **OK** button in the *Do you want to extract time?* Dialogue box.
3. You must add hours to the Leave Report to submit it. Add hours now.
4. Click the **Submit for Approval** button.
   Note: The page will refresh and display a message that the Leave Report was successfully submitted. It is now in a "Pending" status.
5. *Optional*: Click the **Approve** button to finish processing the Leave Report. Not doing so will leave the Leave Report in a Pending status. The regular Approver can then take action on the time sheet.
6. Click the **Previous Menu** button to go to the *Summary* page.

Superuser Responsibilities

1. A Superuser can start an employee's Leave Report in the event that the employee is unable to do so.
2. A Superuser can submit an "In-Progress" Leave Report on behalf of an employee.
3. A Superuser can modify a Leave Report that requires a change.
4. A Superuser can approve or acknowledge Leave Reports for an Approver by selecting the "Act as Proxy" role if they have been defined as that Approver's proxy.
5. It is suggested that if an employee is not able to "start" their Leave Report, the Superuser should start it and work with the employee's approver/supervisor to enter the leave usage. The approver/supervisor has the best knowledge of the time worked during the payroll period.

USNH Pay Cycle

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

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

Month following Leave Period
10th

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. USNH will be providing automated e-mail notifications 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 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. USNH will be providing automated e-mail notifications 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.
      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.

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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.