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LEAVE AND SUBSTITUTE INPUT

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For all employees responsible for putting in leave and substitutes for their employees here is a help sheet to assist you.

Here is the path you need to follow to access the leave entry screen:
Encore – Financial Information / Payroll / Personnel Info / Leave Entry

- Find the correct individual that needs to be put in for an absence.
- Make sure the date matches the day they were absent. Use the arrows to the left (to go back) and right (to go forward) of the date field to go to the correct date. Pressing the 'F9' key while your cursor is inside the date field will allow you to view a monthly calendar to select a specific date.
- Highlight the correct leave type that the individual is using for their absence.
- Input the hours used under 'hours taken'. *Note:* You cannot enter more hours absent then what the employee is authorized to work.
- If no substitute needs to be entered click on 'save'. If a substitute needs to be entered go down to 'sub id', enter the sub's employee ID number and press enter. You can enter more than one substitute on any given day; just go to the next empty row to enter the next substitute and the hours they worked that day for the selected individual who took leave.
- Fill in the number of hours the substitute worked that day for this employee and click on 'save'.

- *IF* this employee was absent for any number of consecutive days in a row and all the information is the same (leave type used, hours taken, sub, sub hours worked, etc) you can click on the 'duplicate' button to repeat the input for as many days as needed.
- *IF* you happen to enter a leave in error and the substitute, if you entered one, is still in a pending status you may highlight any part of the entry and click on the 'delete/clear' button to remove the entry.
- *IF* an employee is working hours that were banked from a previous absence; please try to attach the substitute to the employee that was absent from whom the hours were banked. Enter the information as detailed above – please make sure that you entered the information on the day the substituted worked the banked hours. Please put in the comment box 'banked hours'.
- *IF* an employee works his own hours from a previous absence just included them as part of his regular hours on the front of the timecard on the day he worked the hours.

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HELPFUL HINTS:

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- Enter your absences and substitutes on a daily basis. This will ensure accuracy and help you maintain and monitor the hours input by your employees.
- Please see the secretary for a substitute report at the end of the pay period to make sure all entries were entered and will be paid correctly.
- Make sure that the hours an employee works as a substitute is not entered on the front of the time card as part of their regular contract hours. The hours on the front of the time card should *only* be the hours they are working for themselves in their authorized position, not someone else's hours.
- Remember you are only responsible for leave and substitutes. All other entries or pay needs to be submitted to the secretary on the last day of the payroll period. As a supervisor your leave needs to be entered by the secretary.

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- Any questions call the Payroll Dept – Pam at 402-5207or David at 402-5325 -

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