



Washington University in St. Louis

Time and Labor

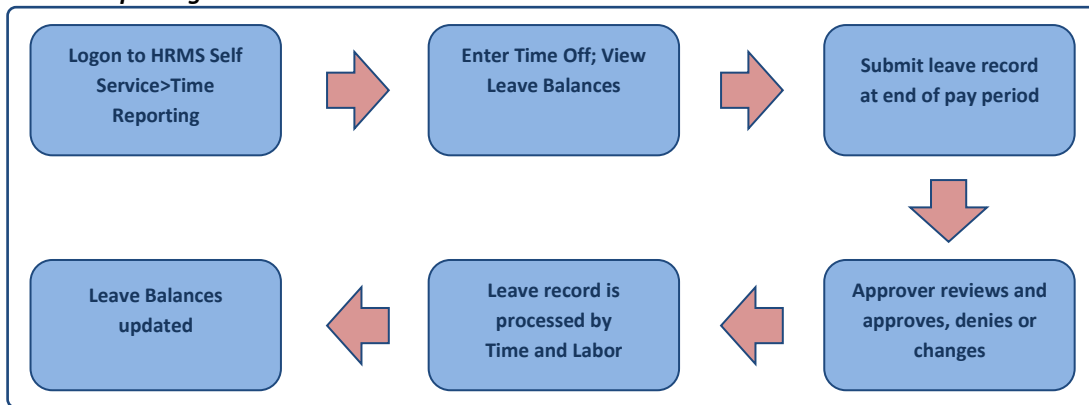
Monthly Employee Quick Start Guide

Overview:

All exempt (monthly) employees are required to report all time not worked (e.g., Vacation, Sick, Holiday, Jury Duty, etc.). Reported time must be reviewed and approved by the supervisor. In the event a monthly employee has no time-off to report during the month, they must select the No Leave Taken This Month checkbox on the leave record and submit for approval. This allows the employee to positively declare they used no time-off during the month. Approvers are still required to review and approve a leave record, even if no time-off is reported.

The University's Human Resource Management System (HRMS) is used to report employee time.

Time Reporting Process:



Instructions:

- 1) Logon to HRMS using your WUSTL Key ID and password
- 2) Open your leave record (*Employee Self Service>Time Reporting>Report Time*)
- 3) Select the appropriate Leave Type (e.g., Vacation, Sick, Holiday)
- 4) Enter the number of hours not worked in the appropriate date column(s)
- 5) If there are additional leave types for the month, click the "+" button to create a new row, select the Leave Type and enter the number of hours not worked in the appropriate date column(s)
- 6) When all days in the pay period have been entered, click the "Submit For Approval" button. Your leave record will be routed to your approver for review and approval. If your leave record is denied or changed, you will receive an email
- 7) If you have no time-off to report during the month, you must select the "No Leave Taken This Month" checkbox on the leave record page and click "Submit For Approval"
- 8) Your leave record must be submitted for approval by the deadline set forth by your department; the system default deadline is the fifth business day after the end of the month
- 9) Your leave balances will be updated when the leave record has been approved and the monthly payroll has been processed
- 10) Questions should be directed to your department payroll administrator