Web Leave Reporting FAQ

What is Web Leave Reporting (WLR)?

All Benefits-Eligible Exempt/Salary Faculty and Staff are expected to report leave electronically at the end of each pay period. WLR is the online system available through the myWSU portal that allows employees to report leave taken in a pay period.

Why am I required to do leave reporting?

As an exempt employee, reporting leave is the method required to accurately account for leave taken as a WSU employee. Failure to report leave can result in benefit issues, incorrect payment of leave balances at termination, or even denial of short-term or long-term disability insurance by the insurance carrier. In addition, WLR reduces leave balances for Exempt/Salary employees.

How do I submit a Web Leave Report?

Leave Reporting is accessed through the myWSU portal, Faculty/Staff tab, Employee Self-Service, Leave Report.

For help on how to submit a leave report you can refer to this helpful guide How to submit a Leave Report or you can attend a biweekly training lab for a quick Demo and one on one with a trainer for guidance. Sign up for this is available at myTraining from myWSU home page.

What if I don’t take leave? Am I still required to submit zero leave taken?

You are asked to submit a Leave report each pay period. If you did not take leave during that time period, you will submit an Empty (zero hour) leave report. To do this, simply open your leave report and click “Preview/Submit”.

I am a 9/10 month faculty, do I still need to submit a leave report?

Yes, All Benefits-Eligible Exempt/Salary Faculty and Staff are expected to report leave electronically at the end of each pay period. If an employee has no leave hours to report they simply, preview and submit an ‘empty’ WLR.

When do I submit my leave report?

Four days prior to leave sign off for each pay period, you will receive a friendly email reminder that leave is due. You can also check the Payroll Schedule for upcoming deadlines for submitting and approving leave reports.

Can another person enter my leaves for me?

No. Reporting leave hours taken can only be accessed from your own employee dashboard, using your login information.

What if I forget to submit my leave report? Or I’m unavailable to submit?

You can access WLR from any computer or mobile device connected to the internet. Failing to report leave may result in incorrect leave balances.

Friendly reminders will be sent 4 days prior to a time sign off for each pay period. These email reminders include not started, started but not submitted and returned for correction status notifications.

Supervisors/Approvers will receive emails when they have leave to approve.
If an employee is truly unavailable to submit leave taken, they should inform their supervisor who will advise timekeeping of the circumstances.

What if I make an error or need to make a change to the leave report?

You can make edits to your Leave Report until your leave report has been approved.

If you have submitted your leave report for approval and it has not been approved, you can make changes to your WLR by selecting ‘Recall Leave Report’.

If your leave report has been approved and a correction needs to be made, your supervisor will need to email timekeeping@wichita.edu for corrections to be made by payroll.

What if my approver misses the deadline?

Your approver will receive friendly reminder(s) of the pending deadline. After the deadline, the payroll office will intervene and send your supervisor and email letting them know they missed the approval deadline.

Approvers can add a proxy who can approve leave for them in their absence.

What is an ‘Empty’ Leave Report?

An empty leave report is a submission of no hours reported on a leave report. This indicates to your supervisor that no leave time was used during the pay period and no hours need to be reduced from leave balances.

What happens if I exceed my available leave balance?

It is your responsibility to know your leave balance. Please review your leave balances in the employee dashboard under Leave Balances. Your leave balance accruals for each pay period will show once your pay stub is available for the current pay period. Leave taken for the period is subtracted when WLR is approved.

If you use more leave than you have available, the WLR system will respond “possible insufficient leave balance”. WLR will accept your entry even if you do not have leave available to take.

Exceeding your available leave balance may result in a pay adjustment. You will be contacted by the payroll office.

What happens when I reach the maximum allowed to accrue of vacation?

If you have met the maximum allowable leave balance, you will no longer accrue leave until you report leave taken and hours have been subtracted by a Leave Report. More Info on Leave Administration.

Can I request leave in advance?

Requesting leave follows your current departmental protocol. Please check with your supervisor for additional information on your department’s requirement.

More questions about Web Leave Reporting?

Contact the Payroll Office