Timekeeping Announcement

We are excited to announce, Time and Leave will only be accessible via the employee dashboard starting Monday, October 18th, 2021.

The old way (banner self-service), will no longer be available for Time and Leave. The links will be routed to the new way (employee dashboard).

We do offer bi-weekly trainings for those who are new to accessing Time and Leave via the employee dashboard. (These are also available to those who need a refresher) Training sessions are posted in myTraining.

What changed?

See the difference between the new way and the old way.

The new way   **and**   **the old way**

Who is impacted?
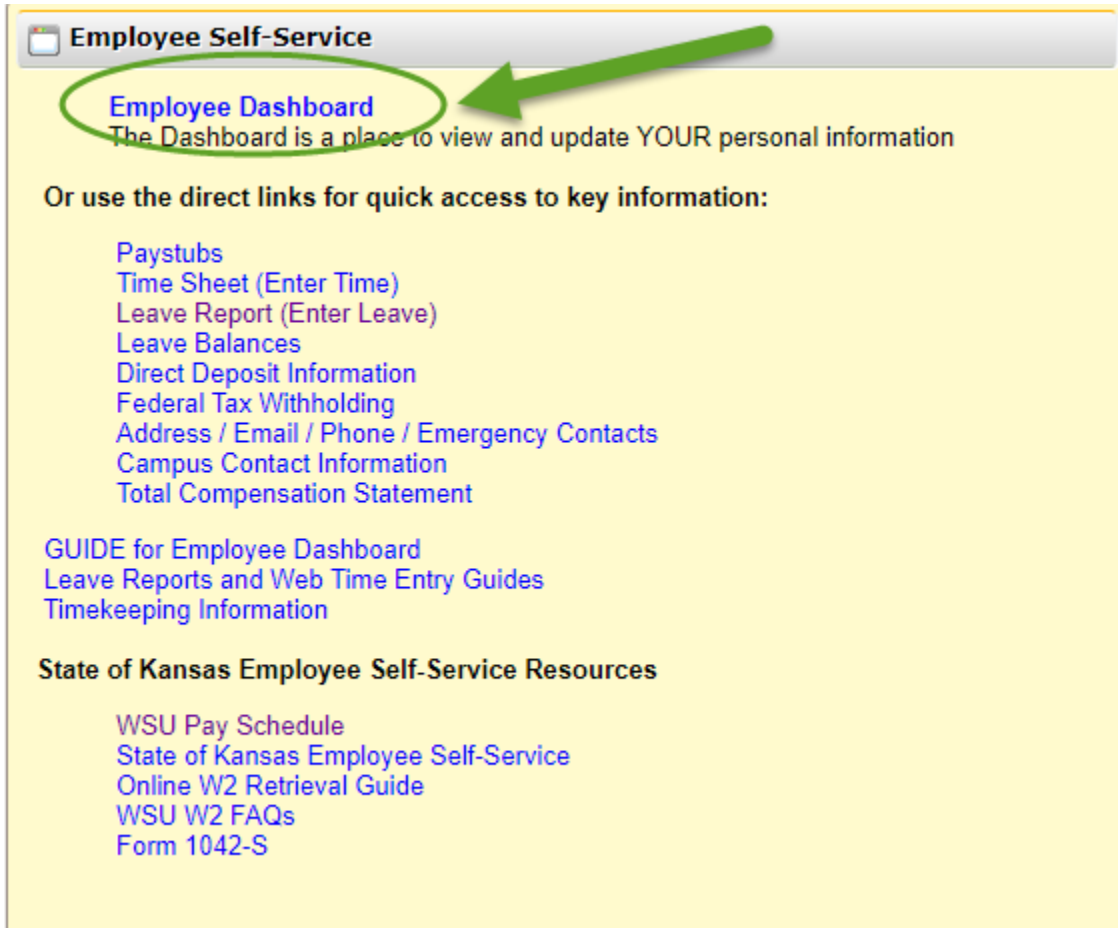
- For some Employees, accessing time and leave via the employee dashboard is nothing new. No action is needed on your behalf.
- For other Employees, the look and feel is new, but the functionality is the same. (same road, different on-ramp)
- Training is encouraged to help support the transition for those who are new to the employee dashboard. See myTraining for session dates and times.

How to access the employee dashboard:

1. Log into myWSU
2. Navigate to the Employee Self Service Channel
3. Click employee dashboard

What's new for the employee dashboard time and leave?

- Time and Leave Preview/Summary has been enhanced. This new preview/summary will speed up approvals with a snapshot of information, including details for each day of the pay period and each earn code paid/used for week 1 and week 2 of the pay period.

Timesheet Detail Summary

Pay Period: 06/13/2021 - 06/26/2021 | 80.00 Hours | Pending | Submitted On 07/08/2021, 09:23 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/14/2021	REG, Regular Earnings	1	8.00 Hours
06/15/2021	REG, Regular Earnings	1	8.00 Hours
06/16/2021	REG, Regular Earnings	1	8.00 Hours
06/17/2021	REG, Regular Earnings	1	8.00 Hours
06/18/2021	REG, Regular Earnings	1	4.00 Hours
06/18/2021	VAC, Vacation Leave Non-Exempt	1	4.00 Hours
06/21/2021	REG, Regular Earnings	1	7.50 Hours
06/21/2021	VAC, Vacation Leave Non-Exempt	1	0.50 Hours
06/22/2021	REG, Regular Earnings	1	8.00 Hours
06/23/2021	REG, Regular Earnings	1	8.00 Hours
06/24/2021	REG, Regular Earnings	1	8.00 Hours
06/25/2021	REG, Regular Earnings	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
REG, Regular Earnings	1	36.00	39.50	75.50 Hours
VAC, Vacation Leave Non-Exempt	1	4.00	0.50	4.50 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action	Date & Time
	Originated	06/21/2021, 12:57 PM
	Submitted	07/08/2021, 09:23 AM
	Pending Approval	