

# 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*

The screenshot shows the 'Employee Dashboard' for a user named 'Demo, Darnie'. It features a 'Leave Balances as of 08/11/2021' section with various leave types and their remaining hours. Below this, there are sections for 'Pay Information', 'Earnings', 'Benefits', and 'Tax Information'. A 'My Activities' sidebar is visible on the right, containing buttons for 'Enter Time', 'View Leave Report', 'Approve Time', and 'Approve Leave Report'. A blue arrow points from the 'Leave Balances' section to the 'Approve Leave Report' button.

The screenshot shows the 'Banner Self Service' interface. It has a search bar and a navigation menu with 'Personal Information', 'Employee', and 'Financial' tabs. A yellow warning banner states: 'WARNING - The Time Sheet and Leave Reports links will be redirected to the Employee Dashboard'. Below the warning, there are links for 'Time Sheet' and 'Leave Reports', which are highlighted with a blue box and a blue arrow. Other links include 'Electronic Personnel Action Forms', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Leave Balances', 'Salary Planner', and 'Effort Certification'.

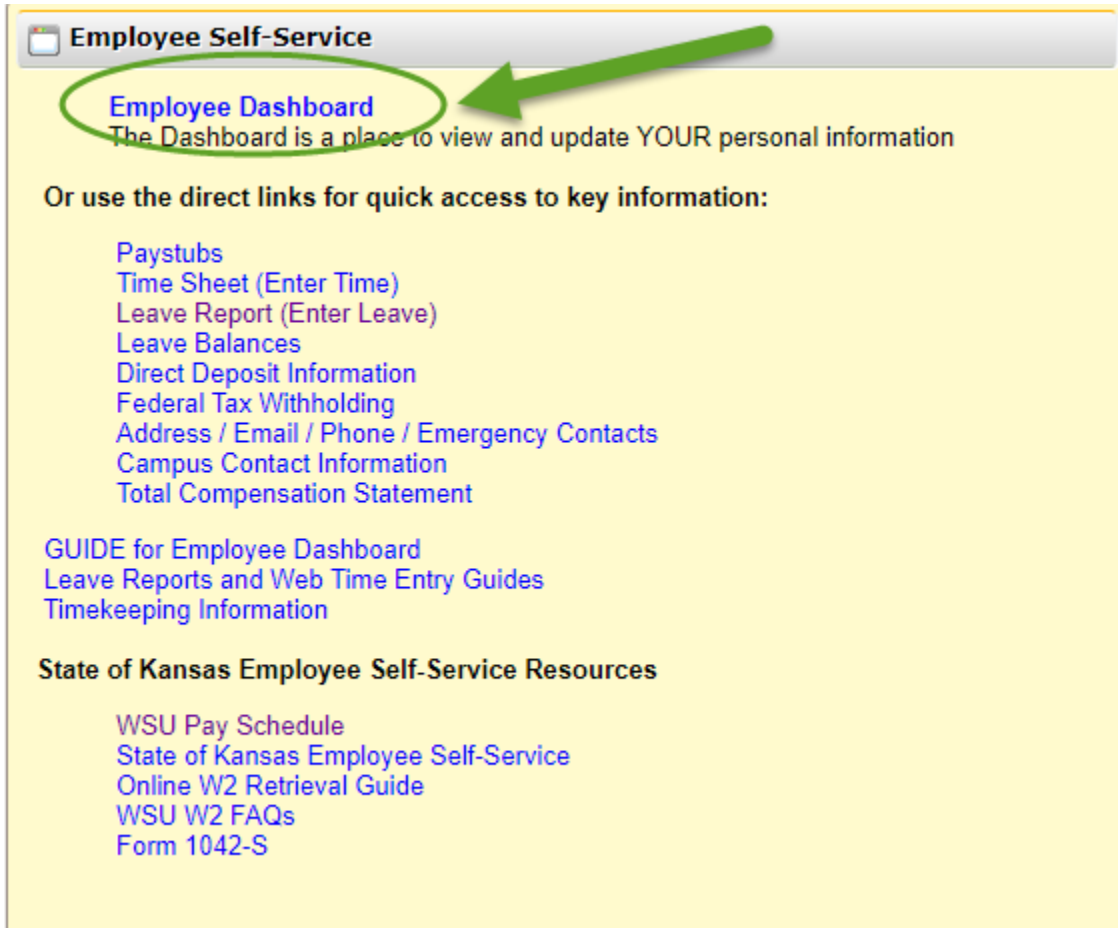
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## Who is impacted?

- 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



**Employee Self-Service**

[Employee Dashboard](#)  
The Dashboard is a place to view and update YOUR personal information

**Or use the direct links for quick access to key information:**

- [Paystubs](#)
- [Time Sheet \(Enter Time\)](#)
- [Leave Report \(Enter Leave\)](#)
- [Leave Balances](#)
- [Direct Deposit Information](#)
- [Federal Tax Withholding](#)
- [Address / Email / Phone / Emergency Contacts](#)
- [Campus Contact Information](#)
- [Total Compensation Statement](#)

[GUIDE for Employee Dashboard](#)  
[Leave Reports and Web Time Entry Guides](#)  
[Timekeeping Information](#)

**State of Kansas Employee Self-Service Resources**

- [WSU Pay Schedule](#)
- [State of Kansas Employee Self-Service](#)
- [Online W2 Retrieval Guide](#)
- [WSU W2 FAQs](#)
- [Form 1042-S](#)

## 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
<b>Total Hours</b>		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			