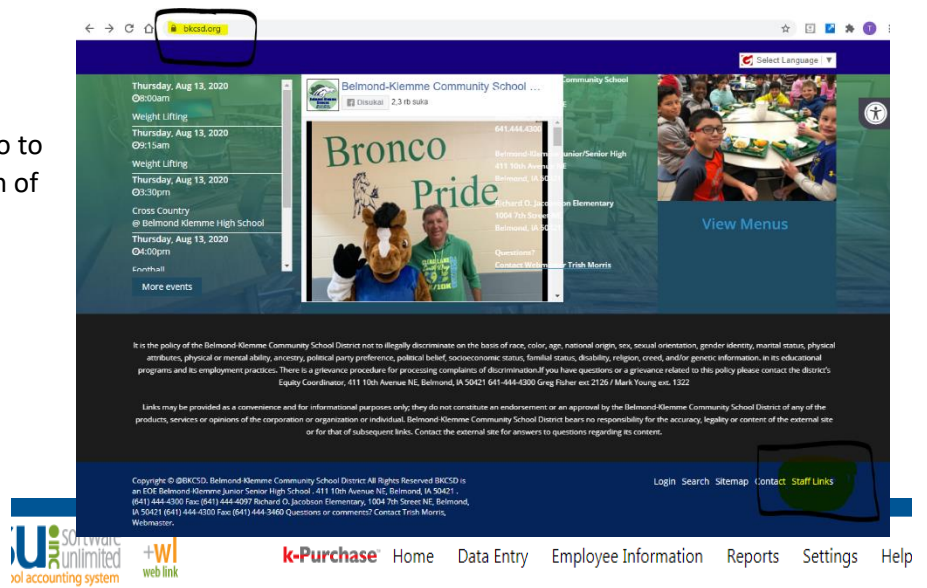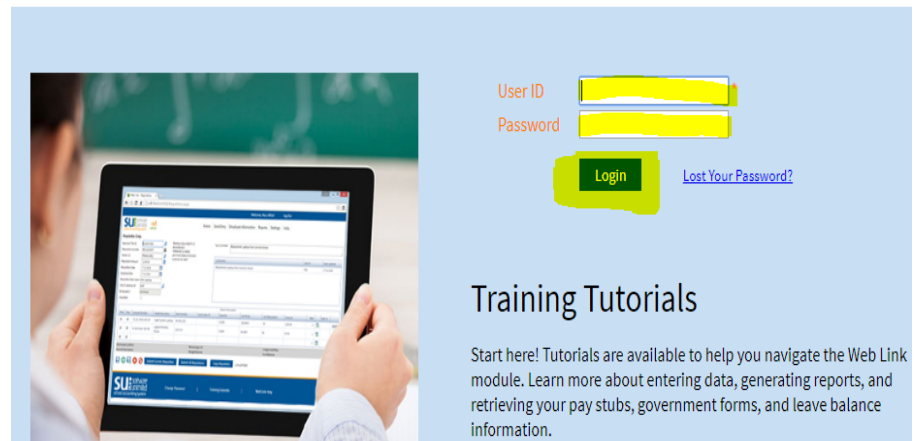Entering Leaves in WebLink

1. Access the school website, go to "Staff Links" near the bottom of the page, and click on "Web Link"
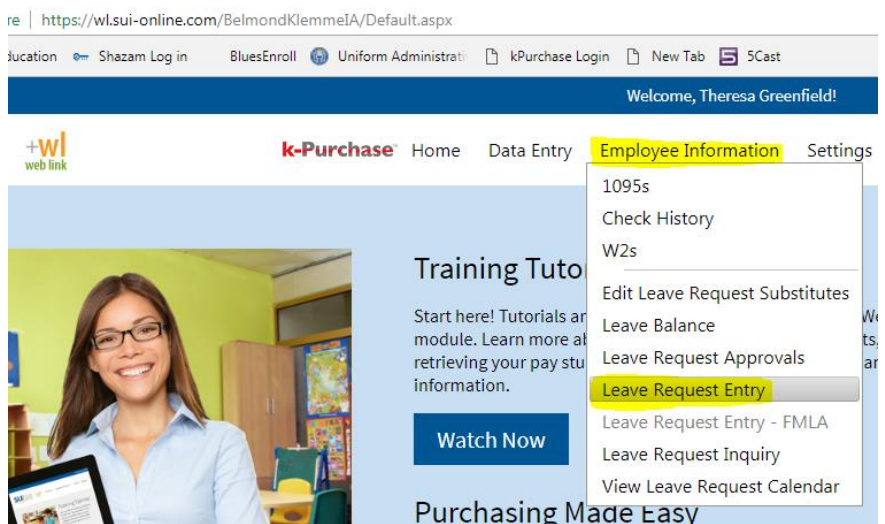
2. Log into Web Link

Username: First 4 letters of last name + First 4 letters of first name
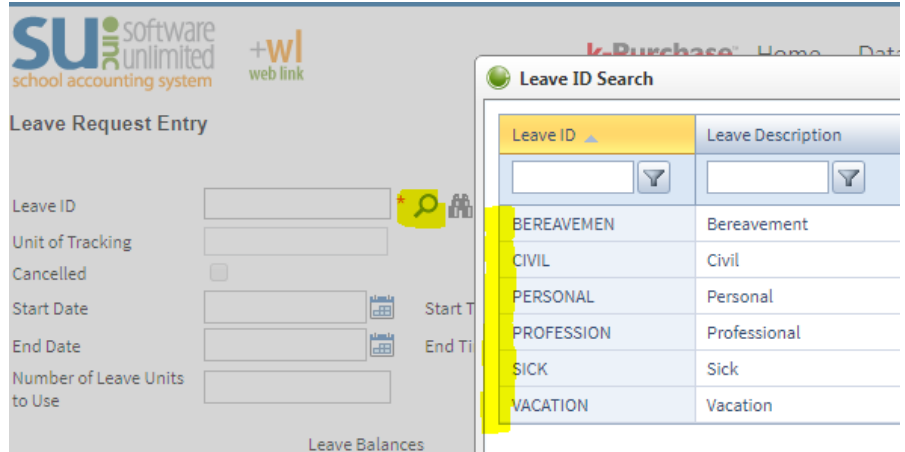
Example John Smith would be SMITJOHN

3. Go to "Employee Information" and click on "Leave Request Entry"

4. Fill out the following page

Leave ID – Click the magnifying glass icon and select the appropriate Leave ID

You can select the Leave ID by double clicking on it

Leave Request Entry

Leave ID ▲	Leave Description
BEREAVEMEN	Bereavement
CIVIL	Civil
PERSONAL	Personal
PROFESSION	Professional
SICK	Sick
VACATION	Vacation

All the fields highlighted should be completed

- If you will be out all day, select "All Day". Otherwise, enter times as needed
- Enter the number of leave units in quarter day increments:
  - 1 unit = 1 day
  - .75 = 3/4 day
  - 0.5 = 1/2 day
  - .25 = 1/4 day
- You will be able to see your remaining leave balances. In this example, the year had not started. There were no balances to display.

Leave Request Entry

Leave ID: SICK
Unit of Tracking:
Cancelled:
Start Date: 8/14/2018   Start Time: All Day ☑
End Date: 8/14/2018   End Time:
Number of Leave Units to Use: 1.0000

Leave Balances
Current Posted Balance:
Unposted or Approved Entries:
Pending Approval Entries:
Unsubmitted Entries:
Total Balance:

*Balances cannot be displayed since leave year hasn't been started.

Continue filling in the rest of the leave request information

*Balances cannot be displayed since leave year hasn't been started.

Additional Leave Request Fields
EMPLOYEE INFORMATION
BUILDING: High School
POSITION: Teacher
REASON FOR REQUEST
EXPLANATION/REASON: Do not approve - Submitted for training purposes
SUBSTITUTE NEEDED
IS A SUB NEEDED: Yes
IF SO ON WHAT DATE(S): 8/14/2018
NAME OF SPECIFIC SUB REQUESTED (WILL NOT BE GUARANTEED): Sally Jones

5. Click "Submit Current Leave Request"

After your request is approved or denied, you will receive an auto-generated email notification

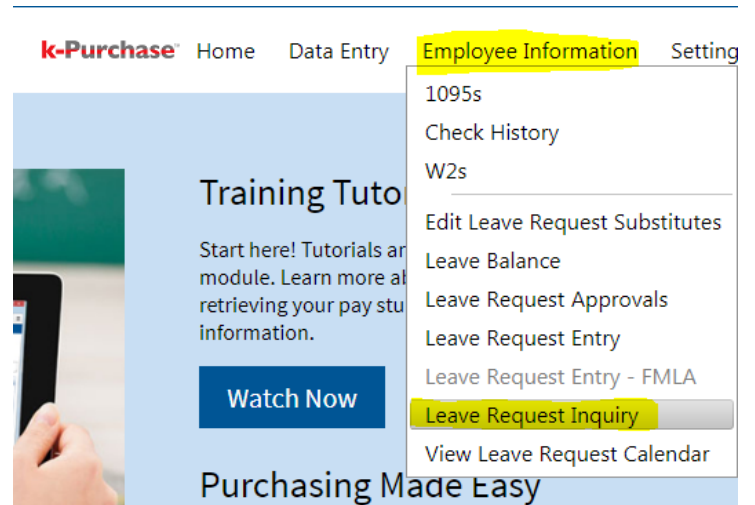| Approvals					
Approved	Rejected	Actual	Primary	Sequence ▲	Result Date
☐	☐		Daniel Frazier	1	
☐	☐		THELMA MARTINEZ	2	

Submit Current Leave Request   0 Unsubmitted

Recalling a Leave Request in Web Link

Sometimes, you request a leave that is no longer needed or that needs corrected. It is VERY important to recall and delete an unneeded leave request. If not deleted, it will still deduct from your leave bank.

1. Log in to Web Link the same way you would to enter a new leave request.

2. Go to "Employee Information" and select "Leave Request Inquiry"

3. Find the leave request you need to recall and click "View"

4. Scroll to the bottom of the page and click "Recall"

5. You will receive a pop-up window, as shown. Click "OK"

6. Go back to "Employee Information" and click "Leave Request Entry"

1095s

Check History

W2s

Edit Leave Request Substitutes

Leave Balance

Leave Request Approvals

Leave Request Entry

	End Date	End Time		ted Da
	08/14/2018			018
	08/09/2018			018

Leaves Reque

school accounting system   web link

Leave Request Entry

7. Select the binoculars

Leave ID

Unit of Tracking

Cancelled

Start Date   Start Time

8. Find the leave request you need deleted or updated. Click on it and select the green arrow at the bottom or double click on the leave

Leave Request Search

Leave ID ▲	Start Date	Sta
SICK	08/14/2018	

- If you still need the leave, you can make your correction and re-submit at this point (Note: You can NOT update a leave ID. You must delete the leave and start over)
- If you do not still need the leave, click the red "X" at the bottom of the screen to delete it

			Approvals	
Approved	Rejected	Actual	Primary	Se
☐	☐		Daniel Frazier	1
☐	☐		THELMA MARTINEZ	2

Submit Current Leave Request   1