



Recording Vacation and Sick Leave

July 1, 2019

Summary: Monthly-paid salaried staff use this process to electronically record vacation or sick leave. The process begins with obtaining advance approval for planned absences or promptly informing your supervisor of an unplanned absence. Leave benefits are described in the Employment Guide.

Step	What to Do	Who	How to Do It
1	Log in to Wabash Self Service	Employee	<ul style="list-style-type: none">● Obtain supervisor approval of your leave.● Enter Wabash Self-Service's online portal: https://webservice.wabash.edu/Student/Account/Login● Log in using your single sign-on credentials: Wabash User ID and Password.● Select Enter.
2	Navigate to the Leave Page	Employee	<ul style="list-style-type: none">● Select Employee.● Select Leave.
3	Record Leave Time	Employee	<ul style="list-style-type: none">● Review Appendix A of the Employment Handbook on MyBash for leave classification and guidance.● Select the type of leave from the drop-down menu:<ul style="list-style-type: none">○ Vacation○ Sick● Select the start date of leave, reporting in half-day increments:<ul style="list-style-type: none">○ Check the Half Day box if it applies.● Select the end date of leave, reporting in half-day increments:<ul style="list-style-type: none">○ Check the Half Day box if it applies.● Select Submit.● The record will be added to My Leave History and the Leave Balance box will update on the actual date(s) of the leave.● The record will be added to your supervisor's People I Supervise tab.● Click the Sign Out button on the navigation bar.
4	Edit Leave Record	Employee	<ul style="list-style-type: none">● If the date of the leave has not yet occurred, it can be edited in My Leave History.● In the Action column, select the trash can icon to delete the record, and select the edit icon to adjust the date(s) in the edit box that will appear.● Click Submit.● The record will be modified or removed from My Leave History and your supervisor's tabs.● Click the Sign Out button on the navigation bar.● Contact HR (hr@wabash.edu) for edits if the leave date has passed.