Leave Reporting – Quick Guide

(This quick guide illustrates a step-by-step process which employees can learn how to enter hours into the Leave Tracker app in the eWeber portal.)

1. Go to www.weber.edu and click on the person icon to get to the log-in screen.

2. Log into the eWeber portal using your Wildcat username and password. Click on the “Log In” button or press enter. Take notice of the active links in purple if you need assistance logging into the portal.
3. Once you are logged in, you will see a screen similar to the one below. Type “Leave Tracker” in the search bar and press enter.

4. This screen displays the search results for Leave Tracker. (At this point, you can “save” the Leave Tracker app to your Favorites list by clicking on the gray “Favorite” box within the app and following the prompts.) To open the Leave Tracker app, click inside the Leave Tracker box.

5. Once you click on the Leave Tracker app, this next screen will appear with your name and also display a Select Function option.
6. From the Select Function drop down menu, choose the Enter Your Leave option. In the ‘Enter Your Leave’ function the system automatically displays your name, your W number, your department and your personal leave information. To begin entering your leave, click on the actual calendar day any type of leave was used.

Note: You may go backward and forward through the months by clicking on the small arrows to the left and right of the month’s name, i.e. January 2016. Holidays are highlighted in green and the day which has been selected to enter leave taken is highlighted in blue. Also, the system does not allow you to enter leave for future months.

7. Click in the Type and Hours fields for a drop-down menu to choose the applicable selection of leave type and hours used. In the first comment field, you can manually type a comment or you can choose a comment from the “Or” field and select a comment from the options provided. Be sure to click the “Add” button each time you enter leave and hours for each specific calendar day. For reference, VACA and 8.00 will automatically be displayed until you make your selections from the drop-down menus.
8. Once you have entered all of your hours used for the month, this screen will show leave totals for the month. Once correct, click on the “Submit” button at the bottom of your screen.

9. Once you have clicked on the “Submit” button, the message “Leave has been submitted” will appear. The word “Submit” in the purple button will change to “Undo” just in case your leave type or hours used changes or you need to make an adjustment or correction before your Leave Keeper approves your leave.

10. Once your Leave Keeper approves your leave, this message in red “Your leave for the month has been approved” will be displayed and indicates you will no longer be able to make any changes or corrections to your leave for that month.

This is the end of the Leave Reporting Quick Guide. For additional questions, contact Payroll at x6031.