INSTRUCTIONS FOR PAT LEAVE REPORTING THROUGH WISE

LOGGING IN: Log into WISE (Web Information System for Employees) to record your PAT Leave Usage. If you know how to locate the WISE login page, skip to Step #6

1. To locate the WISE login page, go to the Keene State College Home page and click on the A-Z index.

2. Under the A-Z index select “H” and then Human Resources
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3. On the Human Resources Web Page select “How To’s”.

4. Under “HR How To’s” select the “Connect to WISE” link.
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5. Click on the WISE link.
6. To log into WISE, enter your **NETID (current username and password that you use to log onto your computer each day)** and click on the “Submit” button. You will then be instructed to set up the Multi Factor Authentication. If you have difficulties logging into WISE, please contact the UNH Helpdesk at 862-4242. We recommend that you bookmark this page to make logging into WISE easier in the future.
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7. Select “Employee Services”

8. Under “Employee Services” select “Leave Reporting”
9. Click on button next to “Access my Leave Report” and then hit the “Select” button.

10. You will see your current classification title, position number and your department to the left. To the right you will see a drop down box with the month(s) available and the status of the leave reporting for that month. Click the drop down box and select the month you want to record, then click on the “Leave Report” button.
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11. Your Leave Report for the month you selected will be displayed.

**RECORDING PAT LEAVE USAGE:**

1. To record leave time used, select the appropriate day and the appropriate leave code and click on “Enter Days”. Then, in the empty box next to “Days” indicate whether you took a ½ day (.5) or full day (1) and click “Save”. According to policy, vacation and sick leave must be taken in ½ day or full day increments. To move forward through the days of the month hit the “NEXT” button. Floating Holiday (#630) is not currently being used at KSC.

2. Once you hit save, you will see the usage recorded in the day and leave category you selected.
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3. If you made a mistake and recorded your time on the wrong day/wrong leave category and need to make a correction, click on the incorrect entry and then highlight the entry in “Days” and then use your “backspace” or “delete” key on your keyboard to delete the entry and then hit “Save”
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4. The time recorded will be removed and the day will return to “Enter Days” and you can then record your time in the correct day and Leave Category.

5. Once you have finished recording your time, hit the “Preview” key to see a summary of the time you recorded for the month.
6. The summary will show you the number of days for each leave category. Once you are done reviewing your leave usage, click on “Previous Menu”.

7. You will be returned to the usage page where you can submit your leave usage for the month by clicking on “Submit for Approval”.

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8. Once you hit “Submit for Approval”, it will bring you to a certification page where you will have to reenter your PIN. After you enter your PIN, hit “Submit” to complete your submission.

9. After you hit submit you will be brought back to the Leave Report page. You will note at the bottom that your submission is “Waiting for Approval” and it will state the name of the supervisor who will be approving you leave usage.
10. You can log back into WISE anytime to verify that your leave report has been approved. Once your leave has been approved by your supervisor, you will see it noted at the bottom of the Leave Report page.

**LEAVE BALANCES:**

1. You will need to be in WISE to view your leave balances. If you are not currently in WISE, see step #6 regarding logging into WISE. When you are logged into WISE, click on the "EMPLOYEE" tab and then click on "Leave Balances"
2. Your current leave balances will be displayed on the leave balance screen.

**Additional Information:**

- You will be able to go in and out of your Leave Report as often as you would like during the month until you hit “Submit for Approval”. So you can record your leave usage as you go along or record the time at the end of the month. Once you submit your leave report for approval, you can only make changes if your supervisor returns it for correction.
- Leave usage should be submitted by the 7th of the month for the preceding month (January’s leave usage should be submitted by February 7th) Accruals are added to your balance during the second pay period of the month.

*Please note:* the online leave tracking system will cap the vacation leave balance at 47 and the sick leave balance at 131.25. The calculation method allows the month’s accruals to be added before the usage is taken away. By USNH policy your leave balances are still capped at 45 days for vacation leave and 130.00 for sick leave.

If you need assistance with your PAT leave reporting, please contact Rosean Liimatainen by email at rliimata@keene.edu.