## How to Enter Hours When All Leave Has Been Exhausted Due to Pandemic Outbreak

If you are an employee who works 1200+ annual hours, you are eligible for leave benefits such as Paid Leave of Absence and Vacation. If you have exhausted all of your leave hours, use the following how-to instructions to enter your hours to ensure you will be paid up to your normal scheduled hours as approved by the college. Hours must be entered by the "Time Entry Due Date" as shown on the Payroll Calendar.

Navigate to the Electronic Leave System website: https://wilmets.dcsnetlink.com/login.asp

LECTICAL COLLEGE TOday is Monday, March 22	3, 2020				MID-STA	TE E G E		WITC	WISCONSIN INDIANHEAD TECHNICAL COLLEGE
	Employee ID #:					Employe	ee ID #:		
	Password:					College:	Select a College	~	
	College:	Select a College	~				Email Password		
		Login							
					Test My Browser				
Need help? Contact the help desk at:									
				Internal	External	Website			
			LTC	1767	920-693-1767	https://Helpdesk.gotoltc.edu			
			MSTC	5555	877-469-6782 (877-4MY-MSTC)	www.mstc.edu/support			
			WITC	1111	715-475-1111	https://myhelp.witc.edu			

- 1. Enter your Employee ID#.
- 2. Enter your **Password.**

If you forgot your password, fill in the 'Email Password' section. An e-mail will be sent to your staff e-mail.

- 3. Select Lakeshore Technical College from the dropdown box on the College button.
- 4. Click on Login.

1. To enter leave, click the Leave Entry link.

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LAKESHORE TECHNICAL COLLEGE	7	TECHNICAL COLLEGE Learning For Life	The second second	ATTIVE ACCURATE
Thursday, May 25, 2006 10:02:11 AM		Test Current Payroll	System Mo	de: Time Entry
Bush, George 300 President Court Cleveland, WI 53015	Lakeshore Technical Col testing@gotoltc.edu	lege	Access Level: Expected Payroll Date: Time Worked Thru Date:	Employee 6/15/2006 5/31/2006
Miscellaneous Logout Password	Time Worked Current Entry Future Entry History	Leave Leave Entry Leave Balances Leave History	Travel/Oth Travel/Oth Reimt Travel/Oth Histor	<u>7</u>
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2. Click the **OK** button.

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LAKESHORE TECHNICAL COLLEGE	<b>Mid-State</b> TECHNICAL COLLEGE Learning For Life	THE RANK	VE JOURNES
Thursday, May 25, 2006 10:05:52 AM	Current Payroll	System Mode:	Time Entry
Bush, George 300 President Court Cleveland, WI 53015	Lakeshore Technical College testing@gotoltc.edu	Access Level: Expected Payroll Date: Time Worked Thru Date:	Employee 6/15/2006 5/31/2006
	Add New Leave Entry For: Bush, George (12030810)		
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How to Enter Hours When All Leave Has Been Exhausted – Due to Pandemic Outbreak 03/21/2020

🊈 https://wilme	tstest.dcsnetlii	ık.com - Leave Entry - Microsoft Inter	net Expl	prer				
Employee Current Pa	: Bush, Georg aycheck Date:	e 7/15/2006				-		
Seq# Day	Date	Leave Type:	Hours	Comments	Total Hrs <sup>Super</sup>			
3 Wed	5/10/2006	Select a Leave Type						
4		Select a Leave Type						
5		Comp Time Earn Time & Half (L7Z)						
6		Compensatory Time (L7C)						
7		Jury Duty Other Paid Leave (L7J)						
8		Non Contract or Non Scheduled (L7N) Paid Leave of Absence (L7P)						
9		Personal Leave (L7R)						
10		Vacation (L7V) Without Pay (L7W)						
11		Select a Leave Type						
12		Select a Leave Type						
13		Select a Leave Type						
14		Select a Leave Type						
Supervisor: Select a Supervisor								
		Total Pending:						
		Save and Close	Reset	Values				
					0	<b>_</b>		
Cone Done				] ] 🞑 ] ] ]	😑   🌝 Internet	11.		

- 1. Enter the leave date. Format for current year is -In date filed enter 3/23 and tab out; Mon 3/23/2020 will be displayed
- 2. Select the leave type from the dropdown list. Jury Duty or Other Paid Leave (L7J)
- Enter the hours of leave taken.
  Support Staff ¼ hour increments Managers – hour increments
- 4. Enter in the Comment: "NO WORK COVID-19".
- 5. Select the appropriate supervisor in the dropdown list.
- 6. Click the **Save and Close** button.

Note: For every change in date, you will need to enter in a new row.