

## 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>

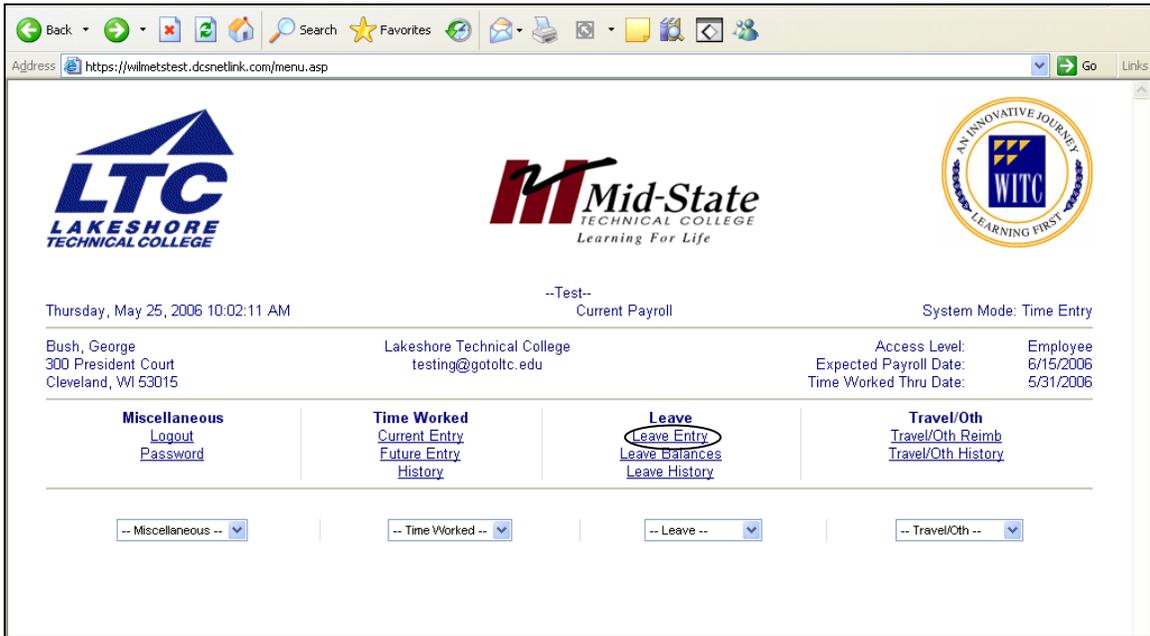
Need help? Contact the help desk at:			
	Internal	External	Website
LTC	1767	920-693-1767	<a href="https://helpdesk.gotoltc.edu">https://helpdesk.gotoltc.edu</a>
MSTC	5555	877-469-6782 (877-4MY-MSTC)	<a href="http://www.msic.edu/support">www.msic.edu/support</a>
WITC	1111	715-475-1111	<a href="https://myhelp.witc.edu">https://myhelp.witc.edu</a>

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

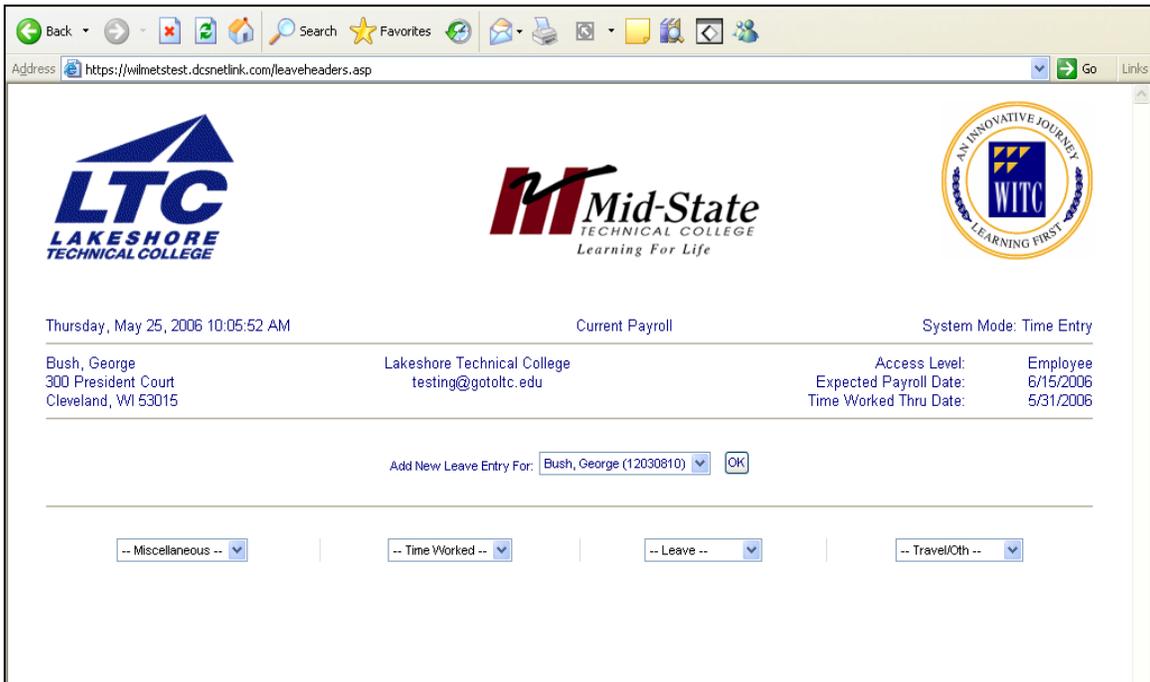
If you forgot your password, fill in the ‘Email Password’ section. An e-mail will be sent to your staff e-mail.

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.



2. Click the **OK** button.



Employee: Bush, George  
Current Paycheck Date: 7/15/2006

Seq#	Day	Date	Leave Type:	Hours	Comments	Total Hrs	Super App
3	Wed	5/10/2006	-- Select a Leave Type --				
4			-- Select a Leave Type --				
5			Comp Time Earn Straight (L7X)				
6			Comp Time Earn Time & Half (L7Z)				
7			Compensatory Time (L7C)				
8			Holiday (L7H)				
9			Jury Duty Other Paid Leave (L7J)				
10			Non Contract or Non Scheduled (L7N)				
11			Paid Leave of Absence (L7P)				
12			Personal Leave (L7R)				
13			Vacation (L7V)				
14			Without Pay (L7W)				
			-- Select a Leave Type --				
			-- Select a Leave Type --				
			-- Select a Leave Type --				
			-- Select a Leave Type --				

Supervisor: -- Select a Supervisor --

Total Pending:

Save and Close    Reset Values

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)**
3. 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.