Requesting Multiple Leave Types in One Day

This guide will cover:

- When requesting leave utilizing more than one leave type within a single day (ie: half day using compensatory time and half day using sick time) both leaves must be entered from the time card.
- Absences utilize leave accrued by benefited employees. Common types of leave are sick and vacation.

This guide details the steps for completing this process as any type of benefited employee (exempt AND non-exempt).

If are only using one type of leave and only have one assignment, you will need to enter your leave via Absence. See Entering Absence Quick Reference Guide.

Step One

Navigate to Existing Time Cards from the WyoCloud homepage via WyoWeb.

- *Existing Time* is located under the Quick Actions on the My Profile tab of the homepage.
The *Existing Time Cards* page will appear. To enter an absence record, a time card must be created:

- Previously started time cards will appear, by default the last 5 time cards will display. To see other timeframes or favorited time cards, you can use the *drop down*.
- You may re-open a timecard by clicking on the card’s *date range*.

### Step Two

Add a new timecard.

- To enter an absence record, a time card must be created. If a time card has not yet been started for the timeframe you’d like to enter an absence, click *+Add*.
The Add Time Card page will appear. First, use the calendar icon to select any day within the week you are trying to create an absence entry for.

**Step Three**
Enter Absence.

- First confirm you have the right two week date range in which you are entering an absence within. Confirm this under Time Card Period at the top of the page. If it is not the correct period, use the calendar in this area to adjust.
- Under Entries, click +Add.
To enter an absence record, first select the benefited Assignment Number from the drop down. If you only have one assignment, only one number will appear in the drop down.

Note: After selecting your assignment number, the department auto-populate based on the assignment selected.

- After selecting your Assignment Number, select the appropriate Time Reporting Code for the first type of leave you are requesting from the dropdown.
- If the leave type is not in the list provided, type the first few letters into the field and the system will search for it.
- Use the **calendar icon** to select the date for which you’d like to enter time. Click outside of the calendar to close it.

If you would like to enter time for multiple days at once, select all desired dates on the calendar prior to closing the calendar. **To enter time for multiple days at once, all time must use the same assignment number, time reporting code and be the same number of hours per day.**

- Enter the number of hours of leave requested for the selected leave type in the **Quantity** field. **Comments** regarding the leave can also be entered if desired.

- Once all fields are complete, click **Ok.**
**Step Four**

Make a second entry for the day using the additional leave code desired.

- **Under Entries**, click **+Add**.

- To enter an absence record, first select the **Assignment Number** from the drop down

**Note:** After selecting your assignment number, the department auto-populate based on the assignment selected.
After selecting your Assignment Number, select the second **Time Reporting Code** for the additional type of leave you are requesting from the dropdown.

If the leave type is not in the list provided, type the first few letters into the field and the system will search for it.

Use the **calendar icon** to select the same date you already entered the first leave type on. Click outside of the calendar to close it.
Enter the number of hours of leave requested of the second leave type in the **Quantity** field. Partial hours can be indicated as a decimal point (ie: 2 hours 30 minutes will be entered as 2.5).

Once all fields are complete, click **Ok**.

If additional leave type(s) are needed to fill the full day, repeat step four to add the additional leave type(s).

**Step Four**
Submit the time card.

- After entering the absence hours, in the upper right-hand corner, select **Submit**.
- Note: Selecting Submit is only appropriate for Absences. When submitting time (if you are non-exempt), **Save and Close** should be utilized.

After the time card is saved, both any reported time and absences will go to the appropriate parties for approval.

**You have completed the steps to Requesting Multiple Leave Types in One Day.**