



# Submitting a Leave Request

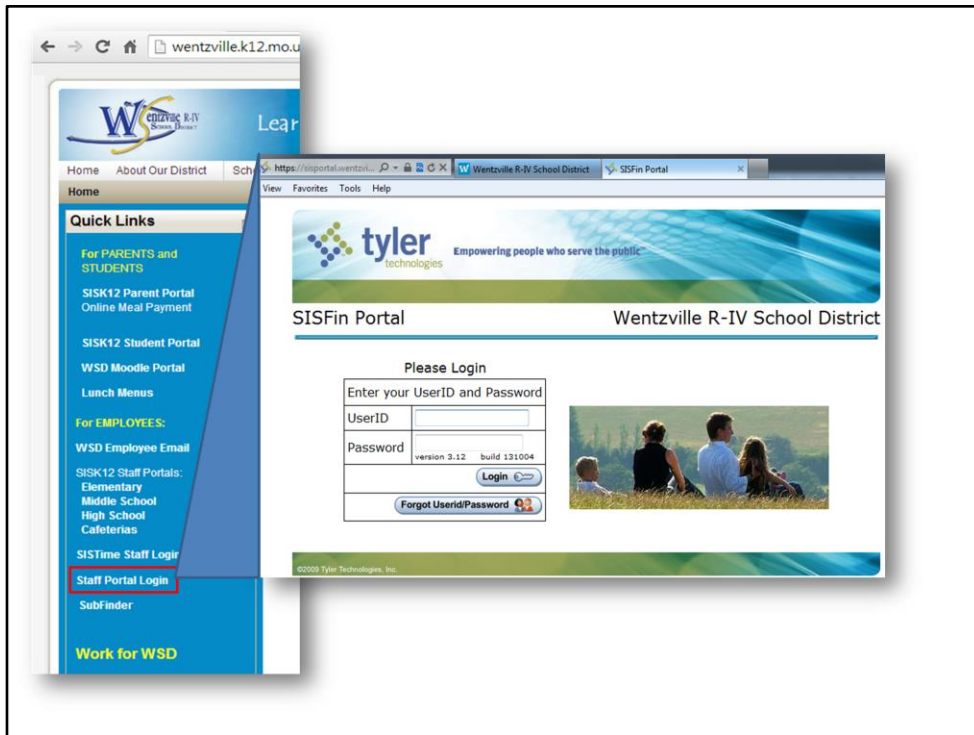
Employee Manual

The Wentzville R-IV School District will transition to a new process for requesting and approving leaves. This new process is for employees who do not report absences in Sub Finder.

This manual is intended for employees who will submit leave requests via the Staff Portal; employee groups include:

- Central Office Staff
- Child Nutrition
- Custodial
- Maintenance
- Media Resource Center
- Purchasing
- Technology
- Transportation
- Anyone who does not submit leave through Sub Finder

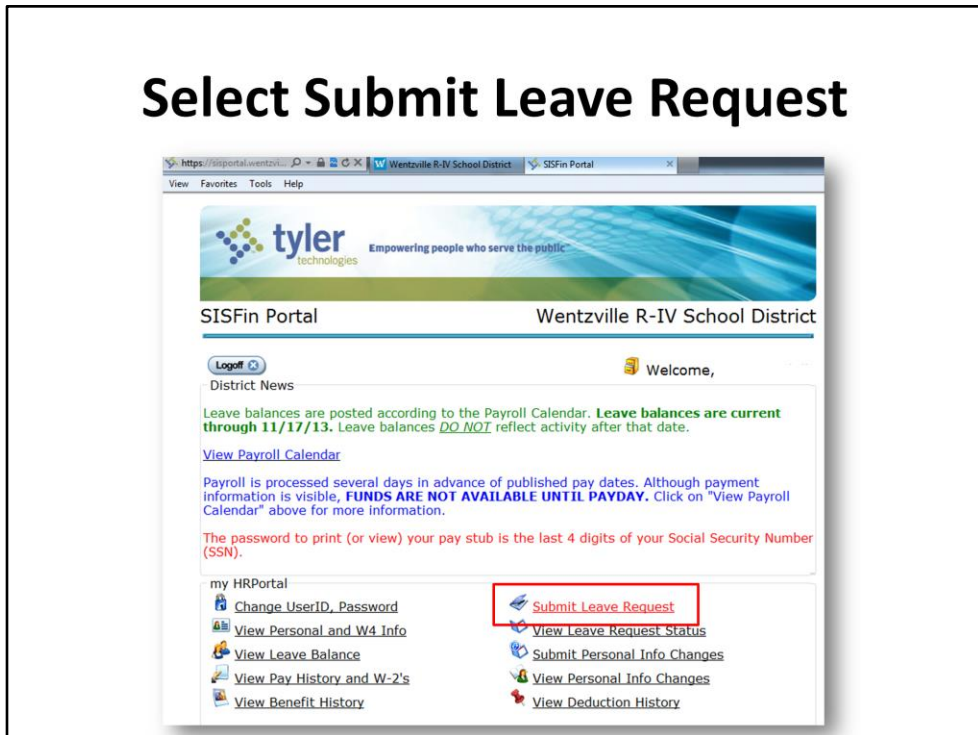
All other employee groups will submit leave requests through Sub Finder.



Anywhere that you have internet access you can submit leave requests.

1. Go to the **Wentzville School District's website** - <http://wentzville.k12.mo.us/>
2. Click on **Staff Portal Login** from the **Quick Links** menu on the left-hand side of the screen. (Click on the + icon to expand the Quick Links menu if the menu does not appear on your screen.)
3. Enter your **UserID** and **Password**
  1. If you can not remember Login, click on **Forgot Userid/Password** – enter your district email address. You will receive an email with the Login instructions.

# Select Submit Leave Request



From the **Sisfin Portal Home Page** click on the **Submit Leave Request** link under **my HRPortal**.

# Enter Leave Information

SISFin Portal      Wentzville R-IV School

Home      Welcome.

Leave balances are current through 11/17/13. Leave balances **DO NOT** reflect activity after that date.  
[View Payroll Calendar](#)

**Submit Leave Request** \* = required entry

Name	
From Date (mm/dd/yyyy)*	/ /
To Date (mm/dd/yyyy)*	/ /
Duration*	AM/PM?
Type of Leave*	--Select a Leave Type--
Leave Request Routing*	--Select a Route--
Substitute Required	<input type="checkbox"/>
Comments	
Location*	--Select a Location--
Leave Reason	--Select a Leave Reason--

Submit

When the **Submit Leave Request Screen** appears, enter all leave information:

1. **From Date (mm/dd/yyyy)\*** Enter the date that the leave request begins. To use a calendar for selection, click the calendar icon.
2. **To Date (mm/dd/yyyy)\***: Enter the date that the leave request ends.
3. **Duration\***: Enter the duration of the leave request; enter the total number of hours you are requesting to be absent.
4. **AM/PM?**: From the drop-down, select AM if the absence is in the morning or PM if the absence is in the afternoon.
5. **Type of Leave\***: Select a Type of Leave from the drop-down. The selections displayed are limited to the type of leave you are authorized.
6. **Leave Request Routing\***: Select the Approval Route from the drop-down. The selections displayed are limited to the approval routes you are authorized.
7. **Comments**: The comments box is anything you wish to convey to the approvers and/or to payroll. Example: Need to take daughter to doctor at 2.
8. **Location\***: Select the Location from the drop-down. The selections displayed are limited to the locations you are authorized.
9. **Leave Reason**: Internal Use Only – Do **NOT** make a selection.

\* Fields are Required

# Submit Leave Request

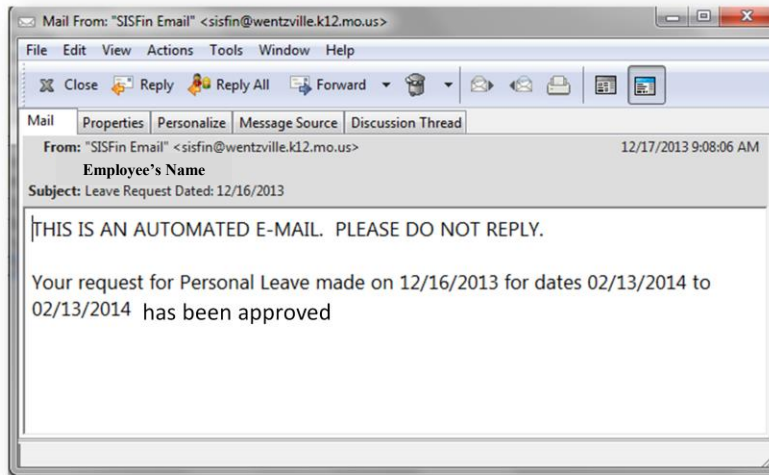
Submit Leave Request * = required entry	
Name	_____ II
From Date (mm/dd/yyyy)*	<input type="text"/> / <input type="text"/> / <input type="text"/>
To Date (mm/dd/yyyy)*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Duration*	<input type="text"/> AM/PM? <input type="text"/>
Type of Leave*	--Select a Leave Type--
Leave Request Routing*	--Select a Route--
Substitute Required	<input type="checkbox"/>
Comments	<input type="text"/>
Location*	--Select a Location--
Leave Reason	--Select a Leave Reason--
<input type="button" value="Submit"/>	

When all leave information has been entered, click the **Submit** button to start the approval process.

The Building Administrator will review the leave request and decide if the request is accepted or rejected.

If the request is for a personal leave, the HR Administrator reviews and decides if the request is approved.

# E-Mail Confirmation



An email stating whether the leave is approved or denied will automatically generate once the routing process is complete.

# View Leave Request Status

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SISFin Portal Wentzville R-IV School District

Logout Welcome,

District News

Leave balances are posted according to the Payroll Calendar. **Leave balances are current through 11/17/13.** Leave balances *DO NOT* reflect activity after that date.

[View Payroll Calendar](#)

Payroll is processed several days in advance of published pay dates. Although payment information is visible, **FUNDS ARE NOT AVAILABLE UNTIL PAYDAY.** Click on "View Payroll Calendar" above for more information.

The password to print (or view) your pay stub is the last 4 digits of your Social Security Number (SSN).

my HRPortal

- Change UserID, Password
- View Personal and W4 Info
- View Leave Balance
- View Pay History and W-2's
- View Benefit History
- Submit Leave Request
- View Leave Request Status**
- Submit Personal Info Changes
- View Personal Info Changes
- View Deduction History

To view your leave request, click on **View Leave Request Status** under **my HRPortal** on the **SISFIN Portal** home page.

# View Leave Request Status



SISFin Portal

Wentzville R-IV School District



Welcome,

## View Leave Request Status

Step	Status	Reason Denied	From Date	To Date	Leave Type	Duration	Location	Date Requested	
1/2	Denied		Monday, Mar 3 2014	Friday, Mar 14 2014	Personal	80.00	Wentzville R-IV School District	Dec 12, 2013	
1/3	Canceled		Thursday, Feb 13 2014	Friday, Feb 14 2014	Personal	8.00	Wentzville R-IV School District	Dec 16, 2013	
2/2	Approved		Thursday, Feb 13 2014	Thursday, Feb 13 2014	Personal	8.00	Wentzville R-IV School District	Dec 16, 2013	<a href="#">Cancel</a>

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A list of all leave requests appears.

To cancel a leave request anytime prior to it being posted in SISFin click the **Cancel** button. If leave has been posted please contact the Payroll Department at the Central Office.





## **Need Help?**

Call Central Office  
(636) 327-3800

### Points to Remember

- Communication is the key when using the SISFin Portal. Communication with the Building Administrator and Central Office staff will assure correct action. There may be occasions when requests or changes do not make it to their intended target. Always follow-up.
- If you notice a discrepancy in any information on the SISFin Portal contact Central Office.
- Get familiar with the District's leave policy. Incorrectly entering a leave type could result in a dock of pay.
- Do not hesitate to ask questions.

If you need help, please contact the Central Office at (636) 327-3800  
Laura Jurotich, Payroll Specialist, (A-K) extension 20364  
Terri Kuhlmann, Payroll Specialist, (L-Z) extension 20325  
Human Resources extension 20351