

WEB LINK INSTRUCTIONS

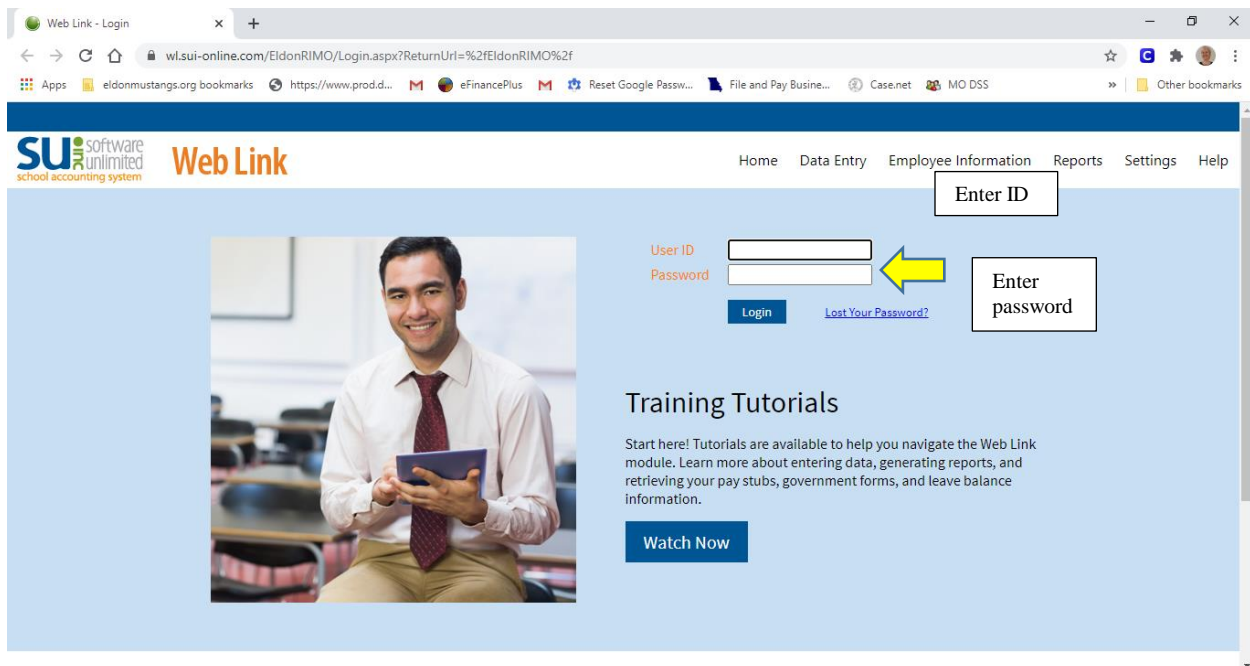
LEAVE REQUESTS PAYROLL VOUCHERS PERSONAL INFORMATION/W-4

Web Link is the new Employee Portal used to make leave requests, access pay vouchers and W-4s and to update personal information. Web Link can be accessed using the link on any school computer. Web Link can also be accessed from anywhere using the web address: <https://wl.sui-online.com/EldonRIMO/Login.aspx>

To log in to Web Link, enter your User ID, which is your TimeClock Employee number. You will receive an email with your log in information. The password is the last 4 digits of your SSN.

Below are instructions to help you navigate Web Link. Please contact Tammy or Lexie at the Board Office if you have any questions or need assistance.

WEB LINK HOME PAGE

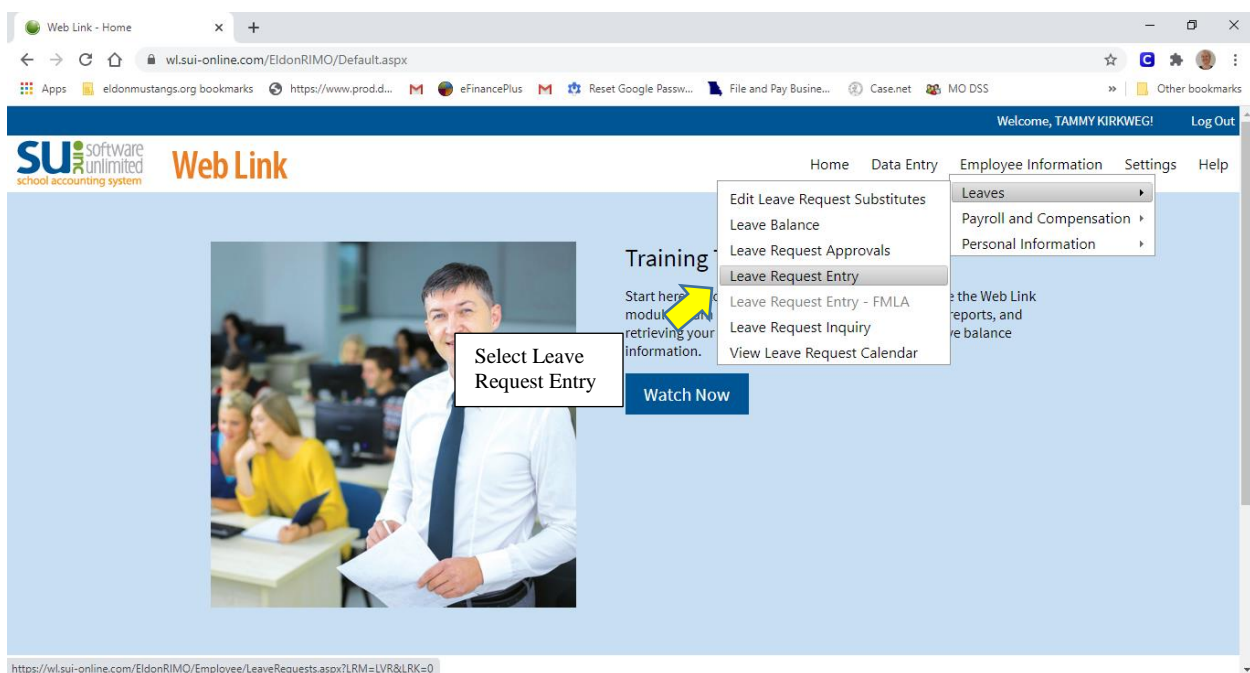
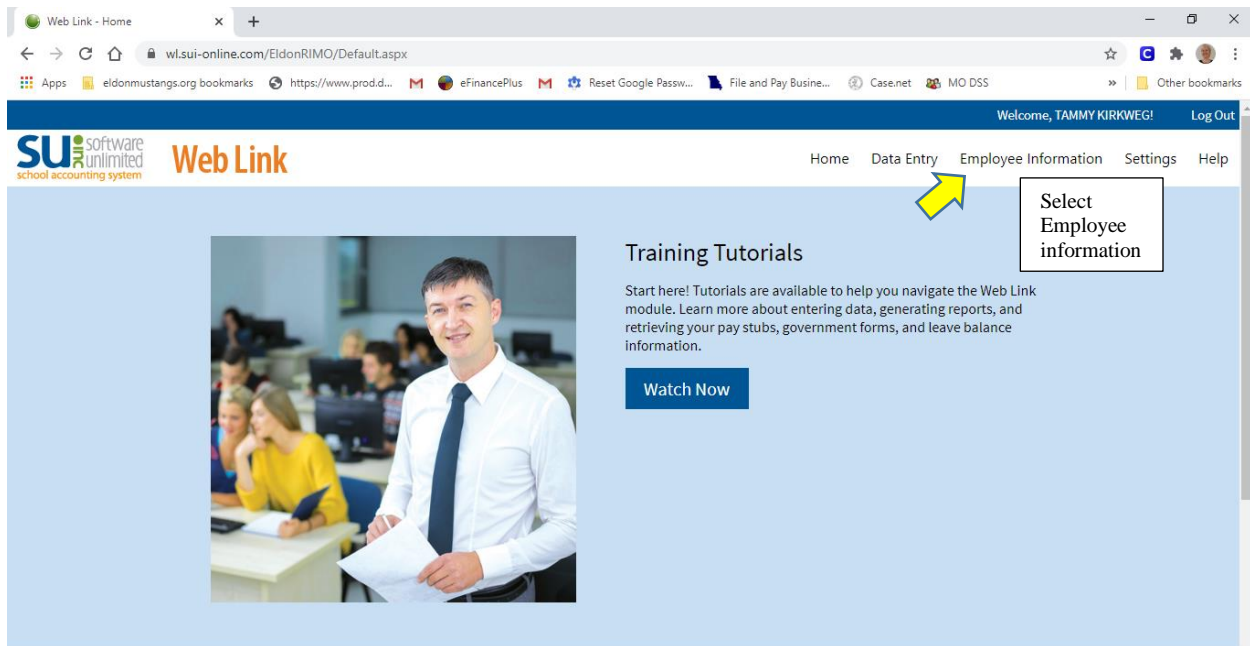


The screenshot shows the Web Link login page in a web browser. The browser's address bar displays the URL: wl.sui-online.com/EldonRIMO/Login.aspx?ReturnUrl=%2fEldonRIMO%2f. The page header includes the SU software unlimited logo and the text "Web Link". A navigation menu at the top right contains links for Home, Data Entry, Employee Information, Reports, Settings, and Help. The main content area features a large image of a man in a white shirt and tie holding a tablet. To the right of the image is a login form with two input fields: "User ID" and "Password". A yellow arrow points from the "Enter ID" label to the "User ID" field. Another yellow arrow points from the "Enter password" label to the "Password" field. Below the input fields are a "Login" button and a link for "Lost Your Password?". Below the login form is a section titled "Training Tutorials" with a brief description and a "Watch Now" button.

There are multiple Training Tutorials you can select to help you navigate Web Link. Please take the time to watch the “LEAVE REQUEST ENTRY” tutorial to help you with your Leave Requests.

REQUESTING LEAVE: (Leave may only be requested in full or ½ day increments. Do NOT request leave in hours. If you become ill and only work a partial day, you can use ½ day of leave to complete your hours for the day. Ie: you are scheduled to work 7.5 hours/day. You work 4 hours and become ill and must leave. You may request a ½ day of leave which would complete your 7.5 hour day. If you have a doctor appointment in the afternoon, you may work 3.75 hours and use the ½ day leave to complete your 7.5 hour day)

To request leave, you will need to make a Leave Request Entry. Select Employee Information, then Leave Request Entry.



Web Link - Leave Requests

wl.sui-online.com/EldonRIMO/Employee/LeaveRequests.aspx?LRM=LVR&LRK=0

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Welcome, TAMMY KIRKWEIG! Log Out

SU software unlimited school accounting system **Web Link**

Click on the magnifying glass and select type of leave

Leave Request Entry

Leave ID

Unit of Tracking

Cancelled ☐

Start Date Start Time All Day ☐

End Date End Time

Number of Leave Units to Use

Leave Balances

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

Total Balance

Your Comment

Comments

User Name

Date Updated

No records to display.

Approvals

Approved Rejected Actual Primary Sequence Result Date

No records to display.

Submit Current Leave Request 0 Unsubmitted Recall Submitted Leave

Web Link - Leave Requests

wl.sui-online.com/EldonRIMO/Employee/LeaveRequests.aspx?LRM=LVR&LRID=OTHER

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Leave Request Entry

Leave ID

Unit of Tracking

Cancelled ☐

Start Date Start Time

End Date End Time

Number of Leave Units to Use

Leave Balances

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

Total Balance

*Balances cannot be displayed since leave y started.

Additional Leave Request Fields

REASON FOR LEAVE

CONFERENCE/SCHOOL FUNCTION

JURY DUTY

ELECTION DUTY

MILITARY LEAVE

OTHER (IF USING LEAVE LISTED ABOVE, ENTER N/A)

SUBSTITUTE INFO

Your Comment

Leave ID Search

Leave ID

Leave Description

OTHER OTHER LEAVES

PERSONAL PERSONAL LEAVE

SICK SICK LEAVE

VACATION VACATION LEAVE

✓ ✗

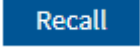
Once you select the type of leave, you will need to complete the date(s) of leave. If you are using a half day of leave, please enter the time you will be gone. If you are using a whole day, click on "All Day". You will either enter .5 or 1 in the number of Units box. **ALL LEAVE IS GRANTED AND TAKEN IN EITHER FULL OR ½ DAY INCREMENTS.**

CORRECTING OR DELETING LEAVE:

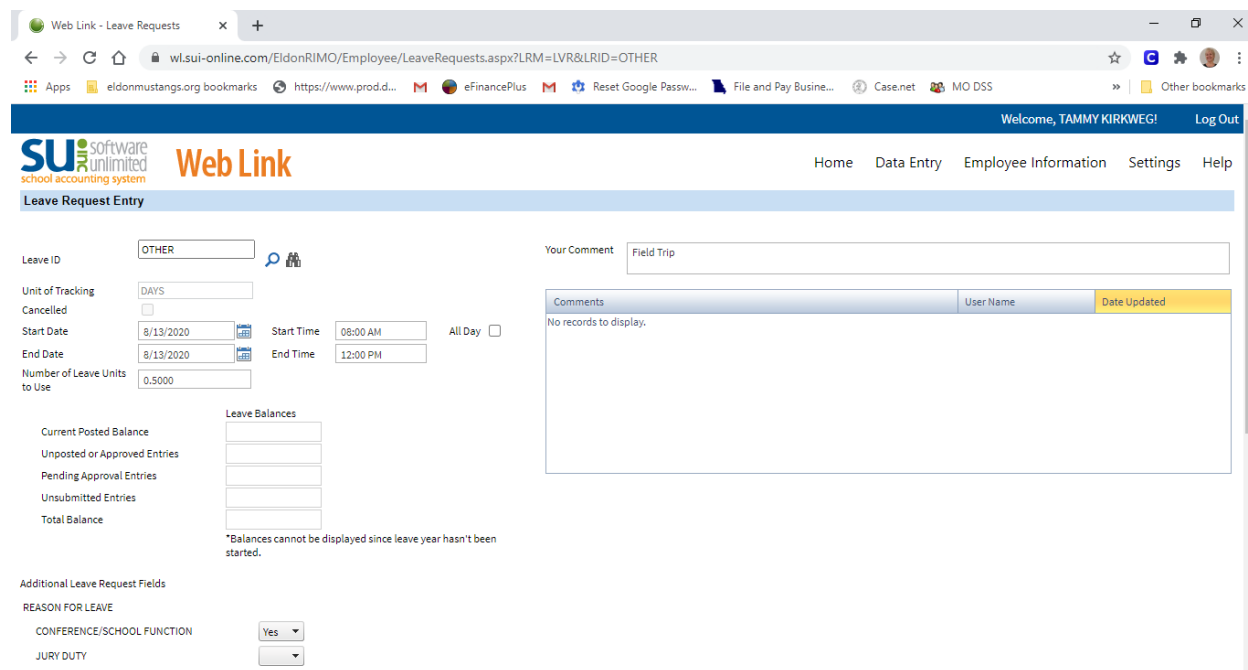
There is a Training Tutorial you may select from the home screen when you log on to Web Link to guide you through the Recall Leave Request Process. Select the Tutorial entitled “Leave Request Inquiry”. The process to recall your leave begins at 2:51.

If you submit a request for leave and then do not use the leave or need to make a change, you will need to “Recall Submitted Leave” so that the leave is not subtracted from your balance.

In Web Link, under Leaves, select Leave Request Inquiry. Select View next to the leave you

want to recall then select  at the bottom left of the screen, when prompted click ok. Next go into Leave Request Entry, click on the binoculars which will bring the recalled leave up. Double click on the row with the leave you want to recall. If you requested the wrong kind of leave or you did not use the leave, you will have to delete the request. Scroll to the bottom of the screen and click on the delete buttons when prompted, click ok.

If you need to change the date for the leave or change it from a full or ½ day, you will make the correction and click on the Submit Current Leave Request button.



The screenshot shows the 'Leave Request Entry' form in the Web Link system. The browser address bar shows the URL: `wl.sui-online.com/EldonRIMO/Employee/LeaveRequests.aspx?LRM=LVR&LRID=OTHER`. The page header includes the SU software unlimited logo and the text 'Web Link'. The user is logged in as TAMMY KIRKWEIG. The form contains the following fields and sections:

- Leave ID:** OTHER
- Unit of Tracking:** DAYS
- Cancelled:** ☐
- Start Date:** 8/13/2020
- End Date:** 8/13/2020
- Start Time:** 08:00 AM
- End Time:** 12:00 PM
- All Day:** ☐
- Number of Leave Units to Use:** 0.5000
- Your Comment:** Field Trip
- Leave Balances:**
 - Current Posted Balance
 - Unposted or Approved Entries
 - Pending Approval Entries
 - Unsubmitted Entries
 - Total Balance
- Comments:** No records to display.
- Additional Leave Request Fields:**
 - REASON FOR LEAVE: CONFERENCE/SCHOOL FUNCTION (Yes)
 - JURY DUTY

A note at the bottom of the Leave Balances section states: "Balances cannot be displayed since leave year hasn't been started."

Web Link - Leave Requests

wl.sui-online.com/EldonRIMO/Employee/LeaveRequests.aspx?LRM=LVR&LRID=OTHER

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total balance

*Balances cannot be displayed since leave year hasn't been started.

Additional Leave Request Fields

REASON FOR LEAVE

CONFERENCE/SCHOOL FUNCTION Yes

JURY DUTY

ELECTION DUTY

MILITARY LEAVE

OTHER (IF USING LEAVE LISTED ABOVE, ENTER N/A) Field trip

SUBSTITUTE INFO

IS A SUBSTITUTE NEEDED? Yes

NAME OF SUBSTITUTE REQUESTED (WILL NOT BE GUARANTEED)

Approvals					
Approved	Rejected	Actual	Primary	Sequence	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		SARAH RADER	1	

Submit Current Leave Request

0 Unsubmitted

Recall Submitted Leave

Submit leave

Recall Submitted Leave

SU software unlimited school accounting system

Change Password | Training Tutorials | Web Link Help

k12docs document management

VIEWING PAYROLL VOUCHERS:

In Web Link, select “Employee Information”, then “Payroll and Compensation”, then “Check History/Reimbursements”. You can select the payroll voucher you need to view or print from the available list.

Web Link - Home

wl.sui-online.com/EldonRIMO/Default.aspx

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Welcome, TAMMY KIRKWEIG! Log Out

SUi software unlimited school accounting system Web Link

Home Data Entry Employee Information Settings Help

Leaves Payroll and Compensation Personal Information

Check History/Reimbursements

Training Tutorials

Start here! Tutorials are available to help you navigate the Web Link module. Learn more about entering data, generating reports, and retrieving your pay stubs, government forms, and leave balance information.

Watch Now

https://wl.sui-online.com/EldonRIMO/Employee/CheckHistory.aspx

Web Link - Check History/Reimb...

wl.sui-online.com/EldonRIMO/Employee/CheckHistory.aspx

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SUi software unlimited school accounting system Web Link

Home Data Entry Employee Information Settings Help

Check History/Reimbursements

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Check Number	Check Date	Amount	
2050	07/23/2020	3,345.93	View
1862	06/30/2020	477.91	View
1170	06/23/2020	2,570.77	View

VIEWING/CHANGING PERSONAL INFORMATION:

In Web Link, select “Employee Information”, then “Personal Information”. From here you can view the personal information we have on file. You can update your “Contact Information”, “Emergency Contacts” and “Medical Information”. To change your Direct Deposit and/or W-4 you will need to contact Human Resources.

