

WEBLINK INSTRUCTIONS

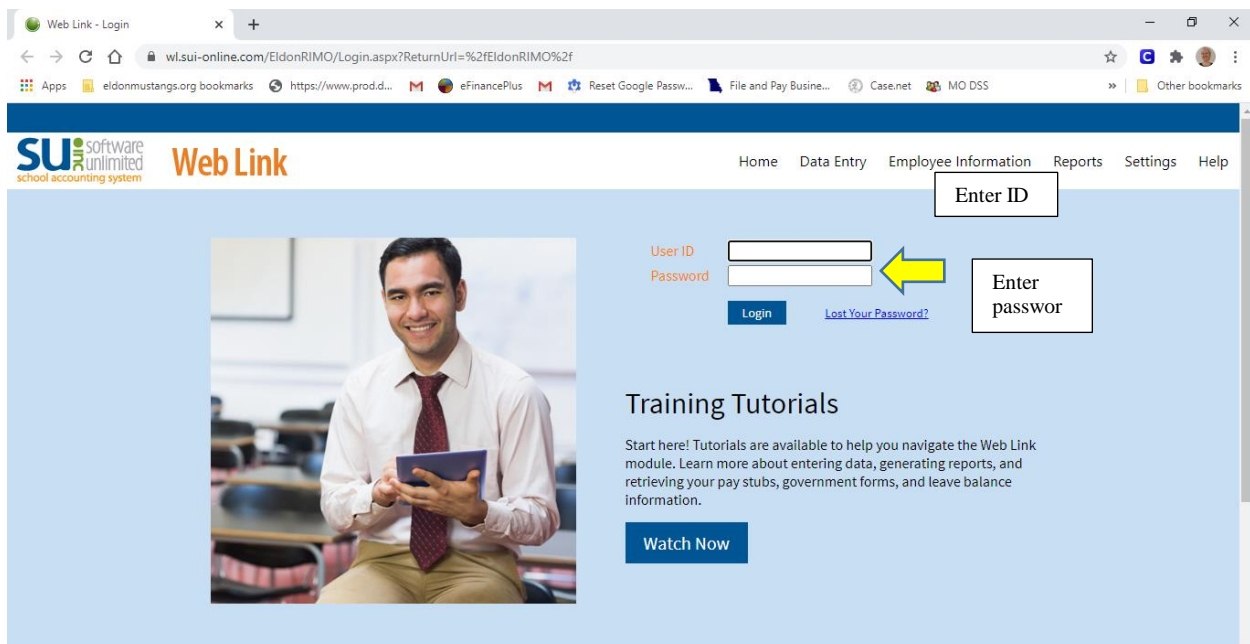
LEAVE REQUESTS PAYROLL VOUCHERS PERSONAL INFORMATION/W-4

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 an attachment titled “Web Link Instructions for Users”. This will have your User ID and initial password. You will have to reset your password. The email will list the options you have access to through Web Link and Tips for using Web Link.

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 browser window. The browser's address bar displays the URL: wl.sui-online.com/EldonRIMO/Login.aspx?ReturnUri=%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 smiling 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 a box labeled "Enter ID" to the User ID field. Below the Password field is a box labeled "Enter passwor". The form includes a blue "Login" button and a blue link for "Lost Your Password?". Below the login form is a section titled "Training Tutorials" with a blue "Watch Now" button. The text under "Training Tutorials" reads: "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."

Web Link - Home


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

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Welcome, TAMMY KIRKWEG! Log Out

SU software unlimited school accounting system Web Link

Home Data Entry Employee Information Settings Help



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](#)

Select Employee information

To request leave, you will need to make a Leave Request Entry

Web Link - Home


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Training

Start here! Tutorial module. Learn more about retrieving your information.

[Watch Now](#)

- Edit Leave Request Substitutes
- Leave Balance
- Leave Request Approvals
- Leave Request Entry
- Leave Request Entry - FMLA
- Leave Request Inquiry
- View Leave Request Calendar

- Leaves
- Payroll and Compensation
- Personal Information

the Web Link reports, and e balance

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

Web Link - Leave Requests

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


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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	<input type="text"/>
Unposted or Approved Entries	<input type="text"/>
Pending Approval Entries	<input type="text"/>
Unsubmitted Entries	<input type="text"/>
Total Balance	<input type="text"/>

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](#)


Click on the magnifying glass and select type of leave

Web Link - Leave Requests

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

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Leave Request Entry

Leave ID: OTHER 

Unit of Tracking: DAYS

Cancelled:

Start Date: 8/13/2020 Start Time: 08:00 AM

End Date: 8/13/2020 End Time: 12:00 PM

Number of Leave Units to Use: 0.5000

Leave Balances

Current Posted Balance	<input type="text"/>
Unposted or Approved Entries	<input type="text"/>
Pending Approval Entries	<input type="text"/>
Unsubmitted Entries	<input type="text"/>
Total Balance	<input type="text"/>

*Balances cannot be displayed since leave yr 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:

Field Trip

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.

Web Link
 Leave Request Entry

Leave ID: SICK

Unit of Tracking: DAYS

Start Date: 8/13/2020

End Date: 8/13/2020

Number of Leave Units to Use: 8.0000

All Day

Leave Balances	
Current Posted Balance	182.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	8.0000
Total Balance	174.0000

Annotations:
 - "Check if using a full day of leave" points to the "All Day" checkbox.
 - "Enter time if using a half day" points to the "Number of Leave Units to Use" field.

Next, you will need to complete the substitute information. Click “Yes” if a substitute is required and enter the name of the substitute you wish to have (not guaranteed).

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	

Annotations:
 - "Enter 'Yes' or 'No'" points to the "IS A SUBSTITUTE NEEDED?" dropdown.

Once you have entered all the information, click “Submit Current Leave Request”.

If you submit a request for leave and then do not use the leave, you will need to “Recall Submitted Leave” so that the leave is not subtracted from your balance. This request will have to be approved by your Supervisor.

Web Link - Leave Requests

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

Welcome, TAMMY KIRKWEG! Log Out

SU software unlimited school accounting system Web Link

Home Data Entry Employee Information Settings Help

Leave Request Entry

Leave ID: OTHER

Unit of Tracking: DAYS

Cancelled:

Start Date: 8/13/2020 Start Time: 08:00 AM All Day:

End Date: 8/13/2020 End Time: 12:00 PM

Number of Leave Units to Use: 0.5000

Your Comment: Field Trip

Comments: No records to display.

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

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):

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

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Web Link - Home

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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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Home Data Entry Employee Information Settings Help

Check History/Reimbursements

Get ADOBE READER

Checks			
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



Web Link

- Home
- Data Entry
- Employee Information
- Settings
- Help

- Leaves
- Payroll and Compensation
- Personal Information

- Contact Information
- Direct Deposit
- Emergency Contacts
- Federal W4
- Medical Information

Training Tutorial

Start here! Tutorials are available for the Web Link module. Learn more about retrieving your pay stubs, reports, and the balance information.

Watch Now

