

https://ews.abilaonline.com/ews/

Entering paid leave time in EWS (Employee Web Services)

Action Menu >> Leave Entry

Enter **Leave Date**

Cost Center should be populated.

Pick **Leave Code** from drop down list.

Enter **Hours** (full day of leave = 8 hours)

Enter **Description** (only when using Sick Time)

Click **Add**

The screenshot shows the 'Employee Web Services for Abila MIP' interface. The main form contains the following fields:

- Leave Date: 10/26/2017 (with a calendar icon and an 'Advance Date on Add' checkbox)
- Cost Center: Administrative Regis (with a dropdown arrow)
- Leave Code: Sick Time (with a dropdown arrow and an 'I'm on FMLA' checkbox)
- Hours: 0.00 (with a text input field)
- Your current balance: 68.00 (with a text input field)
- Description: (with a large text area)
- Buttons: 'Add' and 'Batch Total: 4.00'

To the right of the form is a table with the following data:

Leave Code	History	Current	Balance
Paid Holiday	48.00	0.00	48.00
Personal Hours	16.00	0.00	16.00
Sick Hours	72.00	4.00	68.00

On the right side of the page, there is a sidebar with the following content:

- REGIS Catholic Schools logo
- Regis Catholic Schools
- Eau Claire, Wisconsin
- Selected Employee: Regis Rambler
- Employee Hand Book
- Employee Web Services Manual

The Windows taskbar at the bottom shows the 'abila' logo, several application icons, and the system tray with the date '10/25/2017' and time '9:29 AM'.

This is what you will see under Action Menu >> View Timesheets when you have any sort of paid leave.

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/26/2017	Administrative Regis	Wages-Reg		4.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/26/2017	Administrative Regis	Wages-Reg	Sick Time	4.00	0.00	4.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				30.50		4.00		0.00	0.00				

If you need to remove leave, this is where you would do so by highlighting row and clicking "Delete".

You can only remove leave if it's in the current pay period (& payroll hasn't been calculated yet) or it's in the future.