

## Instructions for Excel Faculty and AP Leave Report Form (BPPM 60.63.13):

Find the form via the LAO/Human Resources web-site, the WSU Business Policies and Procedures manual, or this URL: [public.wsu.edu/%7Eforms/PDF/BPPM/60-63-13-Win.xls](http://public.wsu.edu/%7Eforms/PDF/BPPM/60-63-13-Win.xls)

- 1) Click on the link, opening the Excel file.
- 2) Locate the message with a shield at the top left of the screen that says: *"Security Warning - Macros have been disabled."* Click on *Enable Content*. You may need to do this to enable content each time you open the file.
- 3) Be sure you can view the worksheet tabs (Master Sheet, Jan, Feb, Mar, Apr... and so on) along the bottom of the spreadsheet. If not, you may need to maximize the viewing area.
- 4) Click on File, Save As, and then rename the file, placing it in your desired file location for future retrieval. For Save as type, choose Excel Macro-Enabled Workbook. For example: *2014 Boyan Leave Report*
- 5) The file opens on the *"START HERE"* tab, which is the instruction page. Click on the second tab, *"Master Sheet,"* and fill in the fields that are static. Please note that the tab order may not be as expected. These fields will now pre-fill each month. Filling in your FTE (example, 100%) will prefill your annual and sick leave accruals in the leave balance box.
- 6) Click on the first month you want to use, and enter in your leave balances from the previous month's *"Current Balance"* fields. The balances will now carry forward each month, however, they should be checked. If your manager or LAO makes edits, this may affect leave balances, so adjustments may be needed.
- 7) Fill in leave taken for the month, being careful to place hours used on the correct date(s). Partial hours are to be entered as decimals. The form may round figures to 1 decimal place, but it should print up to 2 decimal places if needed.
- 8) Some fields with calculations will be locked, but others have been intentionally left open so edits can be made. Users will have to exercise caution, since data entry in a field with a calculation removes the calculation.
- 9) Complete the report each month, print it, sign and date it, and send it to me or your supervisor as usual.
- 10) I will continue to return finalized, signed pink copies to employees.