



Est. 1949

# NWCS

## Quick Guide to Leave Entry

1. Log into EWS – [www.nwcs.org](http://www.nwcs.org) > Staff > Payroll Login Link
  - User ID - User ID- first initial of first name and entire last name (Charlie Brown = CBrown)
  - Password – Minimum of 8 digits contains upper case, lower case, number and special character.
  - If you forgot your password, go to Account set up and create a new account. Your Employee ID is the First four letters of last name and first two letters of first name (Charlie Brown = browch)
2. From EWS home page – **Always Step 2 for every LEAVE taken either before or after**
  - Action Tab
  - Leave Entry
  - Enter date you will be gone from school.
  - Type of Leave – One Leave, School Related, Purchase, Bank, etc.
  - Hours – unless you are part time your day is listed as 8 hours, or a Half day is 4 hours.
  - Description – for your sake as much as Payroll, please list a description. Required for any leave that is School Related or Bank.
  - Click the Add box
  - If you have multiple days, continue the same process for the next day/s.
3. Print Sub Request Form – **Use steps 3 and 4 if you are entering Leave in advance not after.**
  - Reporting Tab
  - Substitute Request Form
  - Disregard all boxes except Dates. Enter all dates that you are currently requesting a Sub. If just one day, enter that as both start date and end date.
  - Select Ok – form will print.
  - It will auto fill much of the form. However, please complete any additional info needed that is listed below the Date of Leave.
4. Complete the process
  - Turn in your Sub Request form to the sub coordinator.

*Good Job you have successfully entered your Leave! The Business Office loves you!!!*