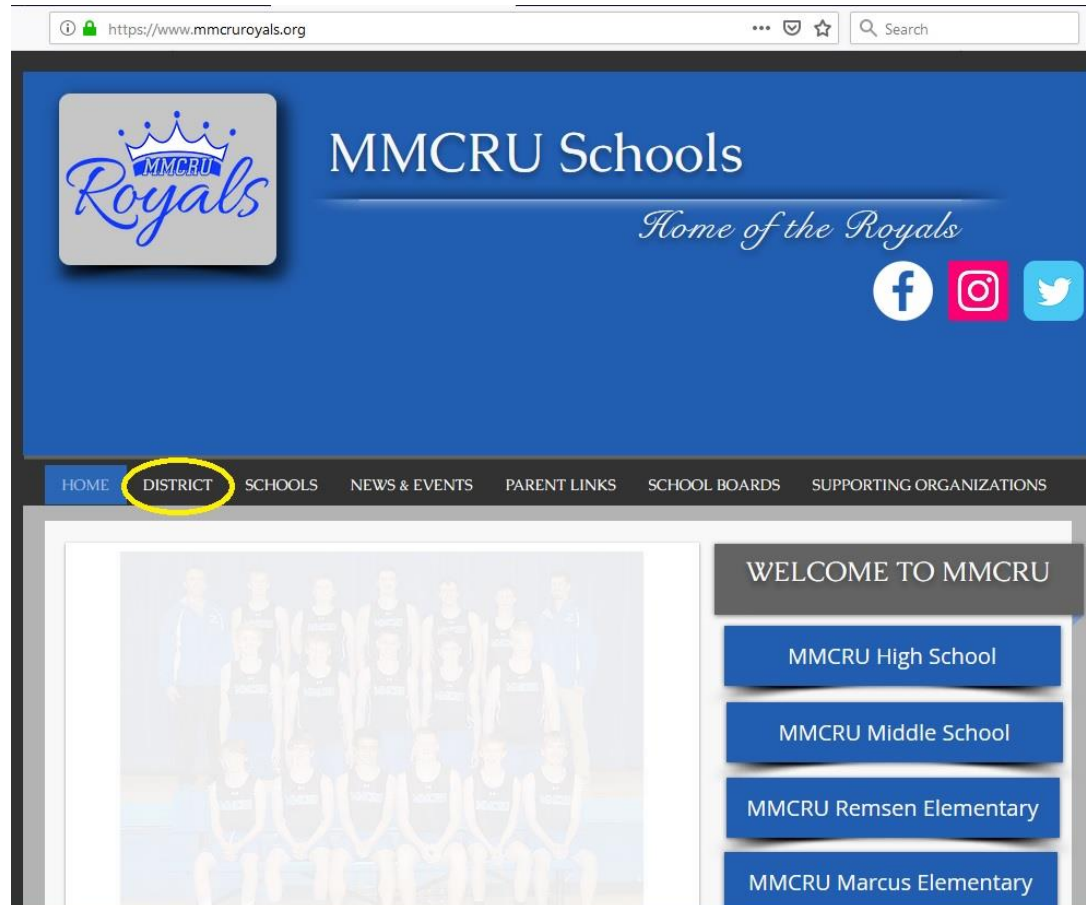


Leave Request Process

MMCRU Website



Select the Leave Request for your building

STAFF DIRECTORY

HIGH SCHOOL

REMSSEN ELEMENTARY

MIDDLE SCHOOL

MARCUS ELEMENTARY

Staff Links

Staff Handbook

MMCRU Curriculum

JMC Online - Marcus

JMC Online - Remsen

Leave Request - Marcus Bldg

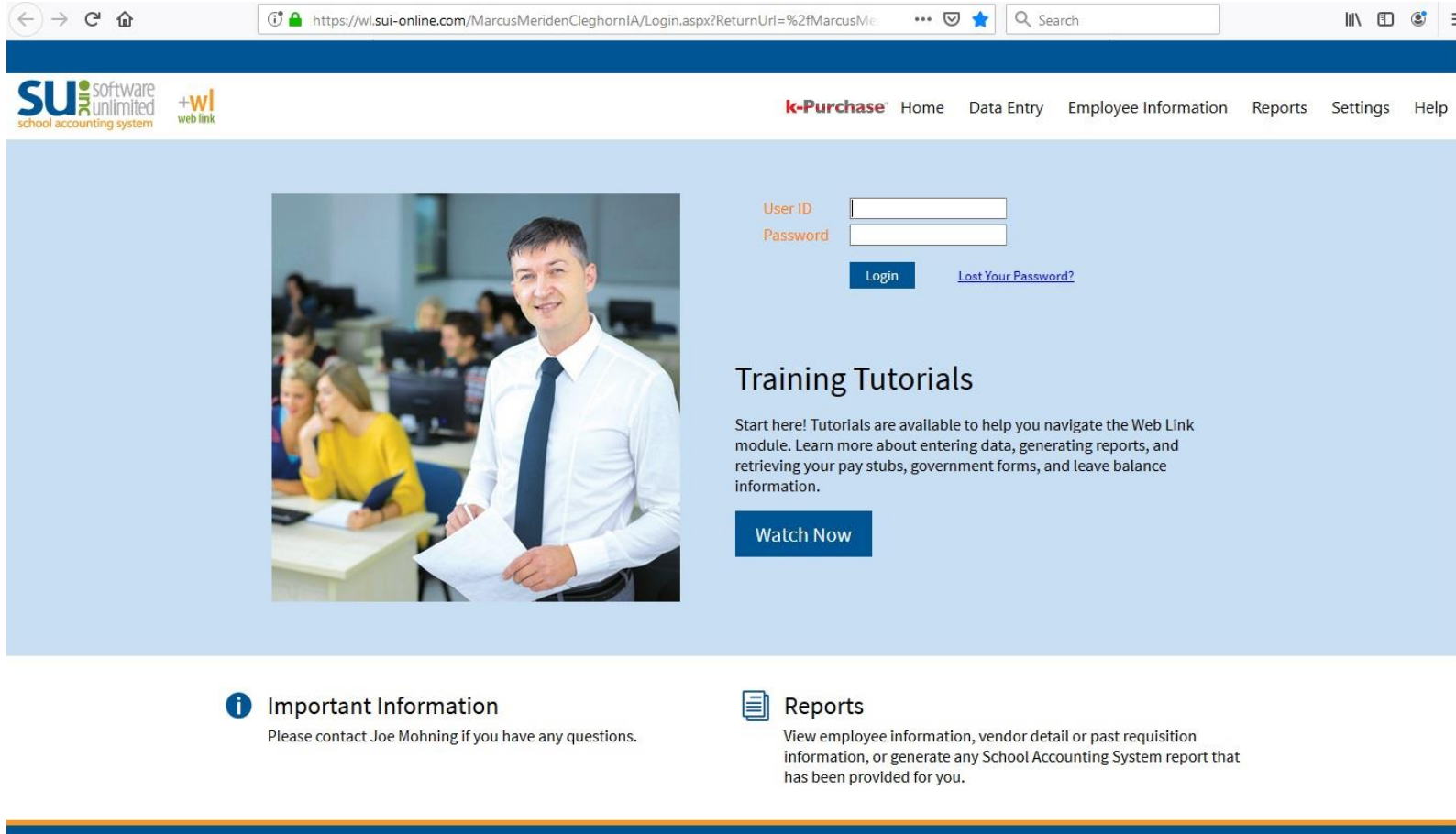
Leave Request - Remsen Bldg

Transportation Request - Marcus Bldg

Employee Reimbursement

Purchase Order - Marcus Bldg

Leave Request Homepage




The screenshot shows a web browser window with the URL `https://wl.sui-online.com/MarcusMeridenCleghornIA/Login.aspx?ReturnUrl=%2fMarcusMe`. The page features a blue header with the **SU** logo (software unlimited school accounting system) and a **+wl** logo (web link). A navigation bar includes links for **k-Purchase**, **Home**, **Data Entry**, **Employee Information**, **Reports**, **Settings**, and **Help**. The main content area has a light blue background. On the left, there is a photo of a smiling man in a white shirt and tie, holding papers. To the right of the photo is a login section with fields for **User ID** and **Password**, a **Login** button, and a [Lost Your Password?](#) link. Below the login section is a **Training Tutorials** section with a paragraph of text and a **Watch Now** button. At the bottom, there are two sections: **Important Information** with an information icon and text about contacting Joe Mohning, and **Reports** with a document icon and text about viewing employee information and generating reports.

← → ↻ 🏠 <https://wl.sui-online.com/MarcusMeridenCleghornIA/Login.aspx?ReturnUrl=%2fMarcusMe> 🔍 Search

SU software unlimited school accounting system **+wl** web link

k-Purchase Home Data Entry Employee Information Reports Settings Help



User ID
Password
Login [Lost Your Password?](#)

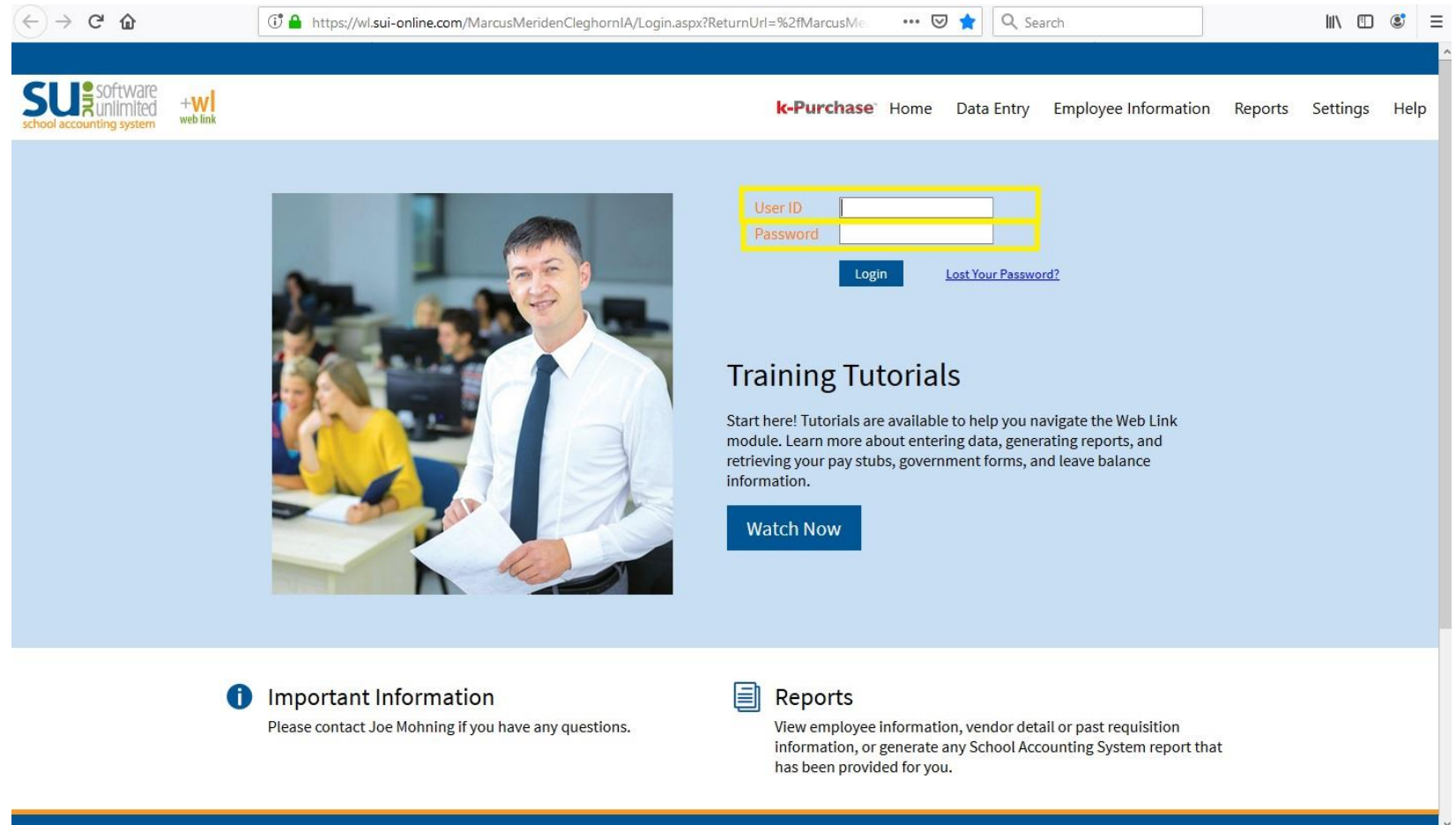
Training Tutorials
Start here! Tutorials are available to help you navigate the Web Link module. Learn more about entering data, generating reports, and retrieving your pay stubs, government forms, and leave balance information.
Watch Now

i Important Information
Please contact Joe Mohning if you have any questions.

📄 Reports
View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Logging in to your personal leave page

- Your user ID will be the first 6 letters of your last name and the first 4 letters of your first name in CAPS, ie (Joseph Mohning would be MOHNINJOSE)
- Your password will be your last 4 numbers of your social security number. You can change this password to something you want or you can leave it
- Once these have been entered you can click Login



The screenshot shows the login page for SUI Software Unlimited. The browser address bar displays the URL: <https://wl.sui-online.com/MarcusMeridenCleghornIA/Login.aspx?ReturnUrl=%2fMarcusMe>. The page features a navigation bar with links: k-Purchase, Home, Data Entry, Employee Information, Reports, Settings, and Help. The main content area includes a login form with fields for User ID and Password, both highlighted with a yellow border. Below the form are buttons for Login and a link for Lost Your Password?. To the left of the form is a photo of a man in a white shirt and tie. Below the photo is a section titled 'Training Tutorials' with a 'Watch Now' button. At the bottom, there are two sections: 'Important Information' with a note to contact Joe Mohning, and 'Reports' with a description of the report generation feature.

SUI software unlimited school accounting system **+wl web link**

k-Purchase Home Data Entry Employee Information Reports Settings Help

User ID

Password

Login [Lost Your Password?](#)

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](#)

i Important Information
Please contact Joe Mohning if you have any questions.

📄 Reports
View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Personal Page

Welcome, JOSEPH MOHNING!

[Log Out](#)



k-Purchase [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](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-live Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.

[Enter](#)

Important Information

Please contact Joe Mohning if you have any questions.

Reports



View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Changing your Password

If you want to change your password, go to settings and change password.


A popup screen will appear to enter the new password.

Welcome, JOSEPH MOHNING!Log Out

k-Purchase Home Data Entry Employee Information **Settings** Help

Change Password



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](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-live Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.

[Enter](#)

 **Important Information**
Please contact Joe Mohning if you have any questions.

 **Reports**
View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.


<https://wl.sui-online.com/MarcusMeridenCleahornIA/Default.aspx#>

Employee Information

- This section contains several options
- If you need to have a copy of a pay stub you can select that under the check history
- If you need to reprint your W2 or 1095 for your taxes you can also do that
- Then finally you can enter a leave request

Welcome, JOSEPH MOHNING!Log Out

k-PurchaseHomeData EntryEmployee InformationSettingsHelp



Training Tutorials

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

[Watch Now](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-time Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.


[Enter](#)

Employee Information

- 1095s
- Check History
- W2s
- Edit Leave Request Substitutes
- Leave Balance
- Leave Request Approvals
- Leave Request Entry
- Leave Request Entry - FMLA
- Leave Request Inquiry
- View Leave Request Calendar

Important Information

Please contact Joe Mohning if you have any questions.



Reports

View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

tohornIA/Default.aspx#

Check History – Reprint Pay Stub

Welcome, JOSEPH MOHNING!

Log Out



k-Purchase®

[Home](#)

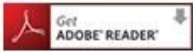
[Data Entry](#)

[Employee Information](#)

[Settings](#)

[Help](#)

Check History





Checks			
Check Number	Check Date ▼	Amount	
17506	05/24/2019		View
17413	04/26/2019		View
17320	03/27/2019		View
17227	02/27/2019		View
17135	01/25/2019		View
17041	12/27/2018		View
16952	11/27/2018		View
16868	10/26/2018		View
16786	09/27/2018		View
16734	08/27/2018		View
16687	07/27/2018		View
16606	06/27/2018		View
16521	05/25/2018		View
16436	04/27/2018		View
16349	03/27/2018		View

[1](#) [2](#)

29 items in 2 pages

Welcome, JOSEPH MOHNING! Log Out

k-Purchase Home Data Entry Employee Information Settings Help

1095 Consent Terms

The Internal Revenue Service (IRS) requires that you provide the District with your consent in order to receive your 1095 in electronic format using Web Link.

You are able to consent to view and receive your 1095 electronically using Web Link and no longer receive a paper copy, or consent to view your 1095 electronically but still receive a paper copy. If you do not consent to view (or view and receive) your 1095 electronically using Web Link, you will continue to receive a paper copy of the 1095.

Electronic 1095s will be posted in Web Link on or before January 31 of each calendar year and be accessible at least through October 15, as required by the IRS. If applicable, paper copies will be distributed by January 31 of each calendar year, as required by the IRS.

Consent to receive your 1095 using Web Link and no longer receive a paper copy can be withdrawn by selecting the "I want to continue receiving my 1095 in paper form but would like to view my 1095 through Web Link" option below and clicking the Continue button. Withdrawing consent must be done prior to December 31 and is applicable only to 1095s not yet issued.

The option to receive a 1095 electronically using Web Link is valid for the duration of your employment unless revoked by you, you are no longer employed by the District, or if this service is no longer supported in a future tax year.

Even if you have consented to only receive your 1095 electronically using Web Link, you may still request a paper copy of your 1095 by contacting the Business.



☐ I agree to the above Consent Terms and want to view and receive my 1095 through Web Link only (no paper copy).

☐ I want to continue receiving my 1095 in paper form but would like to view my 1095 through Web Link.

Continue

For both the W2 and 1095 you will need to give consent on viewing each form.

Welcome, JOSEPH MOHNING! Log Out

k-Purchase Home Data Entry Employee Information Settings Help

W2 Consent Terms

The Internal Revenue Service (IRS) requires that you provide the District with your consent in order to receive your W2 in electronic format using Web Link.

You are able to consent to view and receive your W2 electronically using Web Link and no longer receive a paper copy, or consent to view your W2 electronically but still receive a paper copy. If you do not consent to view (or view and receive) your W2 electronically using Web Link, you will continue to receive a paper copy of the W2.

Electronic W2s will be posted in Web Link on or before January 31 of each calendar year and be accessible at least through October 15, as required by the IRS. If applicable, paper copies will be distributed by January 31 of each calendar year, as required by the IRS.

Consent to receive your W2 using Web Link and no longer receive a paper copy can be withdrawn by selecting the "I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link" option below and clicking the Continue button. Withdrawing consent must be done prior to December 31 and is applicable only to W2s not yet issued.

The option to receive a W2 electronically using Web Link is valid for the duration of your employment unless revoked by you, you are no longer employed by the District, or if this service is no longer supported in a future tax year.

Even if you have consented to only receive your W2 electronically using Web Link, you may still request a paper copy of your W2 by contacting the Business.


☐ I agree to the above Consent Terms and want to view and receive my W2 through Web Link only (no paper copy).

☐ I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link.

Continue

For your check viewing, you will be taken to another screen and can click on which check you want to reprint.


Leave Request entries



web link

Welcome, JOSEPH MOHNING! [Log Out](#)

[k-Purchase](#) [Home](#) [Data Entry](#) [Employee Information](#) [Settings](#) [Help](#)



Training Tutorials

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

[Watch Now](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-time Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.

[Enter](#)

[1095s](#)
[Check History](#)
[W2s](#)
[Edit Leave Request Substitutes](#)
[Leave Balance](#)
[Leave Request Approvals](#)
[Leave Request Entry](#)
[Leave Request Entry - FMLA](#)
[Leave Request Inquiry](#)
[View Leave Request Calendar](#)



Important Information

Please contact Joe Mohning if you have any questions.



Reports

View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Selecting your leave request – click the magnifying glass

Welcome, JOSEPH MOHNING!Log Out

SU

software unlimited

school accounting system

+wl


web link

k-Purchase

HomeData EntryEmployee InformationSettingsHelp

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

Your Comment






Comments	User Name	Date Updated
No records to display.		

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"/>

Approvals

Approved	Rejected	Actual	Primary	Sequence	Result Date
No records to display.					



Submit Current Leave Request

1 Unsubmitted

Welcome, JOSEPH MOHNING! Log Out

software unlimited **+wl** **web link** **k-Purchase** Home Data Entry Employee Information Settings Help

Leave Request Entry

Leave ID

Unit of Tracking

Cancelled

Start Date

End Date

Number of Leave Units

Use

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

Total Balance

Leave ID Search

Leave ID	Leave Description
<input type="text"/>	<input type="text"/>
BER	BEREAVEMENT
FAM	FAMILY ILLNESS
HOL	HOLIDAY
ILL	SICK
PERS	PERSONAL
PRO	PROFESSIONAL
SB	SCHOOL BUSINESS
SER	SERIOUS ILLNESS
VACA	VACATION

☒ ☐

Approved Rejected Actual Print

0 records to display.

Submit Current Leave Request 1 Unsubmitted

Selecting your leave option

- The leave options will be specific to each individual
- You can either double click on the leave option you need or click once and then select the green/white checkmark

Completing your leave request

1. Select the start date of your leave, type the date in MM/DD/YYYY or click the calendar
2. The end date will automatically fill with the same date. If you are needing the request for multiple days select the last day you will be gone
3. Next, if the leave request will be for a full day click the All Day box
4. If your leave request is for a half day select the times you will be gone. Enter your start time, ie 800, then click tab to accept the time. If you hit enter, a screen will popup and just need to be closed out of.
5. Enter the end time the same way.
6. Finally enter the number of leave units needed. .5, 1, 1.5, 2, etc

k-Purchase
[Home](#)
[Data Entry](#)
[Employee Information](#)
[Settings](#)
[Help](#)

Leave Request Entry

Leave ID

ILL

Unit of Tracking

Cancelled

☐

Start Date

Start Time

All Day ☐

End Date

End Time

Number of Leave Units to Use

Your Comment

Comments	User Name	Date Updated
No records to display.		

Leave Balances

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

Total Balance

Additional Leave Request Fields

Reason for Leave

Please write a short description for this leave:

Substitute Information



Is a substitute needed for this leave?

If yes, who would you prefer to be your substitute?

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

Completing your leave request continued

- You will need to provide a short description for your leave request
- Next click the dropdown for a substitute and select yes or no
- If you have a favorite sub that you want you can then enter their name and the office will try to get them for you
- Optional – You can write comments in the “Your Comment” box if you need to explain anything further






k-Purchase
[Home](#)
[Data Entry](#)
[Employee Information](#)
[Settings](#)
[Help](#)

Leave Request Entry

Leave ID

ILL


Unit of Tracking

Cancelled

☐

Start Date

6/1/2019




Start Time

All Day

☒

End Date

6/1/2019



End Time

Number of Leave Units to Use

1.0000

Your Comment

Comments	User Name	Date Updated
No records to display.		

Leave Balances

Current Posted Balance	118.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	1.0000
Total Balance	117.0000


Additional Leave Request Fields

Reason for Leave

Please write a short description for this leave:

Substitute Information

Is a substitute needed for this leave?



If yes, who would you prefer to be your substitute?

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

Submittal

Once you have all of your information entered you can submit your leave request by clicking the blue “Submit Current Leave Request”

Once submitted you will have a popup screen alerting you that the leave request was successfully submitted.

Cancelled

☐

Start Date

6/1/2019

End Date

6/1/2019

Number of Leave Units to Use

1.0000

Start Time

End Time

All Day

☒

Leave Balances

Current Posted Balance	118.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	1.0000
Total Balance	117.0000

Comments

User Name

Date Updated

No records to display.

Additional Leave Request Fields

Reason for Leave

Please write a short description for this leave:

I have an eye doctor appointment

Substitute Information

Is a substitute needed for this leave?

No



If yes, who would you prefer to be your substitute?

Approved	Rejected	Actual	Primary	Sequence	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		JASON TOENGES	1	

Submit Current Leave Request


1 Unsubmitted

Checking your leave balances



Welcome, JOSEPH MOHNING! [Log Out](#)

[k-Purchase](#) [Home](#) [Data Entry](#) [Employee Information](#) [Settings](#) [Help](#)



Training Tutorials

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

[Watch Now](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-time Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.

[Enter](#)

[1095s](#)
[Check History](#)
[W2s](#)
[Edit Leave Request Substitutes](#)
[Leave Balance](#)
[Leave Request Approvals](#)
[Leave Request Entry](#)
[Leave Request Entry - FMLA](#)
[Leave Request Inquiry](#)
[View Leave Request Calendar](#)



Important Information

Please contact Joe Mohning if you have any questions.



Reports

View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Leave Balances – Used and Remaining

Welcome, JOSEPH MOHNING!

Log Out



k-Purchase

Home

Data Entry

Employee Information

Settings

Help

Leave Balance



Leave Years to Display

Current Year

Leaves											
Leave Description ▲	Start Date ▼	End Date	Unit of Tracking	Beginning Balance	Posted Earned	Posted Taken	Posted Balance	Unposted or Approved	Pending Approval	Unsubmitted	Total Balance
BEREAVEMENT	07/01/2018	06/30/2019		0.00	0.00	1.50	-1.50	0.00	0.00	0.00	-1.50
FAMILY ILLNESS	07/01/2018	06/30/2019		4.00	0.00	0.00	4.00	0.00	0.00	0.00	4.00
PERSONAL	07/01/2018	06/30/2019		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL	07/01/2018	06/30/2019		0.00	0.00	2.00	-2.00	0.00	0.00	2.00	-4.00
SCHOOL BUSINESS	07/01/2018	06/30/2019		0.00	0.00	2.00	-2.00	0.00	0.00	0.00	-2.00
SERIOUS ILLNESS	07/01/2018	06/30/2019		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SICK	07/01/2018	06/30/2019		120.00	0.00	2.00	118.00	0.00	0.50	0.00	117.50
VACATION	07/01/2018	06/30/2019		28.00	0.00	4.25	23.75	0.00	0.00	0.00	23.75


Leave Detail						
Start Date ▼	End Date	Earned	Taken	Comments	Posted	Pending Approval
08/27/2018	08/27/2018		0.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/24/2018	08/24/2018		1.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Leave Inquiry – Lookup old leave requests



Welcome, JOSEPH MOHNING! [Log Out](#)

[k-Purchase](#) [Home](#) [Data Entry](#) [Employee Information](#) [Settings](#) [Help](#)



Training Tutorials

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

[Watch Now](#)

Purchasing Made Easy

Software Unlimited, Inc. brings you **k-Purchase**. Enjoy the refreshing convenience of online, One-Stop Shopping and a real-time Personal Purchasing Assistant to make purchasing easier, stretch your buying dollars, save time, and eliminate frustration.

[Enter](#)

[1095s](#)
[Check History](#)
[W2s](#)
[Edit Leave Request Substitutes](#)
[Leave Balance](#)
[Leave Request Approvals](#)
[Leave Request Entry](#)
[Leave Request Entry - FMLA](#)
[Leave Request Inquiry](#)
[View Leave Request Calendar](#)



Important Information

Please contact Joe Mohning if you have any questions.




Reports

View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

Click on each leave to review for accuracy

Welcome, JOSEPH MOHNING!Log Out



k-Purchase HomeData EntryEmployee InformationSettingsHelp

Leave Request Inquiry

Employee ID MOHNINJOSE

Leave ID

	Leave ID	Start Date	Start Time	End Date	End Time	All Day	Units	Requested Date	Has Documents	Status	FMLA Reason
View	ILL	05/31/2019	12:30 PM	05/31/2019	04:30 PM	<input type="checkbox"/>	0.50	05/30/2019	<input type="checkbox"/>	Pending	
View	PRO	10/30/2018		10/31/2018		<input checked="" type="checkbox"/>	2.00		<input type="checkbox"/>	Unsubmitted	
View	PRO	10/30/2018		10/31/2018		<input checked="" type="checkbox"/>	2.00	10/23/2018	<input type="checkbox"/>	Approved	
View	VACA	10/24/2018		10/24/2018		<input checked="" type="checkbox"/>	1.00	10/23/2018	<input type="checkbox"/>	Approved	
View	ILL	06/04/2018	10:00 AM	06/04/2018	12:00 PM	<input type="checkbox"/>	0.50	06/01/2018	<input type="checkbox"/>	Approved	
View	ILL	05/08/2018	01:00 PM	05/08/2018	05:00 PM	<input type="checkbox"/>	0.50	05/07/2018	<input type="checkbox"/>	Approved	
View	VACA	03/15/2018		03/15/2018		<input checked="" type="checkbox"/>	1.00	03/08/2018	<input type="checkbox"/>	Approved	
View	VACA	01/29/2018		02/02/2018		<input checked="" type="checkbox"/>	5.00	08/29/2017	<input type="checkbox"/>	Approved	

12

1

2

3

4

14 items in 2 pages

Today May, 2019

Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 May	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Leave Request Process

- If you have any questions or need further assistance please contact Joe Mohning