

# WebHR for Court Reporting Services

## Employee Manual

Website address: <https://ilcrs.webhr.co/>

### **\*\*IMPORTANT NOTE\*\***

As of January 2016, Microsoft stopped supporting Internet Explorer and has replaced it with a different program called Edge. Therefore, WebHR (and other web-based programs, like CTF) may not work properly on Internet Explorer.

We recommend you use Google Chrome, Edge, or Firefox to access this system. I would also recommend you change your default browser from Internet Explorer to something else so you do not have issues with this program.

*Revised: February 24, 2020*

## EMPLOYEE ACCESS - QUICK START

1. Go to: <https://ilcrs.webhr.co/>
2. Enter username (firstname.lastname) and password: 1Password!  
**NOTE:** You will be able to (and should) change your password. It does NOT need to match your PayStubs or CTF password, and you will not be required to change it every 30 days.
3. On the right side of the dashboard (home) screen, you will see your leave balances and (+) link to add a paid leave:

Leaves Type	Total Entitled	Carried Over	Taken	Approved	Pending Approval	Balance
Vacation	25.0	0.0	1.0	0.0	0.0	24.0
Sick	12.0	0.0	0.0	0.0	0.0	12.0
Personal	3.0	0.0	0.0	0.0	0.0	3.0
Floating holiday	1.0	0.0	0.0	0.0	0.0	1.0

4. The Add New Leave screen will come up. There is a drop down menu to pick the type of leave:

Leaves

...

Account, Test

Account, Test

Leave Type: **Vacation**

Reason:

Leave Information

Leave Duration

Leave Duration:

Leave From:

Leave To:

Employee Leaves Summary

Leaves Type	Total Entitled	Carried Over	Taken	Approved	Pending Approval	Balance
Vacation	25.0	0.0	1.0	0.0	0.0	24.0
Sick	12.0	0.0	0.0	0.0	0.0	12.0
Personal	3.0	0.0	0.0	0.0	0.0	3.0
Floating holiday	1.0	0.0	0.0	0.0	0.0	1.0

Show Previous Years...

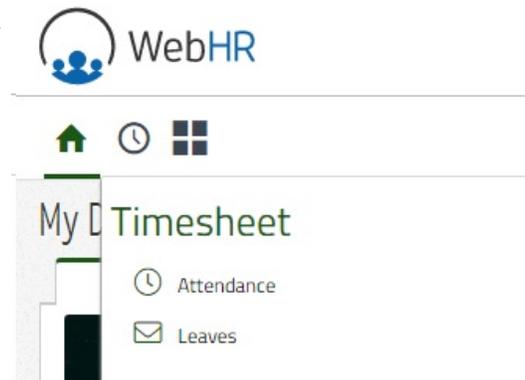
5. The reason for the leave is optional, but should be completed for things like Education Day, Professional Day. No reason is needed for vacation, sick, and personal days.
6. Select full-day or half-day durations. IMPORTANT NOTE: You must do this BEFORE entering the date or the date will revert back to today's date, and you will need to update the date again.
7. Enter the starting date and ending date. FOR MULTIPLE DAYS OFF:
  - a. You can enter the starting date and ending date. It should not count weekends and holidays during the leave.
  - b. If you have multiple full-days off, starting or ending with a half-day, you will need to enter the half-day separately.
  - c. More than three sick days in a row, you will need to upload the physician's statement.
8. Click "save".
9. The leave request will be emailed to your Supervisor and/or Chief Judge's office for final review. At that time it will move from "pending" to "approved".

### EDITING OR CANCELING LEAVE

Please contact your supervisor to cancel a past leave, a leave entered in error, or a leave entered with the wrong leave type.

To edit a future leave DATE or full/half day:

1. Click on the Clock icon at the top of the dashboard for the timesheet menu.
2. Click on "Leaves".
3. Find the leave date you want to edit.
4. Click on the menu/options (three lines) on the right side of the row.
  - a. Edit Record - don't forget to save your changes.
  - b. Documents - This is also where you could add additional documents if needed (doctor's notes, CE confirmation, etc.)



## **LEAVE BENEFITS**

Initially, we are only using this system for entering employee paid leave days for tracking balances. This process will replace timesheets. There is a leave type for almost any reason an employee will be out of the office:

1. Vacation
2. Sick
3. Personal days
4. Bereavement
5. Paid leave day (CRS Seminar)
6. Educational leave
7. Professional day
8. Jury duty
9. SERS workshop
10. Other
11. Unpaid FMLA
12. Unpaid personal

Ideally, employee leaves should be entered by the employee with supervisor review and approval. If your circuit designates a different policy for entering leave dates, you will follow that process instead. As long as all leave gets entered accurately into the system by the end of the month, we do not have a preference as to how it gets entered.

As an employee, you should only have access to see your own information under most options. However, you will be able to see other employees on the circuit leave calendar and in the employee directory.

## **TRAVEL**

Travel days may be entered into the system to track assignment locations and as reminders to assist in preparing travel vouchers. The travel may be entered by the employee or by the supervisor.

## **MONTHLY TIMESHEET REPORTS**

Your supervisor will give you instructions on how your circuit will notify him or her your leave entries are complete for the month. This will follow local procedures.

# MY DASHBOARD

When you log into WebHR, your dashboard is your home page.

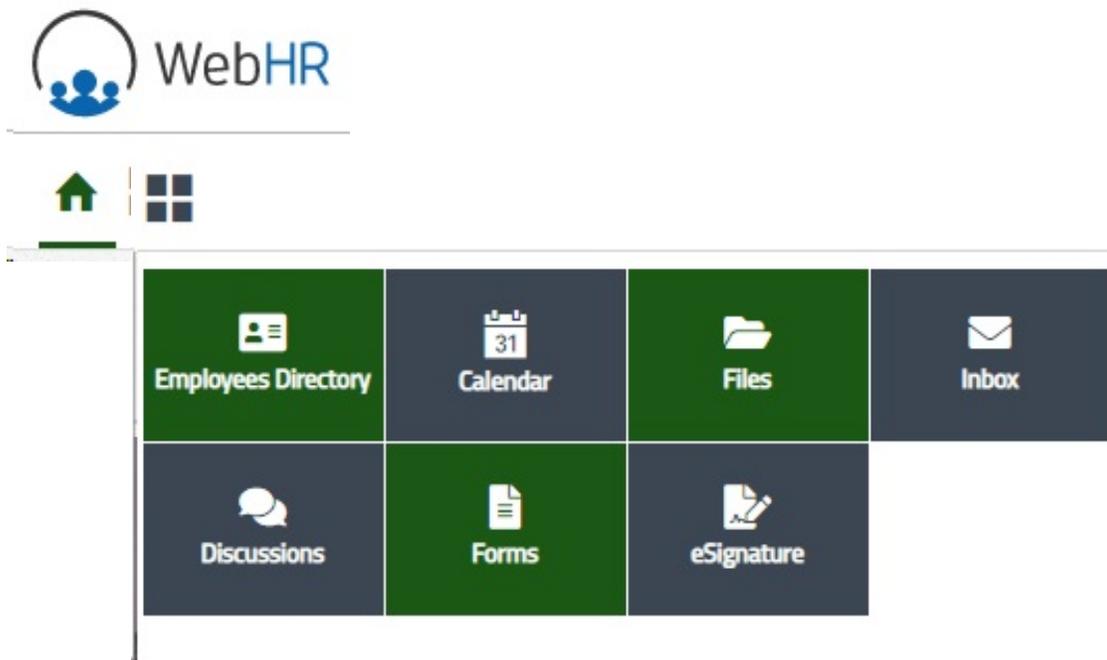
The screenshot shows the WebHR My Dashboard interface. At the top, there is a navigation bar with the WebHR logo, the text 'COURT REPORTING SERVICES State of Illinois', and user profile icons. Below the navigation bar, the dashboard is divided into several sections:

- Account, Test:** A profile card for 'Account, Test' (Official Court Reporter 2) with links for 'My Info' and 'Account Settings'. A red arrow labeled '1' points to the home icon in the top left.
- Post Status Updates:** A section for posting status updates with a 'Post' button. A red arrow labeled '2' points to the 'Post' button.
- My Alerts:** A section showing alerts such as 'Unread Inbox Message' and 'No Birthdays Today'. A checkmark indicates 'All Approvals'.
- Leaves Summary:** A table showing leave balances. A red arrow labeled '3' points to the table. The table data is as follows:

Leave Type	Total Entitled	Carried Over	Salaries Approved	Pending Approval	Balance
Vacation	25.0	0.0	0.0	0.0	25.0
Sick	12.0	0.0	0.0	0.0	12.0
Personal	3.0	0.0	0.0	0.0	3.0
Training Holiday	1.0	0.0	0.0	0.0	1.0
- WebHR Mobile Apps:** A section promoting mobile apps for Android and iOS, with 'App Store' and 'Google play' buttons. A red arrow labeled '4' points to the mobile app image.
- Helpful Employee Links:** A section with links for 'CIT System', 'Sharefile', 'Employee Resource Documents', 'MyPayStubz', 'Illinois Official Court Reporters', and 'CRS Facebook Page'. A red arrow labeled '5' points to the 'My Tasks' section below it.
- My Tasks:** A section showing a task with the text '... justing adding because I don't want to see the musa slide'. A red arrow labeled '5' points to this section.
- Forms:** A section with a dropdown menu 'Select a Form to Fill...' and a 'Fill Form' button. A red arrow labeled '6' points to this section.

On the dashboard, you can access:

1. Main menu - this will take you back to your dashboard or allow you to view:
  - a. The employee directory for your circuit
  - b. Circuit calendar
  - c. Any circuit files stored in WebHR
  - d. Inbox - messages sent/received through WebHR
  - e. Discussions - not used yet, but questions/answers to common issues could be discussed here.
  - f. Forms - we will be building this area in the future to allow for online submissions of certain information.
  - g. E-signature - will allow you to e-sign certain work documents.



2. Announcements - CRS announcements will go here. You will have access to post announcements as well. Keep in mind, they will be posted for ALL employees, not just your circuit.
3. Leaves Summary - see leave balances and the link to apply for leave
4. Helpful employee links - quick link to other websites for CRS business
5. My Tasks - you can enter tasks/reminders here (optional)
6. Forms - This area will be a work in progress

## ATTENDANCE

At this time, we **do not** need employee attendance entered for each day except for part-time and per diem reporters, or if your circuit utilized flex/overtime (see below). All full-time people will be assumed present unless leave time is entered.

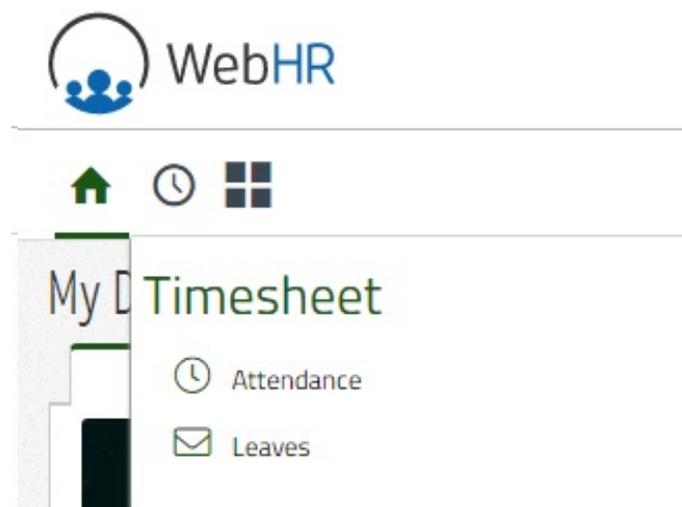
## PART-TIME AND PER DIEM EMPLOYEES

For employees working less than full-time, attendance will need to be entered for each day of work. It can be entered all at once at the end of the month, prior to the month starting, or daily. Per diem timesheets will be generated at the end of the month to send to payroll.

## FLEXTIME/OVERTIME

If your circuit tracks flex-time or overtime, you will need to enter daily attendance hours.

1. Select "Attendance" from the Timesheet menu.
2. Enter the start/end time for your workday. We are working with WebHR to add the lunch hours function.
3. We are also working on processes to track these hours.

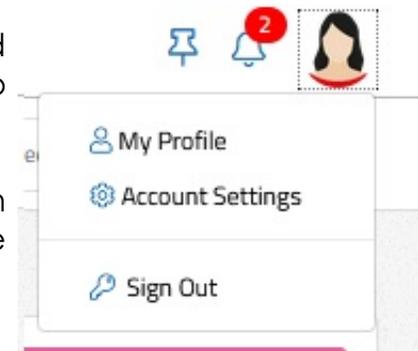


## YOUR PROFILE

In the upper-right corner, you can look at your profile and change your account settings. Here you will be able to view, add or modify your information.

Please add a photo! We have found that photos which are cropped almost square before uploading work the best. Otherwise, it might skew your head.

Within the account settings, you can change your e-signature, password, email notifications, and account theme (color).



## A WORK IN PROGRESS!

We are working on getting the correct holidays set up for each county. They are different around the state.

We may add and remove items in this program as we learn more about what this system is capable of, and what we do not use. We appreciate your patience in the transition time and welcome your feedback.

Thank you for your assistance in making the CRS office more proficient!

## MOBILE APPS

WebHR has mobile apps for both Android and iPhones. Employees can request leave from their phones. This should not replace calling in if you are unable to make it to work on a day, but it is easier to enter leave so it doesn't get forgotten later.



### WebHR Mobile Apps

WebHR offers the most advanced Mobile App for an HR Software. Available on both Android and iOS



This is an OPTIONAL tool which can be used to make access to leave balances and work-life easier for employees. It is not required that employees download the mobile app to their personal devices.

## TO USE THE MOBILE APP

1. Download the app to your phone
2. Username and password are the same. Our domain is "ilcrs"
3. You are able to view your leave balances or add leave/travel on the go by pressing the [+] symbol located at the middle bottom of the screen.

