

Approving Leave Request & Reports

Banner 9 Baseline leaves

Requesting and reporting leaves is now a 2-step process through the Banner Self-service pages. This process requires 2 approvals.

Definitions:

Leave request (leave planning) will be used for leaves that require preapproval prior to taking leave. Leave requests can be submitted up to 24 reporting periods in advance.

Note: once a reporting period is open leave requests can no longer be used.

Leave report (submitting leave taken) will be used to record leaves taken during the reporting period. Only one leave form maybe submitted for all leaves (sick, special and vacation) taken during the reporting period.

Note: reporting periods have the same timing as the pay period.

Report period timing:

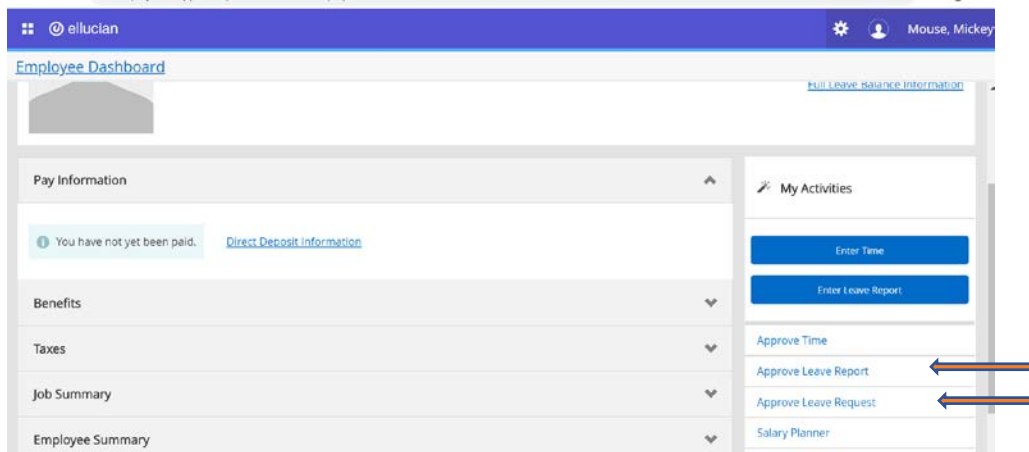
1. Period open – first day of the reporting period (same as pay periods)
 - a. Example April 1 to April 15
2. Submission date – five days after the period end date
 - a. April 1 – 15 leave reporting period would need to be submitted by April 20th
 - b. Exception March 31 & December 31st 3 days submission to accommodate the accrual roll
3. Approval date – five days after the submission date
 - a. Example April 1 – 15 leave reporting period
 - i. Employees have until the 20th to submit
 - ii. Approvers have until the 25th to approve
 - b. Exception March 31 & December 31st 3 days approval to accommodate the accrual roll
4. Viewable on employee dashboard – 2 years

Approving Leave Request and Reports

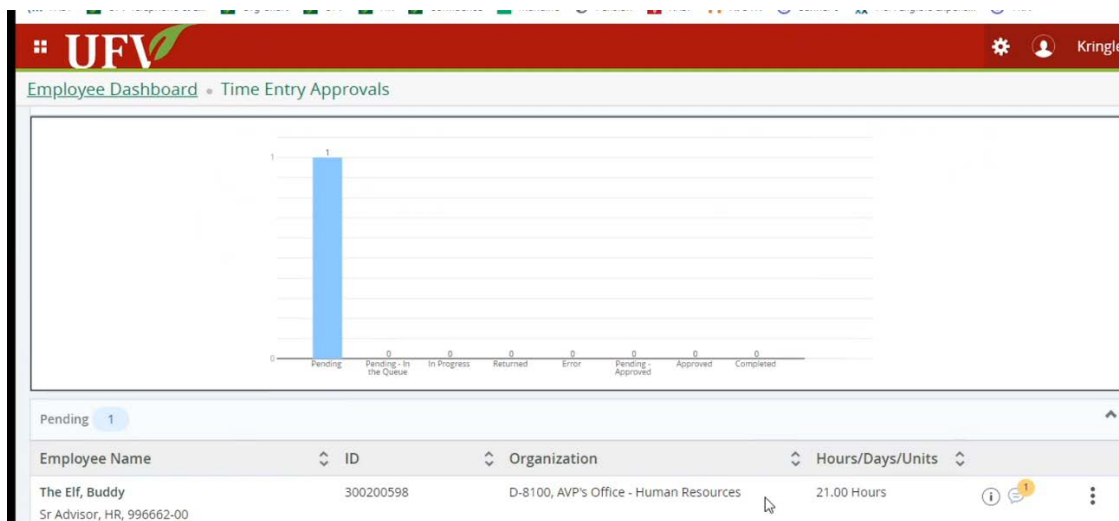
UFV is using the leave request functionality to enable preplanning of vacation. Once approved and the employee takes the leave, the employee will submit a leave report for approval. The leave report will then deduct the hours taken from the leave balance.

1. Log onto [Banner Self Service](#).
 - a. Log on email address
 - b. Password network password

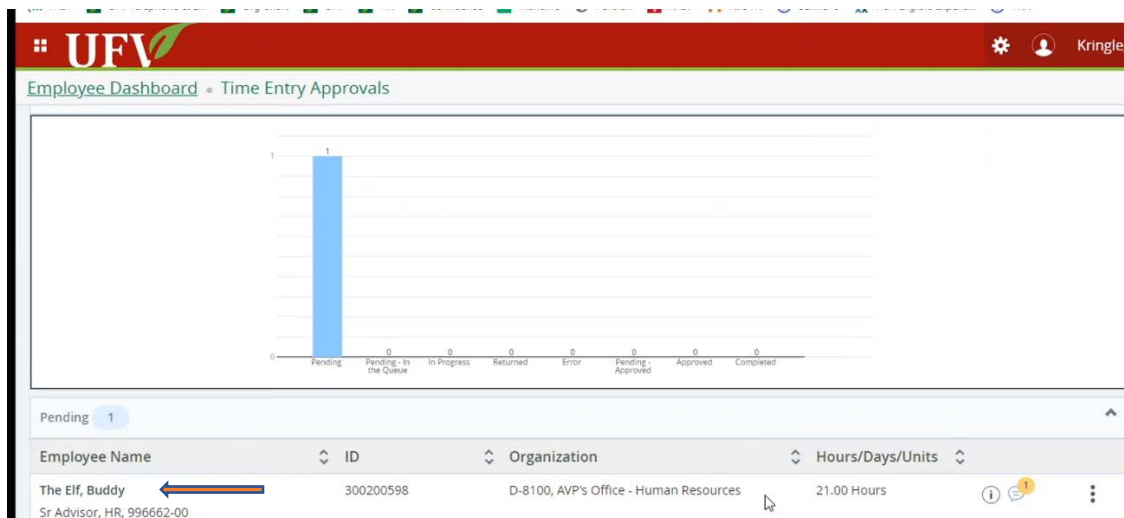
2. The Employee Dashboard will appear.
3. Click the Approve Leave Request link or Approve Leave Report link under the My Activities column.



4. The approvals – Timesheet page will appear (leave approvals uses the same system as timesheet).
 - a. Leave report or request will be visible



5. Click on the employee's name to review the leave request/report to be approved.



6. A preview pop-up window will appear. A summary will appear with leave codes taken.

Preview

300200598 - The Elf, Buddy

Sr Advisor, HR, 996662-00, D, 8100, AVP's Office - Human Resources

Pay Period: 04/16/2022 - 04/30/2022 | 21.00 Hours

Submitted On: 04/13/2022, 12:16 PM

Earning Distribution

Earn Code	Total
Vacation Pay	21.00
Total Hours	21.00
Total Units	0.00

Weekly Summary

Delete

Details

Return for correction

Approve

7. Review the request or report by clicking details

Preview [Close]

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Sr Advisor, HR, 996662-00, D, 8100, AVP's Office - Human Resources

Pay Period: 04/16/2022 - 04/30/2022 | 21.00 Hours

Submitted On: 04/13/2022, 12:16 PM

Earning Distribution	
Earn Code	Total
Vacation Pay	21.00
Total Hours	21.00
Total Units	0.00

Weekly Summary

Delete **Details** Return for correction Approve

- a. A calendar will appear with the details of the days requested or taken
- b. You can scroll to see all the entries in the requested period

03/01/2022 - 03/15/2022 | 7.00 Hours | [Info] [Comment]

In Progress Submit By 03/20/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 7.00 Hours	15	16	17	18	19

[Add Earn Code]

Sick Pay 7.00 Hours [Edit] [Copy] [Close]

8. To approve click on approve

- a. You may enter a comment

Note: the entire request is either approved or denied

Preview

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Weekly Summary

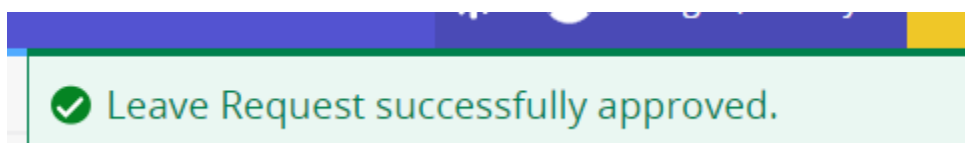
Delete

Details

Return for correction

Approve

9. A confirmation box will appear



10. If you do not approve select return for correction Note: the entire request is either approved or denied
- Click on return for correction

Preview

300200598 - The Elf, Buddy

Sr Advisor, HR, 996662-00, D, 8100, AVP's Office - Human Resources

Pay Period: 04/16/2022 - 04/30/2022 | 21.00 Hours

Submitted On: 04/13/2022, 12:16 PM

Earning Distribution

Earn Code	Total
Vacation Pay	21.00
Total Hours	21.00
Total Units	0.00

Weekly Summary

Delete

Details

Return for correction

Approve

b. A comment must be entered to return it for correction

Comment (Optional):

You don't have enough time available. Please remove one vacation day.

1930 characters remaining

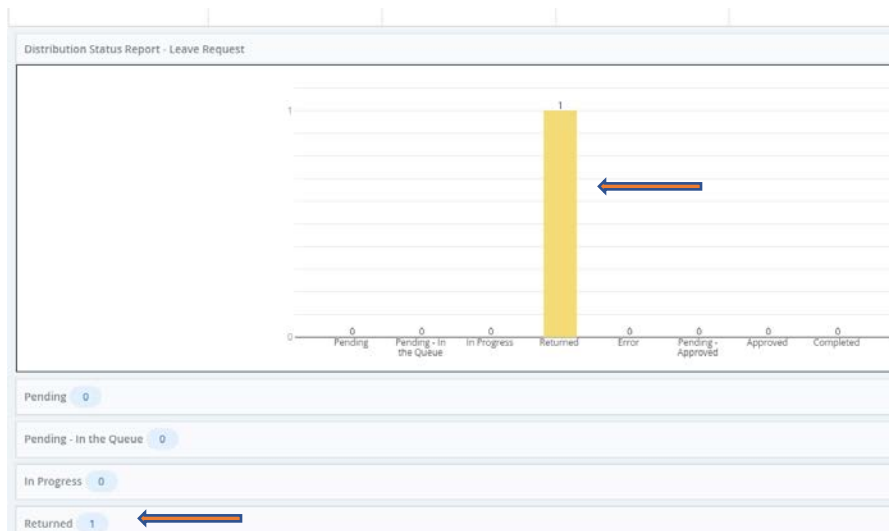
11. The request or report will be returned to the employee for correction.

Note: reports are for days already taken.

12. The system will return the report or request to the employee for correction. An email will also be sent to the employee notifying them their request / report has been returned for correction.

📧	From	Subject	Received ▾	Size
	HR Info	Your leave request has been returned	Mon 11/04/2022 3:50 PM	62 KB

13. The approver's dashboard will also indicate request / report has been returned in the summary



14. The employee's dashboard will also indicate the request / report has been returned for correction

Request Period	Hours/Days/Units	Submitted On	Status
05/16/2022 - 05/31/2022	7.00 Hours		Returned

- a. The employee will need to make the correction requested then complete steps 3 through 8 for resubmission.