

Requesting & Reporting Time Off

Requesting and reporting leaves is now a 2-step process through the Banner Self-service pages. Once submitted, your request or report will be automatically sent to your direct supervisor for approval.

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

Requesting Time Off

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

The screenshot shows the Employee Dashboard for an employee named Scrooge, Ebenezer. At the top, it displays 'Leave Balances as of 02/17/2022' with the following data:

Leave Type	Hours
Vacation in hours	9.00
Sick Leave in hours	140.07
Special Leave in hours	32.68

[Full Leave Balance Information](#)

On the left, there are sections for 'Pay Information' (Latest Pay Stub: 01/31/2022, All Pay Stubs, Direct Deposit Information, Deductions History), 'Earnings', and 'Benefits'. On the right, under 'My Activities', there are buttons for 'Enter Leave Report' and 'Request Time Off'. A red arrow points to the 'Request Time Off' button.

Notes: (1) you can request time off up to 24 periods in advance. (2) Once the reporting period is opened you can only report time off.

3. For Leave Request, a list of available Leave Request Periods will appear. Click the Start Leave Request button.
 - a. Select the period you want to request leave (all leave types are reported in the same period)
 - b. Leave periods are the same as pay periods

Analyst, Bus & Systems, 997567-00, D, 8210, Financial Services

03/01/2022 - 03/15/2022	Not Started	Start Leave Request
03/16/2022 - 03/31/2022	Not Started	Start Leave Request
04/01/2022 - 04/15/2022	Not Started	Start Leave Request
04/16/2022 - 04/30/2022	Not Started	Start Leave Request
05/01/2022 - 05/15/2022	Not Started	Start Leave Request
05/16/2022 - 05/31/2022	Not Started	Start Leave Request
06/01/2022 - 06/15/2022	Not Started	Start Leave Request
06/16/2022 - 06/30/2022	Not Started	Start Leave Request
07/01/2022 - 07/15/2022	Not Started	Start Leave Request

4. A calendar will appear
 - a. Select the date on the calendar you are requesting time for
 - b. The beginning date of the pay period is highlighted in blue. To move from one week to another click the forward or backward arrows.

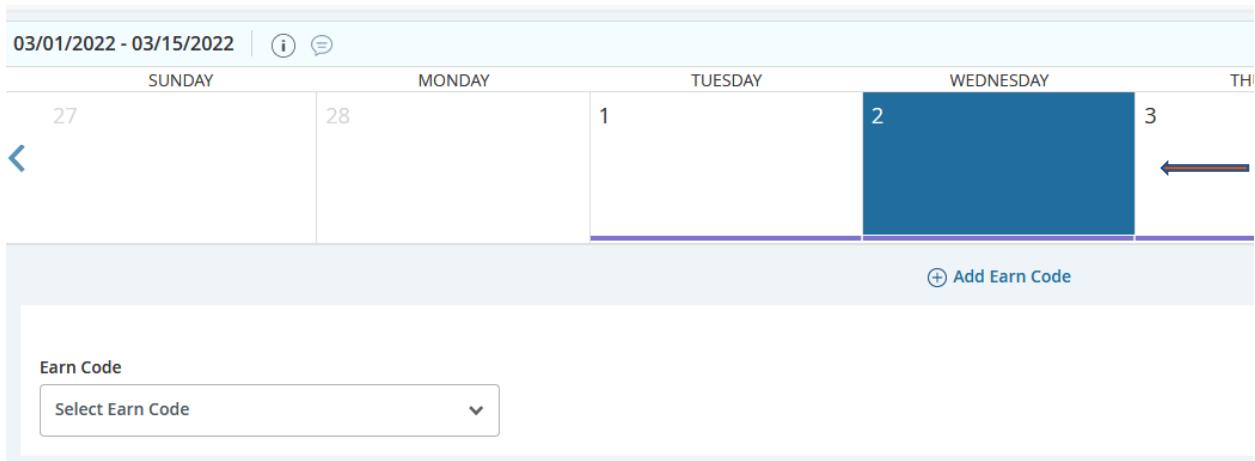
03/01/2022 - 03/15/2022 | ⓘ ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	1	2	3

[Add Earn Code](#)

Earn Code

Select Earn Code



5. Enter the earn code for the appropriate leave being requested from the drop-down list

05/16/2022 - 05/31/2022 | ⓘ ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18	19	20	21

[Add Earn Code](#)

Earn Code

Select Earn Code

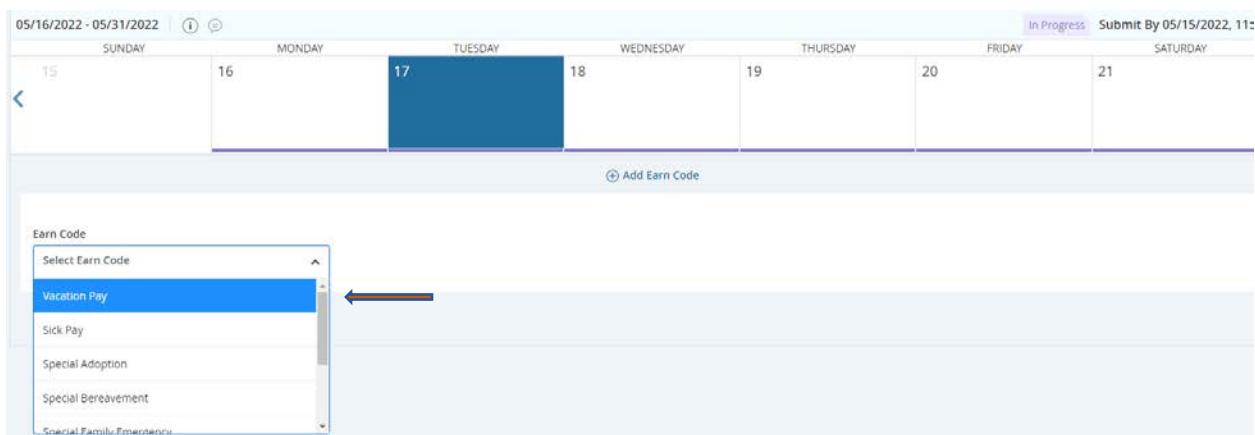
Vacation Pay

Sick Pay

Special Adoption

Special Bereavement

Special Family Emergency



6. Enter the hours you are requesting

05/16/2022 - 05/31/2022 | ⓘ ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18	19	20	21

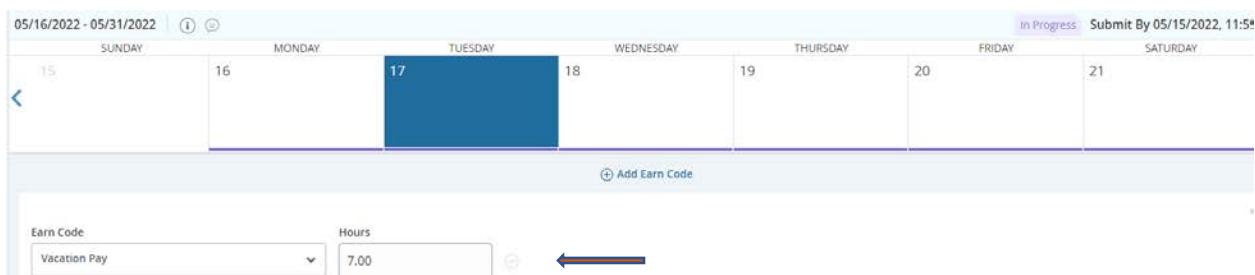
[Add Earn Code](#)

Earn Code

Vacation Pay

Hours

7.00



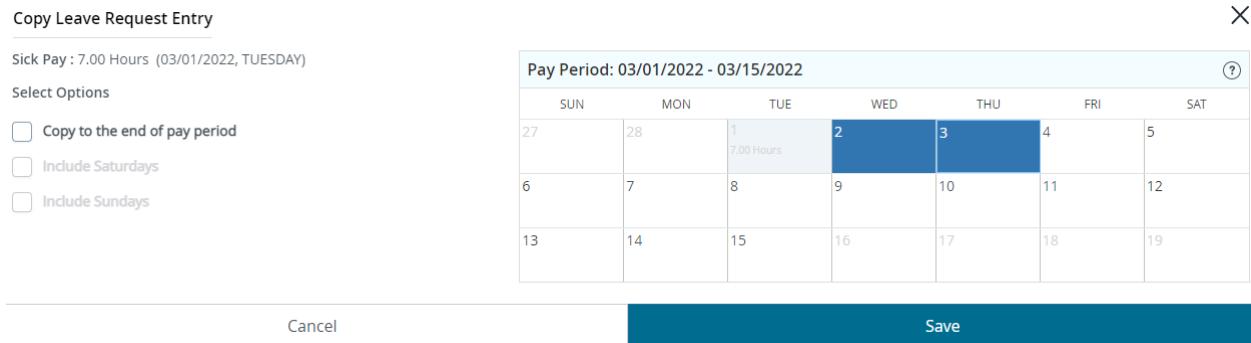
7. Save

8. Copying leave request from one day to multiple days

a. After you save the requested hours, three icons appear on the right side of the screen. The middle icon allows the exact hours requested to be copied to one or more days.



- b. A copy leave request entry calendar will appear
- c. You can copy to the end of the pay period or select dates



- d. Once save the days will appear and a confirmation box will appear



- 9. When you're ready to submit preview your entry and then submit

Preview X

Asst Mgr, Comp & Ben, 996384-00, D, 8100, AVP's Office - Human Resources

Pay Period: 03/01/2022 - 03/15/2022 | 21.00 Hours

Submit By: 02/28/2022, 11:59 PM

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

Weekly Summary	
Week	Total Hours
Week 1	21.00
Week 2	

Cancel
Submit

10. Your supervisor will be notified you have submitted a request for time off for their approval

- A confirmation will appear

Employee Dashboard ▸ Leave Request ▸ Asst Mgr, Comp & Ben, 996384-00, D, 8100, AVP's Office - Human Resources

Mgr, Comp & Ben, 996384-00, D, 8100, AVP's Office - Human Resources

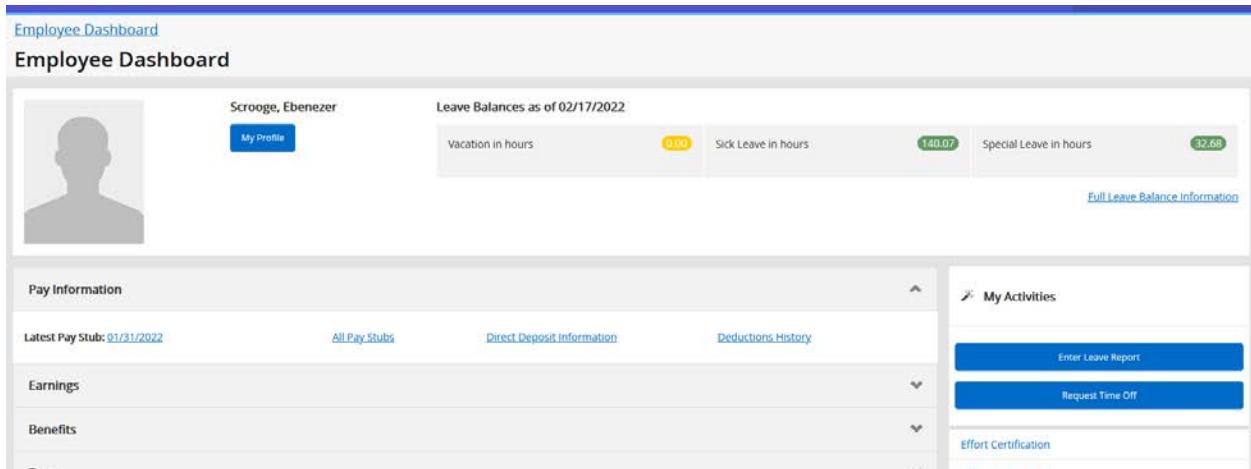
✓ The leave request has been successfully submitted.

11. If you're not ready to submit, you can come back to a leave request the status will say in progress

Request Period	Hours/Days/Units	Submitted On	Status
Analyst, Bus & Systems, 997567-00, D, 8210, Financial Services			
03/01/2022 - 03/15/2022			In Progress

12. Requests can be edited or canceled

- Open your dashboard
- Select leave requests

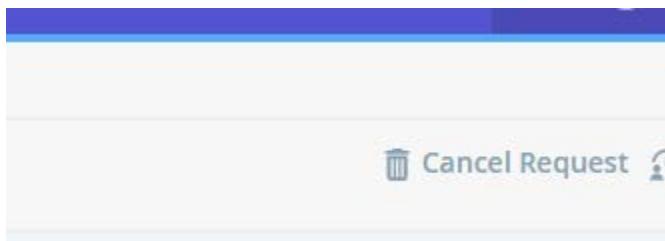


The screenshot shows the Employee Dashboard. At the top, it displays 'Leave Balances as of 02/17/2022' with columns for Vacation in hours (0.00), Sick Leave in hours (140.07), and Special Leave in hours (32.68). Below this is a 'Pay Information' section with tabs for 'Latest Pay Stub' (01/31/2022), 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. To the right is a 'My Activities' sidebar with buttons for 'Enter Leave Report' and 'Request Time Off', and a link to 'Effort Certification'. A blue double-headed arrow is overlaid on the right side of the dashboard.

c. Open the request period you wish to cancel or edit

03/01/2022 - 03/15/2022 21.00 Hours 02/17/2022 Pending ⓘ

d. Select cancel the request on the top right-hand corner



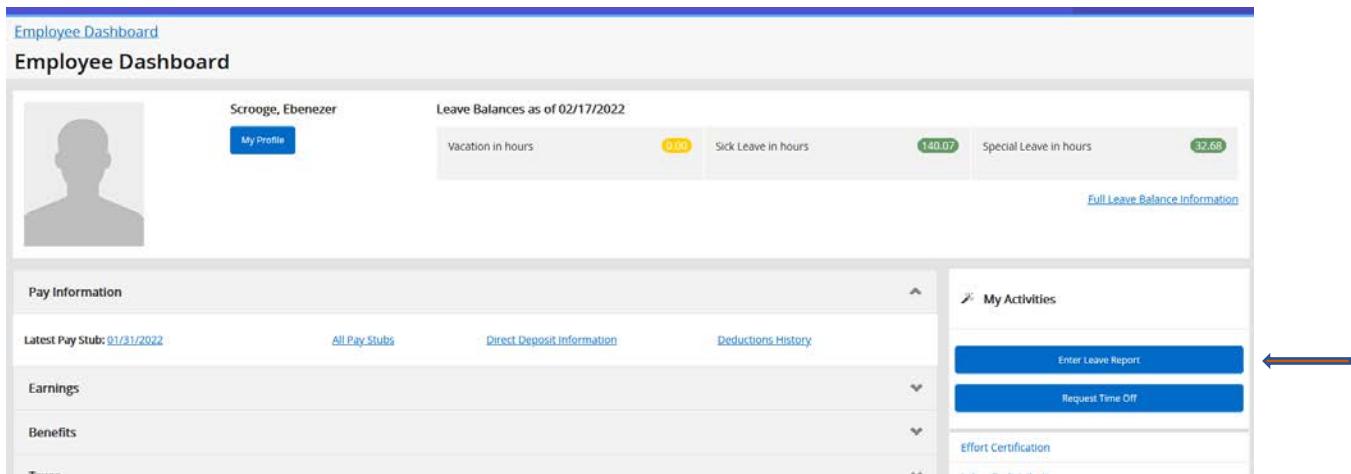
e. Confirmation received

✓ The leave request has been successfully submitted.

Reporting Leave

1. Only one report may be submitted for all leaves request per reporting period
 - a. (Sick, special, vacation)
2. Once time has been taken, employees must update their leave report, do not submit until the leave period has been completed.
3. Reporting periods are viewable on viewable on Self service
4. Report period timing
 - a. Period open – first day of the reporting period (same as pay periods)
 - b. Submission date – five days after the period end date
 - c. Approval date – five days after the submission date
 - d. Viewable on employee dashboard – 2 years
5. Log on to Banner Self Service
 - a. Link will be provided to you

6. Click on Enter Leave Report

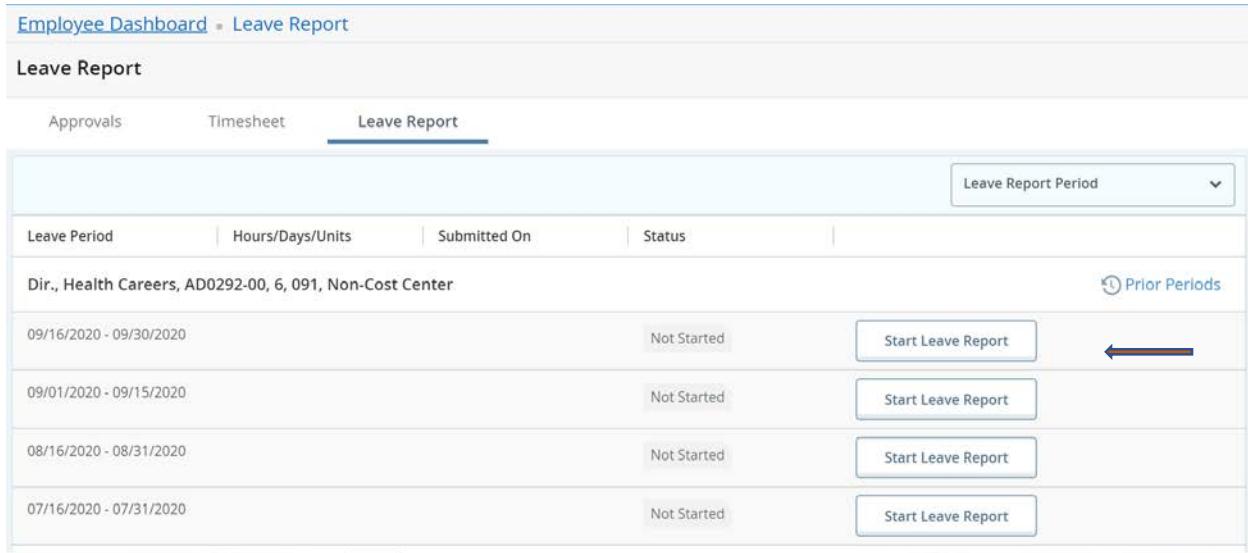


The screenshot shows the Employee Dashboard. At the top, it displays 'Leave Balances as of 02/17/2022' with categories: Vacation in hours (0.00), Sick Leave in hours (140.07), and Special Leave in hours (32.68). Below this is a 'Pay Information' section with links to 'Latest Pay Stub: 01/31/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. To the right is a 'My Activities' section with three buttons: 'Enter Leave Report' (highlighted with a blue arrow), 'Request Time Off', and 'Effort Certification'.

Note: Time off must be reported during the above timing guidelines

7. For Leave Report, the open report will appear. Click the Start Leave Report button.

- Select the reporting period
- Leave periods are the same as pay periods



The screenshot shows the 'Leave Report' page. At the top, there are tabs for 'Approvals', 'Timesheet', and 'Leave Report' (which is selected). Below this is a table with columns: 'Leave Period', 'Hours/Days/Units', 'Submitted On', and 'Status'. The table shows four rows of data. To the right of the table is a 'Leave Report Period' dropdown and a 'Prior Periods' link. Each row has a 'Start Leave Report' button to its right. Blue arrows point to the 'Start Leave Report' buttons for the first three rows.

8. A calendar will appear

- Select the date on the calendar you are submitting time for
- The beginning date of the pay period is highlighted in blue. To move from one week to another click the forward or backward arrows.

03/01/2022 - 03/15/2022 | ⓘ ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	1	2	3

[Add Earn Code](#)

Earn Code

Select Earn Code

9. Enter the earn code for the hours being reported as taken from the drop-down list

05/16/2022 - 05/31/2022 | ⓘ ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FR
15	16	17	18	19	20

[Add Earn Code](#)

Earn Code

Select Earn Code

- Vacation Pay
- Sick Pay
- Special Adoption
- Special Bereavement
- Special Family Emergency

10. Enter the hours taken

[Add Earn Code](#)

Earn Code

Vacation Pay

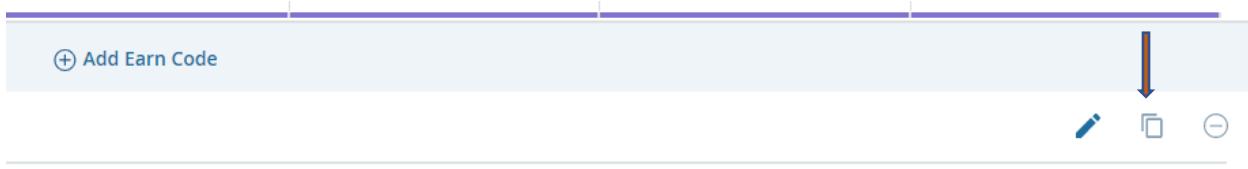
Hours

7.00

11. Save

12. Copying leave report from one day to multiple days

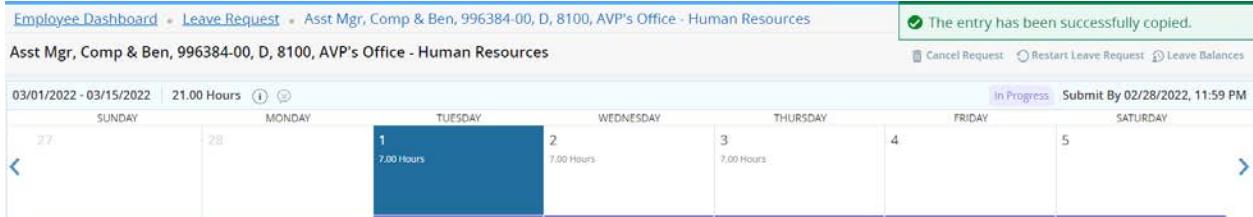
- After you save the leave report, three icons appear on the right side of the screen. The middle icon allows the exact hours reported to be copied to one or more days.



- A copy leave report entry calendar will appear
- You can copy to the end of the pay period or select dates



- Once save the days will appear and a confirmation box will appear



13. When the leave period has closed preview your entry and then submit.

Preview

X

Asst Mgr, Comp & Ben, 996384-00, D, 8100, AVP's Office - Human Resources

Pay Period: 03/01/2022 - 03/15/2022 | 21.00 Hours

Submit By: 02/28/2022, 11:59 PM

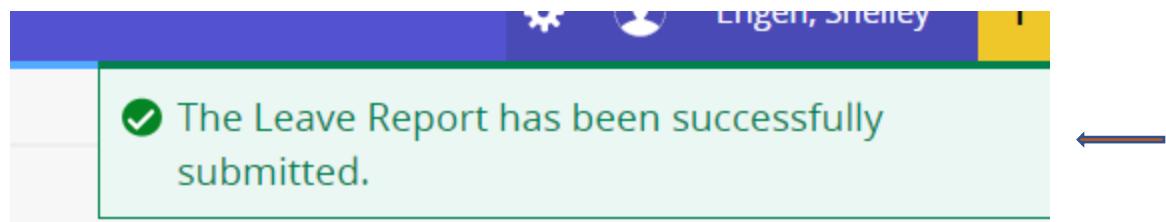
Earning Distribution	
Earn Code	Total
Sick Pay	21.00
Total Hours	21.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	21.00
Week 2	

Cancel

Submit

14. Your report will be routed to your supervisor indicated in NBAPOSN as your reports to
 - a. A confirmation will appear



15. If you're not ready to submit, you can come back to a leave request the status will say in progress

Request Period	Hours/Days/Units	Submitted On	Status	
Analyst, Bus & Systems, 997567-00, D, 8210, Financial Services				
03/01/2022 - 03/15/2022			In Progress	◀ ⓘ