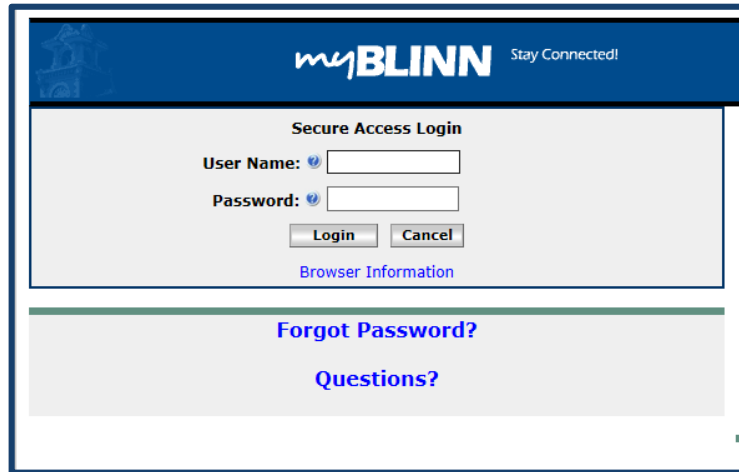# Banner Leave Reporting

Web Leave Reporting
What Is It?

- The new method to be used to communicate full-time, exempt employees' leave to the Human Resources and Payroll office

- It will replace the paper leave reports

- It is the documentation required to update your leave balances

- It is not a request form. Leave should be requested and approved by your supervisor before it can be taken.
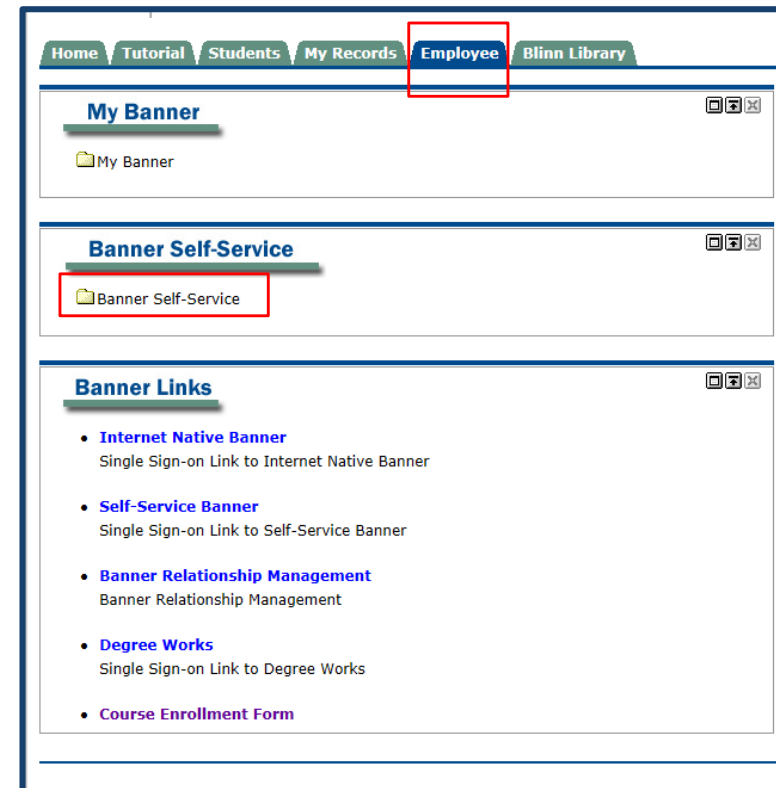
Web Leave Reporting
Logging In

- From Blinn's Homepage click on the MyBlinn link
- Enter your network User Name and Password into the Secure Access Login

- Select the Employee Tab
- Open the Banner Self-Service Folder

WEB LEAVE REPORTING
Services Menu

Personal Information | Student | **Employee**

Search [ ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Employee

Time Sheet
Leave Report
Request Time Off
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
Electronic tax statements
Jobs Summary
Leave Balances
Campus Directory

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Before entering your leave you may want to review your leave balances

WEB LEAVE REPORTING
Services Menu

Employee

Time Sheet

Leave Report

Request Time Off

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

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Direct deposit allocation, earnings and deductions history, or pay stubs.

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To enter your leave select Leave Report

WEB LEAVE REPORTING
Position Selection

Personal Information	Student	Financial Aid	Faculty Services	**Employee**

Search [_____] [Go]   SITE MAP   HELP   EXIT

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Specialist 3, P99569-00 Human Resources, 10602	⦿	Nov 01, 2016 to Nov 30, 2016 Not Started ⌄

[Leave Report]
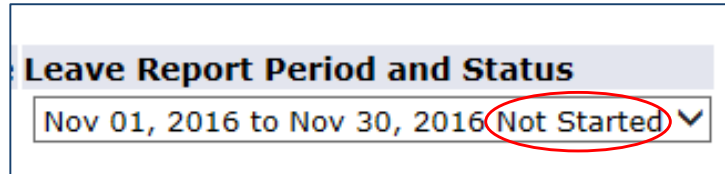
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- By default, the "Pay Period and Status" box will display the current pay period.
- Select the drop down menu to display other periods. The status must be 'not started' or 'in progress' to enter time.
- Once you've made your choices click the LEAVE REPORT button.

Here you will see your position title and number, and your home department and organization code.

WEB LEAVE REPORTING
Leave Report Dispositions

Leave Report Period and Status

Nov 01, 2016 to Nov 30, 2016 Not Started ⌄

- The leave report period will display different dispositions / statuses that are important in starting and completing your web time entry process.

- **Not Started** – you have not started your leave report

- **In Progress** – you are in the process of entering your leave for the pay period

- **Pending** – you submitted your leave report and it is awaiting approval from your supervisor

- **Returned for Correction** – your leave report is being returned to you for correction; make corrections and resubmit

- **Approved** – your leave report has been approved and is ready for payroll to process

- **Completed** – payroll received and processed your overtime

WEB LEAVE REPORTING
Enter Leave

Search [   ] [Go]

Time and Leave Reporting

Note: Pay special attention to the Submit By Date. The leave report must be submitted and approved by that specific date and time.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:	Assistant Director Human Resou -- P99918-00
Department and Number:	Human Resources -- 10602
Leave Report Period:	Nov 01, 2016 to Nov 30, 2016
Submit By Date:	Dec 05, 2016 by 12:00 PM

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	Thursday Nov 03, 2016	Friday Nov 04, 2016	Saturday Nov 05, 2016	Sunday Nov 06, 2016
Discretionary Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0			0	0	0	0	0
Total Units:			0	0				

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Click ENTER HOURS for the appropriate day and Leave category.

To move to another week in the period select NEXT.

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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WEB LEAVE REPORTING
Enter Leave

Search [   ] [Go]

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Assistant Director Huma
Human Resources -- 106
Nov 01, 2016 to Nov 30,
Dec 05, 2016 by 12:00 F

- Enter the total leave for the day.

- Leave is allowable in no less than one hour increments

- After you make your entry click SAVE and the total hours will calculate

Earning:
Date:
Hours:

Discretionary Time
Nov 04, 2016
[8.0]

[Save] [Copy]

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	Thursday Nov 03, 2016	Friday Nov 04, 2016	Saturday Nov 05, 2016	Sunday Nov 06, 2016	Monday Nov 07, 2016
Discretionary Time	8			Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Personal Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8			0	0	0	8	0	0
Total Units:			0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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WEB LEAVE REPORTING
Comments

Search [_____] Go

SITE MAP   HELP   EXIT

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:	Assistant Director Human Resou -- P99918-00
Department and Number:	Human Resources -- 10602
Leave Report Period:	Nov 01, 2016 to Nov 30, 2016
Submit By Date:	Dec 05, 2016 by 12:00 PM

Earning: Discretionary Time
Date: Nov 04, 2016
Hours: [8.0]

[Save] [Copy]

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	Thursday Nov 03, 2016	Friday Nov 04, 2016	Saturday Nov 05, 2016	Sunday Nov 06, 2016	Monday Nov 07, 2016
Discretionary Time	8			Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Personal Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8			0	0	0	8	0	0
Total Units:			0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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Click the COMMENTS button to include verbiage to communicate to your supervisor regarding your leave entry.

WEB LEAVE REPORTING
Comments

Personal Information | Student | **Employee**

Search [_____] [Go]

Comments

💬 Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Oct 19, 2016
Enter or Edit Comment: [   ]

[Save] [Previous Menu]

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Include necessary comments in the Enter or Edit Comment field and click SAVE

WEB LEAVE REPORTING
Preview

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	
Discretionary Time	8			Enter Hou
Personal Time	0			Enter Hou
Vacation Time	0			Enter Hou
Sick Time	0			Enter Hou
Total Hours:	8			
Total Units:		0		

| Position Selection | Comments | Preview | Submit for Approval | Restart | Ne |

From your Leave Report click PREVIEW to review your entries before submitting for approval.

Here you will see a summary of the hours you've entered and a total for the entire pay period.

Personal Information | **Student** | **Employee**

Search [ ] [Go]

Summary of Reported Time

💬 Set your printer layout to Landscape before printing.

Tiffany Jenkins
Assistant Director Human Resou, P99918-00

Leave Report

Earning Code	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday, Nov 02, 2016	Thursday Nov 03, 2016	Friday, Nov 04, 2016	Saturday Nov 05, 2016	Sunday Nov 06, 2016	Monday, Nov 07, 2016	Tuesday Nov 08, 2016	Wednesday, Nov 09, 2016	Thursday Nov 10, 2016	Friday Nov 11, 2016	Saturday Nov 12, 2016	Sunday Nov 13, 2016	Monday, Nov 14, 2016	Tuesday Nov 15, 2016	Wednesday, Nov 16, 2016	Thursday Nov 17, 2016	Friday , Nov 18, 2016	Saturday Nov 19, 2016
Discretionary Time	8					8															
Sick Time	4																			4	
Total Hours:	12					8														4	
Total Units:		0																			

| Previous Menu |

After reviewing your hours, click PREVIOUS MENU to return

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WEB LEAVE REPORTING
Important Information

- Your hours can only be added, edited, and/or changed within the current leave report period and before the approval process has been completed.

- Refer to the Banner Resource Links for the Leave Report Deadline Calendar

- Make sure all of your leave entries are correct for the entire month before you submit your leave report for approval.

- Submission of hours counts as your electronic signature. Fraudulent reporting of hours may be grounds for disciplinary action.

- If you don't take any leave during the current month, you do not need to submit a leave report

WEB LEAVE REPORTING
Submit for Approval

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	
Discretionary Time	0		Enter Hours	Ent
Personal Time	0		Enter Hours	Enter Hours
Vacation Time	0		Enter Hours	Enter Hours
Sick Time	0		Enter Hours	Enter Hours
Overtime Time	1		Enter Hours	Enter Hours
Total Hours:	1		0	0
Total Units:		0	0	0

| Position Selection | Comments | Preview | Submit for Approval | Restart | Next |

Click SUBMIT FOR APPROVAL **only** when you are finished entering all leave for the reporting period

Time and Leave Reporting

💬 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ **Your leave report was submitted successfully.**

Leave Report
Title and Number: Assistant Dire
Department and Number: Human Resou
Leave Report Period: Nov 01, 2016
Submit By Date: Dec 05, 2016

Earning	Total Hours	Total Units	Tuesday Nov 01, 2016	Wednesday Nov 02, 2016	Thursday Nov 03, 20			
Discretionary Time	8		Enter Hours	Enter Hours			
Personal Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	12		0	0	0	8	0
Total Units:		0	0	0	0	0	0

| Position Selection | Comments | Preview | Next |

Submitted for Approval By: You on Nov 13, 2016
Approved By:
Waiting for Approval From: Marie Kirby

After you submit your leave report, you will receive this message.

Your approver's name will appear at the bottom of the screen.

Click POSITION SELECTION to view the disposition of your leave report.

WEB LEAVE REPORTING
Status

Personal Information | Student | **Employee**

Search [   ] [Go]

SITE MAP   HELP   EXIT

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Assistant Director Human Resou, P99918-00 Human Resources, 10602	⊙	Nov 01, 2016 to Nov 30, 2016 Pending ▼

[Leave Report]

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Your leave report will then show a disposition of 'Pending' for the approver to review and approve.

Exit the system at the top right corner

WEB LEAVE REPORTING
Employee Responsibilities

Quick Reference of Employee Responsibilities
1. Request leave in advance from supervisor (vacation, personal, discretionary).
2. Enter any leave on the leave report during the month it is taken.
3. Make a habit of entering leave just before or just after it is taken.
4. Add comments for your supervisor if necessary.
5. Preview your leave report at the end of the leave period before you submit for approval. Be sure that the entries are correct. If you prefer, print a copy for your records.
6. Monitor the status of the leave report until completed.

Please contact your approver or Human Resources with any questions about your Leave Report.