

# EHRA & SHRA Exempt Monthly Leave Reporting Guide

Banner is WSSU's comprehensive Enterprise Resource planning system developed by Ellucian. The Banner system supports and manages student and course information, accounts receivable, financial aid, alumni/advancement, finance, and human resources. Banner provides information to users through either Internet Native Forms (Banner INB) and through web access Banner Rams Online.

### Logging on to Self Service Banner.

From the Winston-Salem State University website (<u>www.wssu.edu</u>) select **Faculty & Staff** from the top right of the webpage.



Select the **Banner Rams** folder.



### Under Banner Self Service, click Enter Secure Area.

| WINST                             | ON-SALEM                              |                    |
|-----------------------------------|---------------------------------------|--------------------|
| Personal Information Employ       |                                       |                    |
| Search                            | 60                                    | SITE MAP HELP EXIT |
| Banner Self-Service               |                                       |                    |
| Enter Secure Area                 |                                       |                    |
| Prospective Students              | information.                          |                    |
| Tell us about yourself and reque  | it information about our institution. |                    |
| Check admission status of proce   | ssed application.                     |                    |
| General Financial Aid             |                                       |                    |
| Financial Aid Application and Inf | ormation Links.                       |                    |
| View the current schedule of cla  | ises.                                 |                    |
| Course Catalog                    |                                       |                    |
| View course information, includi  | ig course description.                |                    |
| Alumni and Erianda                |                                       |                    |

Log into **Banner Rams** using your Banner ID and password.

| 1892 ST   | ATE UNIVERSITY   |   |
|---|--|---|
| earch   | Go   | SITE MAP HELP EXIT  |
| Jser Login  |  |   |
| Welcome To BA<br>You have been y<br>You MUST use y<br>You will not be   | INER RAMS Online<br>rovided with your Banner ID.<br>uur Banner ID to access your information in BANNER RAMS On<br>ble to use your SSN in Banner RAMS Online.<br>your Banner BIN and onter your confidential question and or  | line.   |
| Welcome To BA<br>You have been I<br>You MUST use y<br>You will not be.<br>You should rese<br>Once you chang<br>NOTE: Your<br>ser ID:<br>IN: | INER RAMS Online<br>rovided with your Banner ID.<br>Jur Banner ID to access your information in BANNER RAMS On<br>ble to use your SSN in Banner RAMS Online.<br>Your Banner PIN and enter your confidential question and pr<br>your PIN you are strongly advised to put the number in a ver<br><b>PIN should only be 6 digits in length!</b> | line.<br>ovide the confidential answer.<br>ry secure place. |

### Forgot or Do not Know Your Banner ID or PIN

- If you do not know your Banner User ID, please contact the Office of Human Resources at 336-750-2830.
- To reset your Banner INB or Banner Rams Online password please submit a RAM Tech ticket at <u>RAM Tech</u>.

### First Time Logging into Banner

- If you have never logged into Banner before, the default User ID is your birthday, in the following format: **MMDDYY**.
- When assigning a PIN for yourself: it must be 6 numerical digits and cannot be your date of birth.
- Click **Login** to continue to security question.

#### **Security Question**

- Type your new PIN number into "Please Confirm Your PIN".
- Enter **Question** and **Answer** and click **Submit**.

### **ENTERING LEAVE HOURS WORKED**

• When Banner Self-Service opens, select Employee Main Menu.



Select Leave Reporting - Monthly & Bi-Weekly for Permanent Employees.

|  | VINSTON-SALEM<br>STATE UNIVERSITY  |   |
|--|--|---|
| Personal Informatio                      | Go   | RETURN TO MENU SITE MAP HELP EXIT         |
| Time Sheet<br>Benefits and Deduc         | ctions   |   |
| View your Retireme<br>Pay Information    | ent plans, Health insurance information, Flex spending accounts, Miscellan | eous deductions; Beneficiary information. |
| View your Direct De<br>Tax Forms         | eposit breakdown; View your Earnings and Deductions History; View your     | Pay Stubs.                                |
| View your W-2 Forr                       | m and W-4 information  |   |
| Leave Reporting - N<br>View Leave Report | Monthly & Bi-Weekly for Permanent Employees                                |   |

## Select Access My Leave Report. Click Select.

| WINS                       | ON-SALEM     |                    |
|----------------------------|--------------|--------------------|
| STATE                      | UNIVERSITY   |                    |
|                            |              |                    |
|                            |              |                    |
| Personal Information Emplo | /ee          |                    |
| Search                     | Go           | SITE MAP HELP EXIT |
| Time Reporting Sel         | ection       |                    |
| This Reporting Ser         |              |                    |
| Selection Criteria         |              |                    |
| Sciedadi oncena            | M. etc.      |                    |
| Access my Time Sheet:      | My Choice    |                    |
| Access my Leave Report:    | ŏ            |                    |
| Access my Leave Request:   |              |                    |
| Approve or Acknowledge Tin | e: O         |                    |
| Approve All Departments:   |              |                    |
| Act as Proxy:              | Self ~       |                    |
| Act as Superuser:          |              |                    |
| Select                     |              |                    |
|                            | Proxy Set Up |                    |

Select the appropriate **Title and Department** and **Leave Report Period and Status**. If there is more than one title contact your supervisor to determine the correct one to use.

Then click Leave Report.

| WINSTO<br>STATE UN                                   | N-SALEM<br>IIVERSITY                       |                    |
|--|--|--------------------|
| Personal Information Employee                        |  |                    |
| Search Go  |  | SITE MAP HELP EXIT |
| Leave Report Selection                               |  |                    |
| Title and Department My Ch                           | pice Leave Report Period and Status        |                    |
| HR Consultant, 070038-00 .<br>Human Resources, 54000 | Sep 01, 2020 to Sep 30, 2020 In Progress ~ |                    |
| HR Specialist, 070336-00 🔘<br>Human Resources, 17050 | Jul 22, 2019 to Aug 04, 2019 Completed ~   |                    |
| HR Specialist, 070336-00                             | Jun 22, 2020 to Jul 05, 2020 Completed 💙   |                    |
| numan Resources, 54000                               |  |                    |

**Note**: There are five **STATUS** categories under Leave Report Period and Status in which you could be classified:

- 1. **In Progress** You have started your leave report, but not submitted it for approval.
- 2. **Pending** You have submitted your leave report for approval.
- 3. **Completed** The leave report has been approved by your supervisor and sent to the Leave Department.
- 4. Not Started You have not started the leave report process.
- 5. **Returned for Correction** There was a problem with your leave report, and it was returned to you by the supervisor or leave administrator to correct.

You will see the **Leave Reporting** screen. On the top, you will see your **title**, **department**, **and leave reporting period**. Confirm you are on the right leave period.

- Notice that the column headings across the top correspond to the first week of the month, starting with starting with the first day of the month on the far left.
- The far-left column lists the work and leave Categories. For a complete description of the leave, refer to the "Leave Comparison Chart" <u>UNC Leave Comparison Chart</u>.
- The first day of the month is listed in the next column with fields to enter hours for each work and leave category. For example: Tuesday, September 1, the screen provides an **Enter Hours field** for **Regular Hours Worked**.
- The screen shows all leave categories: Including **Regular Hours Worked, Extra Hours Worked, Paid Holiday, Vacation Leave Taken, Sick Leave Taken, LWOP (Leave Without Pay)** etc.
- You should enter your Hours Worked and Leave on a WEEKLY basis. To enter your leave, click on the **ENTER HOURS** field corresponding to the type of work/leave category AND the specific day. For example, if you worked on Monday,
- September 14, you would click on **the ENTER HOURS** field corresponding to **Regular Hours Worked** AND **Monday, September 14.**

#### Time Sheet

| Leave Report<br>Title and Number:<br>Department and Number:<br>Leave Report Period:<br>Submit By Date: |                |                |                         |                           | HR Consultant<br>Human Resource<br>Sep 01, 2020 to<br>Oct 03, 2020 by | 070038-00<br>25 54000<br>Sep 30, 2020<br>11:59 PM |                          |                        |                        |
|--|----------------|----------------|-------------------------|---------------------------|---|---|--------------------------|------------------------|------------------------|
| Earning  | Total<br>Hours | Total<br>Units | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020  | Friday<br>Sep 04, 2020                            | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
| Leave Report Certification   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Vacation Lv Taken  | 0              |                | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Sick Lv Taken  | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Adverse Weather Make-up  | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| CompTime Earned 1.0 Exempt   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Other Leave Taken  | 0              |                | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Comm Serv Lv Taken   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Holiday Worked   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
| Comp Time Taken  | 0              |                | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hour             |
|  |                |                |                         |                           |   |   |                          |                        |                        |

To enter leave, click on the ENTER HOURS field corresponding to the type of leave AND the specific day. For example, if you took a vacation day on Tuesday, September 1, click on ENTER HOURS corresponding to September 1 and Vacation Leave Taken. Banner will display the Time Sheet screen with a data entry field. Enter the number of hours of leave taken. Then click SAVE.

Time Sheet

| To begin, click a link under the d   | ate where yo  | ou want to           | enter time. Clic  | k NEXT/PREVIOUS   | 5 button for more o  | lates within the pe  | riod.  |  |  |  |  |  |  |
|--|---|----------------------|---|---|--|--|--|--|--|--|--|--|--|
| eave Report  |   |                      |   |   |  |  |  |  |  |  |  |  |  |
| Title and Number:  |   |                      |   |   | HR Consultant  | 070038-00  |  |  |  |  |  |  |  |
| Department and Number:   |   |                      |   |   | Human Resources 54000  |  |  |  |  |  |  |  |  |
| Leave Report Period:   |   |                      |   |   | Sep 01, 2020 to Sep 30, 2020   |  |  |  |  |  |  |  |  |
| Submit By Date:  |   |                      |   |   | Oct 03, 2020 by  | 11:59 PM   |  |  |  |  |  |  |  |
| Earning:   | le  | ave Reno             | ort Certification   |   | 2 40 90 <b>1</b> 10 10 10  |  |  |  |  |  |  |  |  |
| Date:  | Se  | an 01 20             | 20  |   |  |  |  |  |  |  |  |  |  |
| Hours  | 0   | op 01, 20.           | 20  |   |  |  |  |  |  |  |  |  |  |
| ilouis.  | 0   | _                    |   |   |  |  |  |  |  |  |  |  |  |
|  |   |                      |   |   |  |  |  |  |  |  |  |  |  |
| Save Copy  |   |                      |   |   |  |  |  |  |  |  |  |  |  |
| Save Copy  | Total<br>Hours  | Total Tu<br>Units Se | uesday<br>ep 01, 2020   | Wednesday<br>Sep 02, 2020   | Thursday<br>Sep 03, 2020   | Friday<br>Sep 04, 2020   | Saturday<br>Sep 05, 2020   | Sunday<br>Sep 06, 2020   | Monday<br>Sep 07, 2020   |  |  |  |  |
| Save Copy Earning Leave Report Certification   | Total<br>Hours<br>8   | Total Tu<br>Units So | uesday<br>ep 01, 2020<br>8  | Wednesday<br>Sep 02, 2020<br>Enter Hours  | Thursday<br>Sep 03, 2020<br>Enter Hours  | Friday<br>Sep 04, 2020<br>Enter Hours  | Saturday<br>Sep 05, 2020<br>Enter Hours  | Sunday<br>Sep 06, 2020<br>Enter Hours  | Monday<br>Sep 07, 2020<br>Enter Hour   |  |  |  |  |
| Save Copy Earning Leave Report Certification Jacation Ly Taken   | Total<br>Hours<br>8<br>0  | Total Tu<br>Units Se | uesday<br>ep 01, 2020<br>8<br>Enter Hours   | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours   | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours   | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours   | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours   | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours   | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour   |  |  |  |  |
| Save Copy Earning Leave Report Certification Vacation Lv Taken Sick Lv Taken   | Total<br>Hours<br>8<br>0  | Total Tu<br>Units So | uesday<br>ep 01, 2020<br>8<br>Enter Hours<br>Enter Hours  | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours  | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours  | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours  | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours  | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours  | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour<br>Enter Hour   |  |  |  |  |
| Save Copy Earning Leave Report Certification Vacation Lv Taken Sick Lv Taken Adverse Weather Make-up   | Total<br>Hours<br>8<br>0<br>0<br>0<br>0   | Total Tu<br>Units Se | uesday<br>ep 01, 2020<br>8<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                          | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour                             |  |  |  |  |
| Save Copy Earning Leave Report Certification Vacation Lv Taken Sick Lv Taken Adverse Weather Make-up CompTime Earned 1.0 Exempt                                      | Total<br>Hours<br>8<br>0<br>0<br>0<br>0<br>0<br>0<br>0  | Total Tu<br>Units Se | uesday<br>ep 01, 2020<br>8<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                          | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                               | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour                             |  |  |  |  |
| Save Copy Earning Leave Report Certification Vacation Lv Taken Sick Lv Taken Adverse Weather Make-up CompTime Earned 1.0 Exempt Dther Leave Taken                    | Total<br>Hours<br>8<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | Total Tu<br>Units Se | uesday<br>ep 01, 2020<br>8<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours           | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour               |  |  |  |  |
| Save Copy Earning Leave Report Certification Vacation Lv Taken Sick Lv Taken Adverse Weather Make-up CompTime Earned 1.0 Exempt Dther Leave Taken Comm Serv Lv Taken | Total<br>Hours<br>8<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | Total Tu<br>Units Se | uesday<br>ep 01, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Wednesday<br>Sep 02, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Thursday<br>Sep 03, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Friday<br>Sep 04, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Saturday<br>Sep 05, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Sunday<br>Sep 06, 2020<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Monday<br>Sep 07, 2020<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour<br>Enter Hour |  |  |  |  |

Banner can copy leave into other dates. If you also took vacation on Thursday – Friday, September 3-4, first enter 8 on September 1, and then click on COPY.

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| Search   | Go               |                |  |  | e.  |   |  | 51  | E MAP HELP EXI  |
| Time Sheet   |                  |                |  |  |   |   |  |   |   |
| D To begin, click a link under th  | he date where y  | ou want        | t to enter time. Clic                                    | k NEXT/PREVIOU   | 5 button for more o   | dates within the pe   | riod.  |   |   |
| eave Report  |                  |                |  |  |   |   |  |   |   |
| itle and Number:   |                  |                |  |  | HR Consultant   | 070038-00   |  |   |   |
| Department and Number:   |                  |                |  |  | Human Resource  | s 54000   |  |   |   |
| eave Report Period:  |                  |                |  |  | Sep 01, 2020 to   | Sep 30, 2020  |  |   |   |
| Submit By Date:  |                  |                |  |  | Oct 03, 2020 by   | 11:59 PM  |  |   |   |
| Earning:   | Le               | eave Re        | port Certification                                       | 1  | and the second second   |   |  |   |   |
| Date:  | Se               | ep 01.         | 2020   |  |   |   |  |   |   |
| Hours:   | 8                |                |  |  |   |   |  |   |   |
| Save Copy  | -                |                |  |  |   |   |  |   |   |
| Earning  | Total<br>Hours   | Total<br>Units | Tuesday<br>Sep 01, 2020                                  | Wednesday<br>Sep 02, 2020                                | Thursday<br>Sep 03, 2020  | Friday<br>Sep 04, 2020  | Saturday<br>Sep 05, 2020                                 | Sunday<br>Sep 06, 2020  | Monday<br>Sep 07, 2020  |
| eave Report Certification  | 8                | 3              | 8  | Enter Hours  | Enter Hours   | Enter Hours   | Enter Hours  | Enter Hours   | Enter Hours   |
| acation Lv Taken   | 0                | 0              | Enter Hours  | Enter Hours  | Enter Hours   | Enter Hours   | Enter Hours  | Enter Hours   | Enter Hours   |
|  | 0                | 0              | Enter Hours  | Enter Hours  | s Enter Hours   | Enter Hours   | Enter Hours  | Enter Hours   | Enter Hours   |
| Sick Lv Taken  |                  |                | Enter Hours  | Enter Hours  | Enter Hours   | Enter Hours   | Enter Hours  | Enter Hours   | Enter Hours   |
| Sick Lv Taken<br>Adverse Weather Make-up   | 0                | )              | Enter Hours  |  | the second se |   |  |   |   |
| Sick Lv Taken<br>Adverse Weather Make-up<br>CompTime Earned 1.0 Exemp  | t 0              | 0              | Enter Hours  | Enter Hours  | Enter Hours   | Enter Hours   | Enter Hours  | Enter Hours   | Enter Hours   |
| Sick Lv Taken<br>Adverse Weather Make-up<br>CompTime Earned 1.0 Exemp<br>Other Leave Taken   | t 0              |                | Enter Hours<br>Enter Hours                               | Enter Hours<br>Enter Hours                               | s Enter Hours<br>Enter Hours  | Enter Hours<br>Enter Hours  | Enter Hours<br>Enter Hours                               | Enter Hours<br>Enter Hours  | Enter Hours<br>Enter Hours  |
| Sick Lv Taken<br>Adverse Weather Make-up<br>CompTime Earned 1.0 Exemp<br>Other Leave Taken<br>Comm Serv Lv Taken                   | t 00             |                | Enter Hours<br>Enter Hours<br>Enter Hours                | Enter Hours<br>Enter Hours<br>Enter Hours                | s Enter Hours<br>s Enter Hours<br>s Enter Hours   | Enter Hours<br>Enter Hours<br>Enter Hours                               | Enter Hours<br>Enter Hours<br>Enter Hours                | Enter Hours<br>Enter Hours<br>Enter Hours                               | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours                |
| Sick Lv Taken<br>Adverse Weather Make-up<br>CompTime Earned 1.0 Exemp<br>Other Leave Taken<br>Comm Serv Lv Taken<br>foliday Worked |                  |                | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | S Enter Hours<br>S Enter Hours<br>S Enter Hours<br>S Enter Hours  | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours | Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours<br>Enter Hours |

Banner will display the COPY screen. Click on the radio buttons next to 10/11 and 10/12 to copy 8 hours of VACATION LEAVE into those dates. Then click on COPY.

| eave Code:              |                           |                          |                        | Leave Report Certification | on, Shift 1            |                        |
|-------------------------|---------------------------|--------------------------|------------------------|----------------------------|------------------------|------------------------|
| ate and leave time t    | to copy:                  | 355.0                    |                        | Sep 01, 2020, 8 Hours      |                        |                        |
| opy from date displaye  | ed to end of the leave pe | riod:                    |                        |                            |                        |                        |
| clude Saturdays:        |                           |                          |                        |                            |                        |                        |
| clude Sundays:          |                           |                          |                        |                            |                        |                        |
| opy by date:            |                           |                          |                        |                            |                        |                        |
| Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020 | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020   | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
|                         |                           |                          |                        | 0                          | 0                      |                        |
| Tuesday<br>Sep 08, 2020 | Wednesday<br>Sep 09, 2020 | Thursday<br>Sep 10, 2020 | Friday<br>Sep 11, 2020 | Saturday<br>Sep 12, 2020   | Sunday<br>Sep 13, 2020 | Monday<br>Sep 14, 2020 |
|                         | 0                         | D                        | 0                      | 0                          | 0                      | 0                      |
| Tuesday<br>Sep 15, 2020 | Wednesday<br>Sep 16, 2020 | Thursday<br>Sep 17, 2020 | Friday<br>Sep 18, 2020 | Saturday<br>Sep 19, 2020   | Sunday<br>Sep 20, 2020 | Monday<br>Sep 21, 2020 |
| , Ci                    | 0                         |                          |                        | Ū.                         | D.                     |                        |
| Tuesday<br>Sep 22, 2020 | Wednesday<br>Sep 23, 2020 | Thursday<br>Sep 24, 2020 | Friday<br>Sep 25, 2020 | Saturday<br>Sep 26, 2020   | Sunday<br>Sep 27, 2020 | Monday<br>Sep 28, 2020 |
|                         | Q.                        |                          |                        |                            |                        |                        |
| Tuesday<br>Sep 29, 2020 | Wednesday<br>Sep 30, 2020 |                          |                        |                            |                        |                        |
| 0                       | 0                         |                          |                        |                            |                        |                        |

Every month, you need to enter a "1" in the **LEAVE REPORT CERTIFICATION** field. This will indicate that you have reported leave, even if you have not taken any type of leave for the month. Click on ENTER HOURS corresponding to LEAVE REPORT CERTIFICATION field and the first working day of the month.

#### Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

| Leave Report               |                |                |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |
|----------------------------|----------------|----------------|-------------------------|---------------------------|------------------------------|------------------------|--------------------------|------------------------|------------------------|--|--|--|--|--|--|
| Title and Number:          |                |                |                         |                           | HR Consultant                | 070038-00              |                          |                        |                        |  |  |  |  |  |  |
| Department and Number:     |                |                |                         |                           | Human Resources 54000        |                        |                          |                        |                        |  |  |  |  |  |  |
| Leave Report Period:       |                |                |                         |                           | Sep 01, 2020 to Sep 30, 2020 |                        |                          |                        |                        |  |  |  |  |  |  |
| Submit By Date:            |                |                |                         |                           | Oct 03, 2020 by 11:59 PM     |                        |                          |                        |                        |  |  |  |  |  |  |
| Earning:                   | Le             | ave Re         | port Certification      |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |
| Date:                      | S              | ep 01,         | 2020                    |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |
| Hours:                     | E              | -              |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |
| Save Copy                  |                |                |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |
| Earning                    | Total<br>Hours | Total<br>Units | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020     | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |  |  |  |  |  |  |
| Leave Report Certification | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Vacation Lv Taken          | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Sick Lv Taken              | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Adverse Weather Make-up    | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| CompTime Earned 1.0 Exempt | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Other Leave Taken          | (              |                | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Comm Serv Lv Taken         | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
| Holiday Worked             | (              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |  |  |  |  |  |  |
|                            |                |                |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |  |  |

On the Time Sheet screen, enter "1" and click SAVE.

Time Sheet

| To begin, click a link under the d | ate where yo   | ou want        | to enter time. Clic     | k NEXT/PREVIOUS           | 5 button for more o          | lates within the pe    | riod.                    |                        |                        |  |  |  |  |
|------------------------------------|----------------|----------------|-------------------------|---------------------------|------------------------------|------------------------|--------------------------|------------------------|------------------------|--|--|--|--|
| Leave Report                       |                |                |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |
| Title and Number:                  |                |                |                         |                           | HR Consultant                | 070038-00              |                          |                        |                        |  |  |  |  |
| Department and Number:             |                |                |                         |                           | Human Resources 54000        |                        |                          |                        |                        |  |  |  |  |
| Leave Report Period:               |                |                |                         |                           | Sep 01, 2020 to Sep 30, 2020 |                        |                          |                        |                        |  |  |  |  |
| Submit By Date:                    |                |                |                         |                           | Oct 03, 2020 by              | 11:59 PM               |                          |                        |                        |  |  |  |  |
| Earning:                           | le             | ave Re         | port Certification      |                           | CONTRACTOR OF                |                        |                          |                        |                        |  |  |  |  |
| Date:                              | Se             | on 01.         | 2020                    |                           |                              |                        |                          |                        |                        |  |  |  |  |
| Hours                              | 1              | in and         |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |
| Save Copy                          | Total<br>Hours | Total<br>Units | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020     | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |  |  |  |  |
| Leave Report Certification         | 1              |                | 1                       | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| Vacation Ly Taken                  | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| Sick Lv Taken                      | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| Adverse Weather Make-up            | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| CompTime Earned 1.0 Exempt         | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| Other Leave Taken                  | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
| Comm Serv Lv Taken                 | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |
|                                    |                |                |                         |                           |                              |                        |                          |                        |                        |  |  |  |  |
| Holiday Worked                     | 0              |                | Enter Hours             | Enter Hours               | Enter Hours                  | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |  |  |  |  |

After you have completed entering your leave taken for the week and clicked SAVE, EXIT out of Banner.

| Search                               |                               |                          | 3                          | 30                            |                      |                                   |                                  |                                   |                                |                                 |                                |                                  |                              |                                  |                              | s                              | ITE MAP                         | HELP EXIT                    |
|--------------------------------------|-------------------------------|--------------------------|----------------------------|-------------------------------|----------------------|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------|---------------------------------|--------------------------------|----------------------------------|------------------------------|----------------------------------|------------------------------|--------------------------------|---------------------------------|------------------------------|
| D Be sun<br>Christina 2<br>HR Consul | e to set<br>Zimmer<br>tant, O | your pr<br>man<br>70038- | inter to l                 | andscape bef                  | ore printin          | g the do                          | ocument.                         |                                   |                                |                                 |                                |                                  |                              |                                  |                              | Humar                          | Resourc                         | ces, 54000                   |
| eave Rep                             | port                          |                          |                            |                               |                      |                                   |                                  | -                                 |                                |                                 |                                |                                  |                              |                                  |                              |                                | -                               |                              |
| Earning<br>Code                      | Total<br>Hours                | Total T<br>Units ,       | fuesday<br>Sep 01,<br>2020 | Wednesday,<br>Sep 02,<br>2020 | ,<br>Sep 03,<br>2020 | Friday<br>,<br>Sep<br>04,<br>2020 | Saturday<br>,<br>Sep 05,<br>2020 | Sunday<br>,<br>Sep<br>06,<br>2020 | Monday<br>,<br>Sep 07,<br>2020 | Tuesday<br>,<br>Sep 08,<br>2020 | /Wednesday,<br>Sep 09,<br>2020 | Thursday<br>,<br>Sep 10,<br>2020 | Friday<br>Sep<br>11,<br>2020 | Saturday<br>,<br>Sep 12,<br>2020 | Sunday<br>Sep<br>13,<br>2020 | Monday<br>,<br>Sep 14,<br>2020 | Tuesday<br>,<br>Sep 15,<br>2020 | Wednesday<br>Sep 16,<br>2020 |
| eave<br>Report<br>Certification      | 1                             |                          | 1                          |                               |                      |                                   |                                  |                                   |                                |                                 |                                |                                  |                              |                                  |                              |                                |                                 |                              |
| Vacation Lv                          | 24                            | 1.1                      | 8                          | _                             | 1                    | 8 8                               | 8                                |                                   |                                |                                 |                                |                                  |                              |                                  |                              |                                |                                 |                              |
|                                      | 25                            |                          | 9                          |                               | 1                    | 8 8                               | 3                                |                                   | 1                              |                                 |                                |                                  |                              |                                  |                              |                                |                                 |                              |
| Total<br>Hours:                      |                               |                          |                            |                               |                      |                                   |                                  | -                                 | -                              |                                 |                                |                                  |                              |                                  | -                            |                                |                                 |                              |

When you return to Banner, use the **NEXT** button to navigate to the next week. To view leave from the last week, click on **PREVIOUS** at the bottom of the page.

| Emergency Event Hours          | U  | enter nours | Enter Hours | enter mours | Enter Hours | Enter mours | enter nours | enter mours |
|--------------------------------|----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| /oluntary Shared Leave Taken   | 0  | Enter Hours |
| ML Non-Parental (HR Approved)  | 0  | Enter Hours |
| Adverse Weather Leave Taken    | 0  | Enter Hours |
| AdvWthr Emerg Event Doc Pay    | 0  | Enter Hours |
| Special Leave Taken            | 0  | Enter Hours |
| Special Leave 2 Taken          | 0  | Enter Hours |
| Military Leave                 | 0  | Enter Hours |
| Pandemic Mandatory Onsite Work | 0  | Enter Hours |
| Civil Leave Taken              | 0  | Enter Hours |
| FCR Sick/Self 1.0 (HR Appr)    | 0  | Enter Hours |
| FCR Sick/Other .67 (HR Appr)   | 0  | Enter Hours |
| FCR FMLA .67 (HR Appr)         | 0  | Enter Hours |
| NC COVID Admin Leave           | 0  | Enter Hours |
| NCCOVID Negative Tkn           | 0  | Enter Hours |
| eave Without Pay (LWOP)        | 0  | Enter Hours |
| COVID Neg Lv Make Up (Exempt)  | 0  | Enter Hours |
| fotal Hours:                   | 25 | 0           | 0           | 0           | 0           | 0           | 0           | C           |
| fotal Units:                   |    | 0 0         | 0           | 0           | 0           | 0           | 0           | C           |

Banner will display the **previous week's leave**.

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

Save Copy

HR Consultant -- 070038-00 Human Resources -- 54000 Sep 01, 2020 to Sep 30, 2020 Oct 03, 2020 by 11:59 PM

| Earning                        | Total<br>Hours | Total<br>Units | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020 | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
|--------------------------------|----------------|----------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------|
| Leave Report Certification     | 1              |                | 1                       | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Vacation Lv Taken              | 24             |                | 8                       | Enter Hours               | 8                        | 8                      | Enter Hours              | Enter Hours            | Enter Hours            |
| Sick Lv Taken                  | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Adverse Weather Make-up        | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| CompTime Earned 1.0 Exempt     | 0              | 2              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Other Leave Taken              | 0              | -              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Comm Serv Lv Taken             | 0              | (              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Holiday Worked                 | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Comp Time Taken                | 0              | 1              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Shift Premium .10              | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| On-call Scheduled Hrs .94      | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| On-Call Scheduled Hrs-Comptime | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Emergency Event Hours Worked   | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Bonus Leave Taken              | 0              | -              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |

# To correct an earlier entry, click on the **ENTER HOURS** corresponding to the date and type of leave you wish to correct.

Vacation Lv Taken

Sep 01, 2020

8

| <i>Leave Report</i><br>Title and Number:<br>Department and Number:<br>Leave Report Period:<br>Submit By Date: |       |       |                         |                           | HR Consultant<br>Human Resource<br>Sep 01, 2020 to<br>Oct 03, 2020 by | 070038-00<br>25 54000<br>Sep 30, 2020<br>11:59 PM |                          |                        |                        |
|---|-------|-------|-------------------------|---------------------------|---|---|--------------------------|------------------------|------------------------|
| Earning:  |       |       | Vacation Lv T           | Taken                     |   |   |                          |                        |                        |
| Date:   |       |       | Sep 04, 2020            | D                         |   |   |                          |                        |                        |
| Hours:  |       |       | 8                       | 1                         |   |   |                          |                        |                        |
| Save Copy   | Total | Total | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020  | Friday<br>Sep 04, 2020                            | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
| Leave Report Certification  | 1     | Units | 1                       | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Vacation Ly Taken   | 24    | +     | 8                       | Enter Hours               | 8   | 3 8   | Enter Hours              | Enter Hours            | Enter Hours            |
| Sick Ly Taken   | 0     |       | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Adverse Weather Make-up   | 0     | )     | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| CompTime Earned 1.0 Exempt  | 0     |       | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Other Leave Taken   | 0     |       | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Comm Serv Lv Taken  | 0     | )     | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Holiday Worked  | 0     | )     | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Comp Time Taken   | 0     | )     | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| Shift Premium .10   | 0     | )     | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| On-call Scheduled Hrs .94   | 0     |       | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |
| on call calendated the considera  |       |       | Enter Hours             | Enter Hours               | Enter Hours   | Enter Hours                                       | Enter Hours              | Enter Hours            | Enter Hours            |

### Re-enter the time and **SAVE**.

| Leave Report           |                   |                              |  |
|------------------------|-------------------|------------------------------|--|
| Title and Number:      |                   | HR Consultant 070038-00      |  |
| Department and Number: |                   | Human Resources 54000        |  |
| Leave Report Period:   |                   | Sep 01, 2020 to Sep 30, 2020 |  |
| Submit By Date:        |                   | Oct 03, 2020 by 11:59 PM     |  |
| Earning:               | Vacation Lv Taken |                              |  |
| Date:                  | Sep 04, 2020      |                              |  |
| Hours:                 | 0                 |                              |  |
| Save Copy              |                   |                              |  |

| Earning                          | Total<br>Hours | Total<br>Units | Tuesday<br>Sep 01, 2020 | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020 | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
|----------------------------------|----------------|----------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------|
| Leave Report Certification       | 1              |                | 1                       | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Vacation Lv Taken                | 16             |                | 8                       | Enter Hours               | 8                        | 3 0                    | Enter Hours              | Enter Hours            | Enter Hours            |
| Sick Lv Taken                    | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Adverse Weather Make-up          | C              | 9              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| CompTime Earned 1.0 Exempt       | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Other Leave Taken                | 0              | 0              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Comm Serv Lv Taken               | 0              | 9              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Holiday Worked                   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Comp Time Taken                  | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Shift Premium .10                | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| On-call Scheduled Hrs .94        | 0              |                | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| On-Call Scheduled Hrs-Comptime   | 0              | )              | Enter Hours             | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hours            |
| Concernant Crease Marine Medical |                |                | Enter Marin             | Enter House               | Entor House              | Cabor Daure            | Enter House              | Cotor Marine           | Enter Hours            |

Occasionally, you may wish to explain your Leave to your supervisor. Click on **COMMENTS** at the bottom of the screen.

| Emergency Event Hours          | U  | Enter nours | Enter nours | enter mours | Enter Hours | enter nours | enter nours | Enter mours |
|--------------------------------|----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Voluntary Shared Leave Taken   | 0  | Enter Hours |
| FML Non-Parental (HR Approved) | 0  | Enter Hours |
| Adverse Weather Leave Taken    | 0  | Enter Hours |
| AdvWthr Emerg Event Doc Pay    | 0  | Enter Hours |
| Special Leave Taken            | 0  | Enter Hours |
| Special Leave 2 Taken          | 0  | Enter Hours |
| Military Leave                 | 0  | Enter Hours |
| Pandemic Mandatory Onsite Work | 0  | Enter Hours |
| Civil Leave Taken              | 0  | Enter Hours |
| FCR Sick/Self 1.0 (HR Appr)    | 0  | Enter Hours |
| FCR Sick/Other .67 (HR Appr)   | 0  | Enter Hours |
| FCR FMLA .67 (HR Appr)         | 0  | Enter Hours |
| NC COVID Admin Leave           | 0  | Enter Hours |
| NCCOVID Negative Tkn           | 0  | Enter Hours |
| Leave Without Pay (LWOP)       | 0  | Enter Hours |
| COVID Neg Lv Make Up (Exempt)  | 0  | Enter Hours |
| Fotal Hours:                   | 17 | 9           | 0           | 8           | 0           | 0           | 0           | 0           |
| Total Units:                   |    | 0 0         | 0           | 0           | 0           | 0           | 0           | 0           |

Submitted for Approval By: Approved By: Waiting for Approval From: RELEASE: 8.14.0.1

You will see a **COMMENTS** screen. Enter your comments and then click on SAVE.

Comments

| Made By:           | You                      |
|--------------------|--------------------------|
| Comment Date:      | Sep 27, 2020             |
| Enter or Edit Comm | ent: Enter Comments Here |
| Save Previous Me   | nu                       |

After you have completed your monthly Leave Record, you may wish to preview it PRIOR to submitting for approval to your supervisor. Click **PREVIEW** at the bottom of the Leave Record page.

Updated 09.27.20

| Emergency Event Hours  | U            | enter mours      | Enter Hours | Enter nours | enter mours | enter nours | enter mours | Enter nours |
|--|--------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Voluntary Shared Leave Taken   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| FML Non-Parental (HR Approved)   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Adverse Weather Leave Taken  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| AdvWthr Emerg Event Doc Pay  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Special Leave Taken  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Special Leave 2 Taken  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Military Leave   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Pandemic Mandatory Onsite Work   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Civil Leave Taken  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| FFCR Sick/Self 1.0 (HR Appr)   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| FFCR Sick/Other .67 (HR Appr)  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| FFCR FMLA .67 (HR Appr)  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| NC COVID Admin Leave   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| NCCOVID Negative Tkn   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Leave Without Pay (LWOP)   | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| COVID Neg Lv Make Up (Exempt)  | 0            | Enter Hours      | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours:   | 17           | 9                | 0           | 8           | 0           | 0           | 0           | 0           |
| Total Units:   | 0            | 0                | 0           | 0           | 0           | 0           | 0           | 0           |
| Position Selection Comments Previe<br>Submitted for Approval By:<br>Approved By:<br>Waiting for Approval From: | w Submit for | Approval Restart | Next        |             |             |             |             |             |

# The **Preview Summary** provides a summary of the recorded leave for the month.

| ant, 070                   | 0038-00  |  |  |   |   |  |   |  |  |  |  |   |  |   |  |  |  |
|----------------------------|--|--|--|---|---|--|---|--|--|--|--|---|--|---|--|--|--|
| ort<br>Total To<br>Hours U | otal Tuesday<br>nits ,<br>Sep 01,<br>2020                          | Wednesday<br>Sep 02,<br>2020   | , Thursday<br>,<br>Sep 03,<br>2020   | Friday<br>,<br>Sep<br>04,<br>2020   | Saturday<br>,<br>Sep 05,<br>2020  | Sunda<br>,<br>Sep<br>06,<br>2020   | y Monday<br>,<br>Sep 07,<br>2020  | Tuesday<br>,<br>Sep 08,<br>2020  | /Wednesda<br>Sep 09,<br>2020   | y, Thursday<br>,<br>Sep 10,<br>2020  | y Friday<br>,<br>Sep<br>11,<br>2020  | Saturday<br>,<br>Sep 12,<br>2020  | Sunda<br>,<br>Sep<br>13,<br>2020   | y Monday<br>Sep 14,<br>2020   | Tuesday<br>,<br>Sep 15,<br>2020  | Wednesda<br>Sep 16,<br>2020  | y, 1   |
| 1                          | 1  |  |  | 1010  |   |  |   |  |  |  |  |   |  |   |  |  | 1  |
| 16                         | 8  |  | 1  | 8 0   | D   |  | 1   |  |  |  |  |   |  | 1111  | 11.11  |  |  |
| 17                         | ç  | 2  | 1  | 3 (   | 0   |  | 1.11  |  |  |  | 1.1.1  |   |  |   | 1  |  |  |
|                            | 0  |  |  |   |   |  |   |  |  |  |  |   |  |   |  |  |  |
|                            |  |  |  |   |   |  |   |  |  |  |  |   |  |   |  |  |  |
|                            |  |  |  |   |   | Mad  | le by   |  | Com  | ments  |  |   |  |   |  |  |  |
| 0 11:12                    | pm   |  |  |   |   | You  |   |  | Ente   | r Comments   | s Here   |   |  |   |  |  |  |
|                            | ant, 070<br>prt<br>Total T.<br>Hours U<br>1<br>16<br>17<br>0 11:12 | ant, 070038-00<br>prt<br>Total Tuesday<br>Hours Units,<br>Sep 01,<br>2020<br>1 1<br>16 8<br>17 9<br>0<br>0 | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday<br>Hours Units, Sep 02,<br>Sep 01, 2020<br>1 1 1<br>16 8<br>17 9<br>0 0<br>0 11:12 pm | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday<br>Hours Units, Sep 01, 2020 Sep 03, 2020<br>1 1 1<br>16 8 4<br>17 9 4<br>0 11:12 pm | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday<br>Hours Units, Sep 01, 2020 Sep 03, Sep<br>2020 1 1 1 2020 2020 00<br>1 1 1 1 2020 00<br>1 1 1 1 2020 00<br>1 1 1 1 00<br>16 8 8 0 0<br>17 9 8 0<br>0 11:12 pm | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday Saturda<br>Hours Units, Sep 01, 2020 Sep 03, Sep 5, 04, 2020<br>1 1 1 Sep 01, 2020 Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 01, 2020 Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 01, 2020 Sep 03, Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 01, 2020 Sep 03, Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 01, 2020 Sep 03, Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 03, Sep 03, Sep 03, Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 03, Sep 03, Sep 03, Sep 03, Sep 03, Sep 05, 04, 2020<br>1 1 1 Sep 03, | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday Saturday Sunda<br>Lours Units, Sep 01, 2020 Sep 03, Sep 04, 2020 04, 2020 2020<br>1 1 1 2020 2020 2020 2020 2020 2020 202 | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday<br>Hours Units, Sep 01, 2020 Sep 03, Sep 5, Sep 5, Sep 07, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday<br>Hours Units, Sep 01, 2020 Sep 03, Sep 03, Sep 05, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesda<br>Sep 01, 2020 Sep 03, Sep 03, Sep 05, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Tousday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday<br>Sep 02, Sep 03, Sep 03, Sep 05, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday Friday<br>Bours Units, Sep 01, 2020 Sep 03, Sep 5, Sep 5, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday Friday Saturday<br>Ber 01, 2020 Sep 03, 2020 Sep 03, Sep 03, Sep 05, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00<br>prt<br>Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday Friday Saturday Sunda<br>Sep 01, 2020 Sep 03, Sep 03, Sep 05, Sep 06, 2020 2020 2020 2020 2020 2020 2020 | ant, 070038-00  prt  Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday Friday Saturday Sunday Monday  Sep 01, 2020 Sep 03, Sep 03, Sep 06, 2020 06, 2020 2020 2020 2020 2020 2 | ant, 070038-00<br>prt<br>Total Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday<br>bours Units, Sep 01, 2020 Sep 03, Sep 03, Sep 5ep 05, Sep 06, 2020 2020 2020 Sep 10, Sep 10, Sep 12, Sep 14, Sep 15, 2020 2020 2020 2020 2020 2020 2020 20 | ant, 070038-00<br>prt<br>Total Tuesday Wednesday, Thursday Friday Saturday Sunday Monday Tuesday Wednesday, Sep 03, Sep 03, Sep 3, Sep 10, Sep 10, Sep 11, Sep 12, Sep 11, Sep 15, Sep 15, Sep 16, Sep 10, Sep 1 |

## Submit for Approval

| Donas searc ianen              | ~1 |           |                |             |             |             |             |             |
|--------------------------------|----|-----------|----------------|-------------|-------------|-------------|-------------|-------------|
| Parental Leave (HR Approved)   | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Emergency Event Hours          | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Voluntary Shared Leave Taken   | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| FML Non-Parental (HR Approved) | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Adverse Weather Leave Taken    | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| AdvWthr Emerg Event Doc Pay    | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Special Leave Taken            | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Special Leave 2 Taken          | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Military Leave                 | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Pandemic Mandatory Onsite Work | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| Civil Leave Taken              | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| FCR Sick/Self 1.0 (HR Appr)    | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| FCR Sick/Other .67 (HR Appr)   | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| FCR FMLA .67 (HR Appr)         | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| NC COVID Admin Leave           | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| VCCOVID Negative Tkn           | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| eave Without Pay (LWOP)        | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| COVID Neg Lv Make Up (Exempt)  | 0  | Enter Hou | rs Enter Hours | Enter Hours |
| fotal Hours:                   | 17 |           | 9 0            | 8           | 0           | 0           | 0           | C           |
| Fotal Units:                   |    | 0         | 0 0            | 0           | 0           | 0           | 0           | C           |

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

# Enter your six-digit (numbers only) **PIN** and click on **SUBMIT**. Your Leave Record will route to your supervisor's Banner account.

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the Submit button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.
PIN:

Submit

RELEASE: 8.12.1.5

### Once you hit SUBMIT, you will receive a confirmation screen.

| Leave Report         Title and Number:       HR Consultant 070038-00         Department and Number:       Human Resources 54000         Leave Report Period:       Sep 01, 2020 to Sep 30, 2020         Submit By Date:       Oct 03, 2020 by 11:59 PM         Fotal Mours Units Sep 01, 2020       Sep 01, 2020       Sep 03, 2020       Sep 04, 2020       Sep 06, 2020       Sep 07, 200         Leave Report Certification       1       Total Mours Units Sep 01, 2020       Sep 03, 2020       Sep 04, 2020       Sep 06, 2020       Sep 07, 200         Leave Report Certification       1       Enter Hours       Enter Hour   | To begin, click a link under the dat | e where yo           | ou want                                 | to enter time. Clic      | k NEXT/PREVIOUS           | 5 button for more d      | lates within the pe    | rlođ.                    |                        |                        |
|--|--------------------------------------|----------------------|---|--------------------------|---------------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------|
| Title and Number:       HR Consultant 070038-00         Department and Number:       Human Resources 54000         Leave Report Period:       Sep 01, 2020 to Sep 30, 2020         Submit By Date:       Oct 03, 2020 by 11:59 PM         Earning       Total Tuesday Units Sep 01, 2020       Sep 02, 2020         Jeave Report Certification       1       1         Earner Hours       Enter Hours       Enter Hours         Kaction Lv Taken       0       Enter Hours       Enter Hours         Sick Lv Taken       0       Enter Hours       Enter Hours         CompTime Earned 1.0 Exempt       0       Enter Hours       Enter Hours         CompTime Earned 1.0 Exempt       0       Enter Hours       Enter Hours         Other Leave Taken       0       Enter Hours       Enter Hours       Enter Hours         CompTime Earned 1.0 Exempt       0       Enter Hours       Enter Hours </th <th>Leave Report</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>   | Leave Report                         |                      |   |                          |                           |                          |                        |                          |                        |                        |
| Human Resources 54000         Leave Report Period:       Sep 01, 2020 to Sep 30, 2020         Submit By Date:       Oct 03, 2020 by 11:59 PM         Earning       Total Mouss Units Sep 01, 2020       Yeen odd y Sep 04, 2020       Set odd y Sep 04, 2020       Sep 04, 2020       Set odd y Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Sep 04, 2020       Set odd y Sep 06, 2020       Set odd y Sep 07, 200         Leave Report Certification       1       Thurs dat media       Enter Hours       Enter Hours       Enter Hours       Set odd y Sep 06, 2020       Sep 06, 2020       Sep 07, 200         Leave Report Certification       1       Inter Hours   | Title and Number:                    |                      |   |                          |                           | HR Consultant            | 070038-00              |                          |                        |                        |
| Sep 01, 2020 to Sep 30, 2020<br>Oct 03, 2020 by 11:59 PM           Bailing         Total Tuesday<br>Hours Units Sep 01, 2020         Sep 02, 2020         Saturday<br>Sep 02, 2020         Saturday<br>Sep 02, 2020         Saturday<br>Sep 02, 2020         Sep 04, 2020<   | Department and Number:               |                      |   |                          |                           | Human Resource           | s 54000                |                          |                        |                        |
| Oct 03, 2020 by 11:59 PM           Earning         Total<br>Hours         Total<br>Value         Total<br>Units         Total<br>Sep 01, 2020         Tuesday<br>Sep 02, 2020         Trusday<br>Sep 03, 2020         Starday<br>Sep 04, 2020         Sunday<br>Sep 05, 2020         Sunday<br>Sep 06, 2020         Sunday<br>Sep 07, 2020 <td>Leave Report Period:</td> <td></td> <td></td> <td></td> <td></td> <td>Sep 01, 2020 to</td> <td>Sep 30, 2020</td> <td></td> <td></td> <td></td>   | Leave Report Period:                 |                      |   |                          |                           | Sep 01, 2020 to          | Sep 30, 2020           |                          |                        |                        |
| EarningTotal<br>HoursTuesday<br>Sep 01, 2020Wednesday<br>Sep 02, 2020Thursday<br>Sep 03, 2020Friday<br>Sep 04, 2020Saturday<br>Sep 06, 2020Monday<br>Sep 06, 2020Leave Report Certification111Enter HoursEnter Hours   | Submit By Date:                      |                      |   |                          |                           | Oct 03, 2020 by          | 11:59 PM               |                          |                        |                        |
| Leave Report Certification       1       1       Enter Hours   | Earning                              | Total<br>Hours       | Total<br>Units                          | Tuesday<br>Sep 01, 2020  | Wednesday<br>Sep 02, 2020 | Thursday<br>Sep 03, 2020 | Friday<br>Sep 04, 2020 | Saturday<br>Sep 05, 2020 | Sunday<br>Sep 06, 2020 | Monday<br>Sep 07, 2020 |
| Vacation Lv Taken168Enter Hours8Enter HoursEnter HoursEnter HoursEnter HoursSick Lv Taken0Enter HoursEnter Hours<  | Leave Report Certification           | 1                    | 1                                       | 1                        | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
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| Adverse Weather Make-up         0         Enter Hours         Enter Hours <then hours<="" th="">         Enter Hours</then>  | Sick Lv Taken                        | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
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| Other Leave Taken         O         Enter Hours         <  | CompTime Earned 1.0 Exempt           | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
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| Holiday Worked         0         Enter Hours         Enter Hours <the< td=""><td>Comm Serv Lv Taken</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hour</td></the<>  | Comm Serv Lv Taken                   | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| Comp Time Taken         0         Enter Hours         Enter Hours <th< td=""><td>Holiday Worked</td><td>0</td><td></td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hours</td><td>Enter Hour</td></th<>   | Holiday Worked                       | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| Shift Premium .10         0         Enter Hours         <  | Comp Time Taken                      | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| On-call Scheduled Hrs .94         O         Enter Hours  | Shift Premium .10                    | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| On-Call Scheduled Hrs-Comptime 0 Enter Hours Enter Hou | On-call Scheduled Hrs .94            | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| Emergency Event Hours Worked 0 Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours Enter Hours   | On-Call Scheduled Hrs-Comptime       | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
| Functional and   | Emergency Event Hours Worked         | 0                    |   | Enter Hours              | Enter Hours               | Enter Hours              | Enter Hours            | Enter Hours              | Enter Hours            | Enter Hour             |
|  |                                      | LANDER DE LA COMPANY | 10-11111-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1 | 1891 CTODS SPOIND # 1909 | 2000 VDETHUV# DOUBL       | tDate=ucraincode=w       | 2VOC2010 = LOC20HCMIRO | LEE OCCUALESPINCTED ED.  | CESEP#ZUZU             |                        |

### **APPROVAL PROCESS**

Once you hit **SUBMIT**, your Leave Record routes to your supervisor for approval and you cannot change your Leave Record via your Banner ID.

• Your supervisor or proxy will approve your Leave Record and your

Updated 09.27.20

leave will be recorded in Banner.

• To correct your Leave Record after you have submitted it, you can: Ask your supervisor to return it for correction. Ask your supervisor to correct your Leave Record on your behalf.

After you submit your Leave Report, it will move into Pending Status.



After your supervisor approves your Leave Report, your monthly Leave Report will move to **Completed Status**.

Leave Report Selection



Leave Report

At times, your supervisor may have you correct your Leave Report. You will see **Returned for Correction w/comments**.



View the **Comments** and make the corrections. Then **re-submit** your corrected Leave Report.

### \*\*\*\*IMPORTANT REMINDERS\*\*\*\*

- > Employees must complete their Leave Report by Payroll deadlines.
- Supervisors must approve the Leave Report by Payroll deadlines.
- Use Comments button to send messages to your Approver about your time entered.
- Your Leave Balances represent your accrued leave as of the last Payroll cycle.

- Enter your time and leave accurately.
- Your Leave Report cannot be changed by you via your Banner ID once it has been submitted. Contact your supervisor (or proxy) if you discover a problem.
- > Clicking the Restart button will erase all time for the entire pay period.

## *IMPORTANT: FAILURE TO MEET A DEADLINE CAN RESULT IN YOUR PAY BEING DEFERRED UNTIL THE NEXT PAY.*