**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 (www.wssu.edu) select **Faculty & Staff** from the top right of the webpage.

Select the **Banner Rams** folder.
Under Banner Self Service, click **Enter Secure Area**.

Log into **Banner Rams** using your Banner ID and password.
Welcome to BANNER RAMS Online
You have been provided with your Banner ID.
You MUST use your Banner ID to access your information in BANNER RAMS Online.
You will not be able to use your SSN in Banner RAMS Online.
You should reset your Banner PIN and enter your confidential question and provide the confidential answer.
Once you change your PIN you are strongly advised to put the number in a very secure place.
NOTE: Your PIN should only be 6 digits in length!

User ID:
PIN:

Login  Forgot PIN?

RELEASE: 8.9.1
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 RAM Tech.

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.**

Select **Access My Leave Report.** Click **Select.**

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.**
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" [UNC Leave Comparison Chart](#).
- 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.
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.

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.
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.

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

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

Banner will display the **previous week's leave**.
To correct an earlier entry, click on the **ENTER HOURS** corresponding to the date and type of leave you wish to correct.

Re-enter the time and **SAVE**.
Occasionally, you may wish to explain your Leave to your supervisor. Click on **COMMENTS** at the bottom of the screen.

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

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.

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

Submit for Approval
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 page.

**PIN:**

Submit

**RELEASE: 8.12.1.5**

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

**Time Sheet**

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

**Leave Report**

**Title and Number:**

**Department and Number:**

**Submit By Date:**

**Coverage Period:**

**Total Hours**

**Total Units**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Monday**

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**APPRAISAL 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

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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.

**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.**