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 in to 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.
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 Leave Report Period, starting with starting with the first day of the pay period 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 Leave Report Period is listed in the next column with fields to enter hours for each work and leave category. For example: Monday, July 23, 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**.
Banner will display the **Time Sheet** screen with a **Data Entry Field**. Enter the number of hours you worked. Then click **SAVE**. You can copy the hours worked into other dates. Click the **COPY** button.

The **COPY** screen allows you to copy data entered onto other fields. For example, if you worked 8 hours every working day of the month, Banner would copy the 8 hours you entered on September 14th to all other days of the Leave Report Period. Or you can copy into
For example, if you worked 8 hours each day of the week, September 22-September 25, then click each of these dates to copy the 8 hours worked into each day. Hit the COPY button.

You can enter leave the same way. For example, you take a vacation day on Monday, September 14, find the ENTER HOURS field corresponding to Vacation Leave and September 14. On the Time Sheet screen, enter 8 hours and click COPY.
If you also took **VACATION LEAVE** on Wednesday, September 23 and Thursday, September 24, click on those two days to COPY 8 hours of **VACATION LEAVE** into those days. Click on **COPY**.

After you have finished entering hours worked or leave taken for the week and clicked on **SAVE, EXIT**. When you return to Banner, click on **NEXT** button to enter the next week’s hours worked and leave taken.
**Note: DO NOT click the Restart button. Clicking the Restart button will clear all information that was entered during the pay period!**

- **Position Selection Button** - Displays the Selection page.
- **Comments Button** - Displays the Comments page. The employee can enter freeform comments on this page.
- **Preview Button** - Displays the Preview page. This page shows all time entered for the pay period.
- **Restart** - clears all the information that was entered during the pay period.
- **Submit for Approval Button** - Saves the data to the time entry tables, sets the status to Pending, and places the data into the approval queue.
- **Next Button** - Displays the information for the following week in the pay period.

To view the leave entered from the previous week, click **PREVIOUS**.

Banner will display the previous week’s hours worked and leave taken. To correct an earlier entry, click on **ENTER HOURS** corresponding to the date and the type of
leave you wish to correct, then enter the correct hours, (such as 0 if you did not take leave), then click Save.

After you enter your leave for the week, you will want to **EXIT Banner** by clicking **EXIT** in the top upper right-hand corner of the page.

Occasionally, you may wish to explain your leave record to your supervisor. Click on **COMMENTS** at the bottom of the screen.
Enter your comments and click SAVE.

After you complete your LEAVE REPORT for the month, you may wish to PREVIEW.

The PREVIEW screen displays the hours worked and reported leave for the month. Ensure your leave record is accurate.
The **Certification** screen gives you the opportunity to confirm your entry. To agree with the terms on the Certification page, enter your **PIN** and click on **SUBMIT**. Your **Leave Record** will route to your supervisor.

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

**Note:** **DO NOT** click the “Submit for Approval” until all leave has been entered for the period.

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

The Pay Period and Status will now show as **Pending**. Changes cannot be made when the **Leave Report** is in **Pending** status.

Once your supervisor (or proxy) approves your Leave Report, the Pay Period and Status will show as **Completed**. If your supervisor returns your **Leave Record** to you for correction, the Pay Period and Status will show as **Return for Correction**. Click **Comments** to review comments for correction. 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 DAY.**