# SHRA Non-Exempt Bi-Weekly 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.
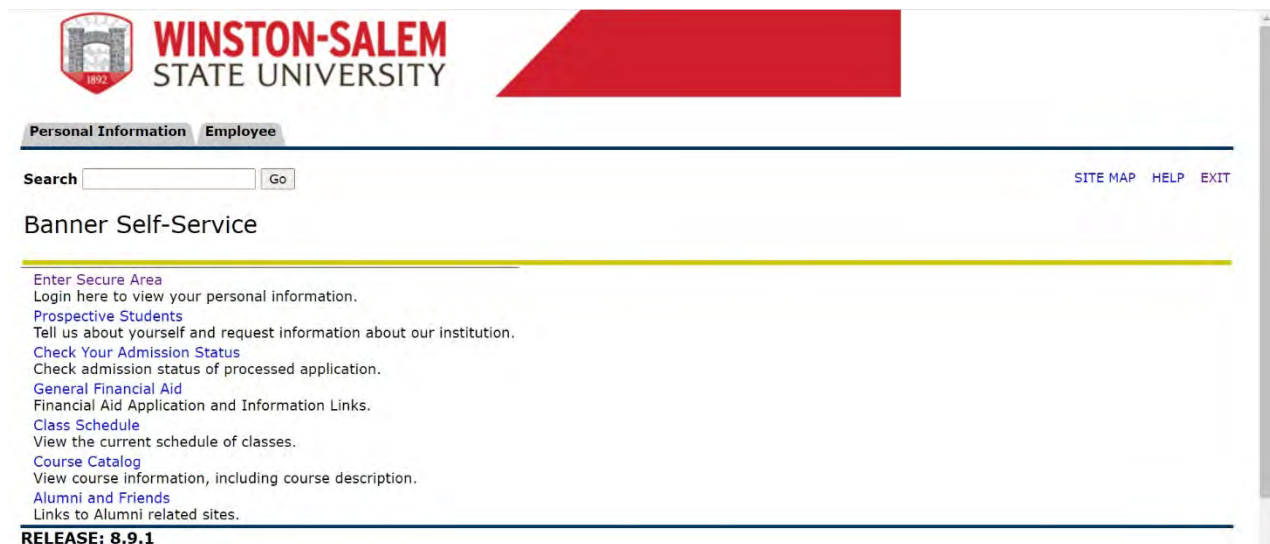
Logging in to Banner -From the Winston-Salem State University website (www.wssu.edu) select **Faculty & Staff** from the top right of the webpage.
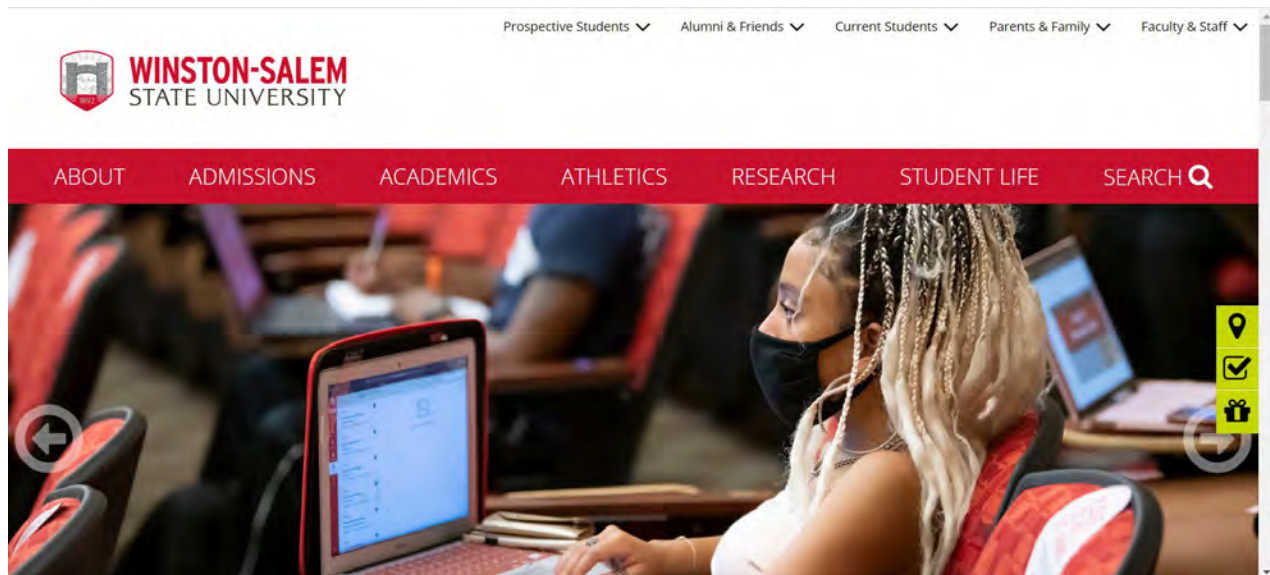
Select the **Banner Rams** folder.
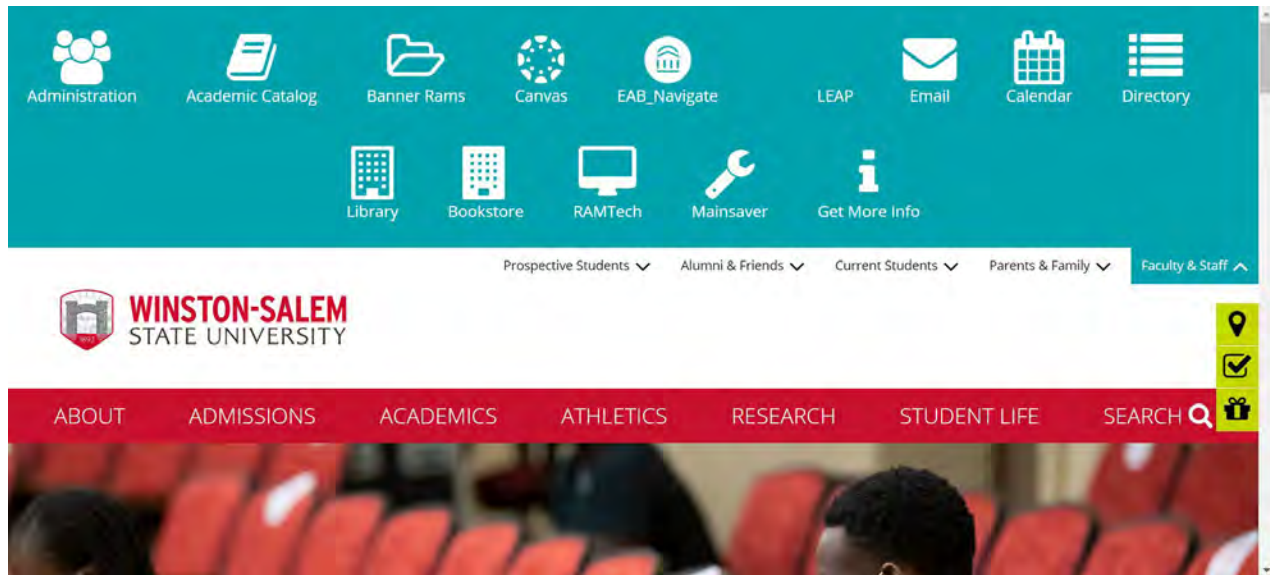
Under Banner Self Service, click **Enter Secure Area.**

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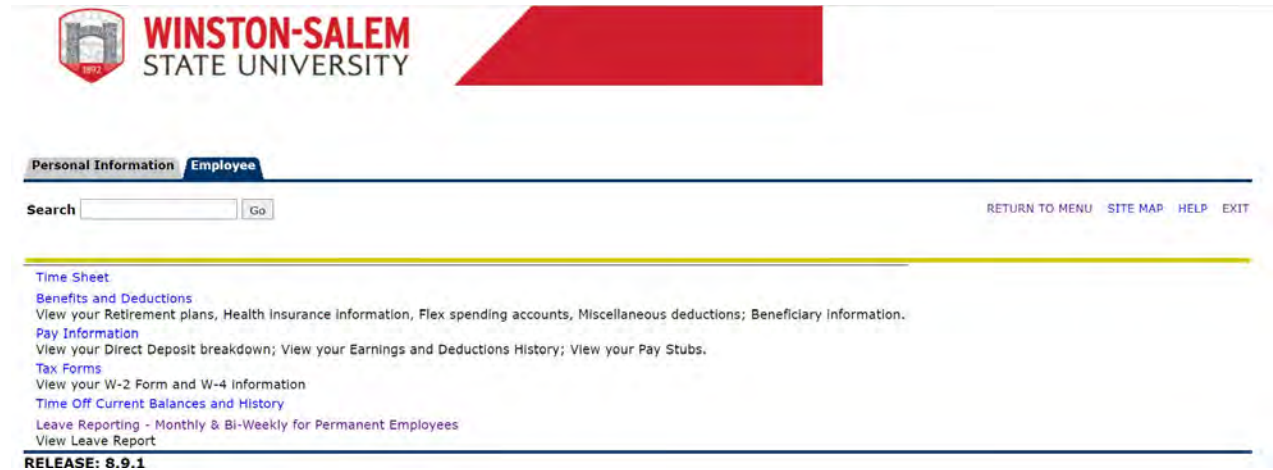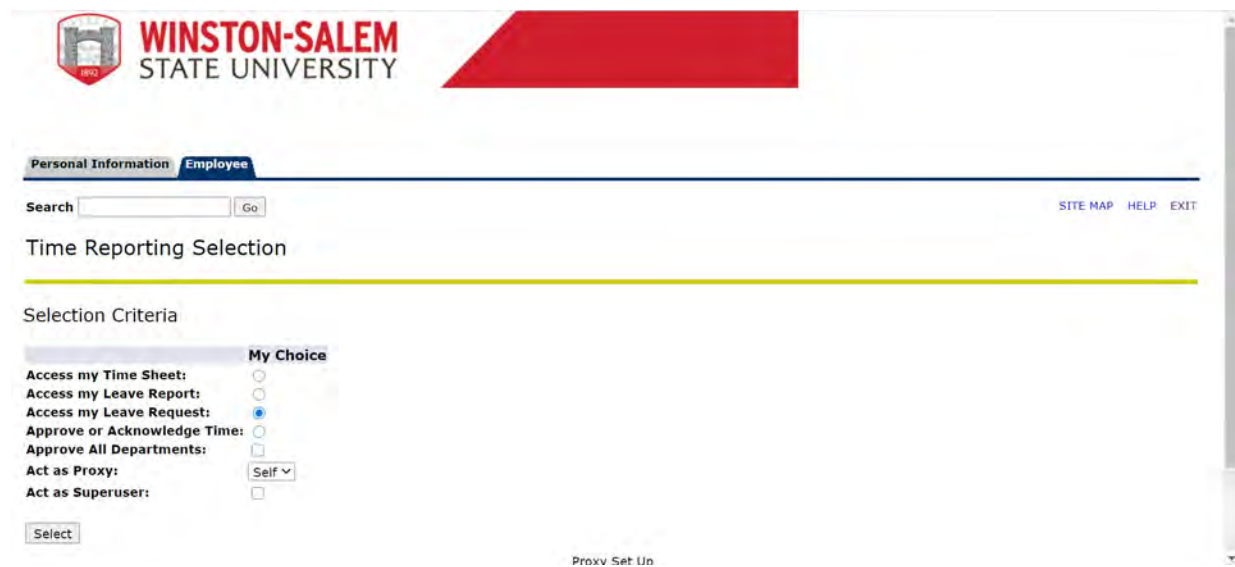
Select **Leave Reporting – Monthly & Bi-Weekly for Permanent Employees.**

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.**

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 Specialist -- D07034-00
Department and Number:	Human Resources -- 54000
Leave Report Period:	Sep 14, 2020 to Sep 27, 2020
Submit By Date:	Sep 28, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	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
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	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
Comm Serv Lv Taken	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
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave 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
Parental Leave (HR Approved)	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

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.

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 Specialist -- D07034-00
Department and Number:	Human Resources -- 54000
Leave Report Period:	Sep 14, 2020 to Sep 27, 2020
Submit By Date:	Sep 28, 2020 by 11:59 PM
Earning:	Regular Hours Worked
Date:	Sep 14, 2020
Hours:	8

Save Copy

Earning	Total Hours	Total Units	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	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
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	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
Comm Serv Lv Taken	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

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

individual dates.

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.**

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 Specialist -- D07034-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 14, 2020 to Sep 27, 2020
Submit By Date: Sep 28, 2020 by 11:59 PM
Earning: Vacation Lv Taken
Date: Sep 18, 2020
Hours: 8

Save   Copy

Earning	Total Hours	Total Units	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
Regular Hours Worked	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	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
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	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
Comm Serv Lv Taken	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

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.**

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s).** To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

⚠ **Possible Insufficient Leave Balance.**
Leave Code: Vacation Lv Taken, Shift 1
Date and leave time to copy: Sep 18, 2020, 8 Hours
Copy from date displayed to end of the leave period: ☐
Include Saturdays: ☐
Include Sundays: ☐
Copy by date:

Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
☐	☐	☐	☐	☐	☐	☐

Monday Sep 21, 2020	Tuesday Sep 22, 2020	Wednesday Sep 23, 2020	Thursday Sep 24, 2020	Friday Sep 25, 2020	Saturday Sep 26, 2020	Sunday Sep 27, 2020
☐	☐	☑	☑	☐	☐	☐

Leave Report   Copy

RELEASE: 8.14.0.1

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.

Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave 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
Parental Leave (HR Approved)	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
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
Emergency Event Hours	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
FML Non-Parental (HR Approved)	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 Hours Worked	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
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
Pandemic Mandatory Onsite Work	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
Total Hours:	72		8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

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

***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**.

Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave 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
Parental Leave (HR Approved)	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
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
Emergency Event Hours	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
FML Non-Parental (HR Approved)	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 Hours Worked	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
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
Pandemic Mandatory Onsite Work	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
Total Hours:	72		8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

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

Leave Report

Title and Number:	HR Specialist -- D07034-00
Department and Number:	Human Resources -- 54000
Leave Report Period:	Sep 14, 2020 to Sep 27, 2020
Submit By Date:	Sep 28, 2020 by 11:59 PM
Earning:	Regular Hours Worked
Date:	Sep 14, 2020
Hours:	8

Save Copy

Earning	Total Hours	Total Units	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
Regular Hours Worked	48		8	8	8	8	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	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
Vacation Lv Taken	24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Lv Taken	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
Comm Serv Lv Taken	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
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave 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
Parental Leave (HR Approved)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

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.

Search [_____] Go   SITE MAP HELP EXIT

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.

⚠ **Possible Insufficient Leave Balance.**

Leave Report

Title and Number:	HR Specialist -- D07034-00
Department and Number:	Human Resources -- 54000
Leave Report Period:	Sep 14, 2020 to Sep 27, 2020
Submit By Date:	Sep 28, 2020 by 11:59 PM
Earning:	Regular Hours Worked
Date:	Sep 14, 2020
Hours:	8

Save Copy

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

		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
Emergency Event Hours	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
FML Non-Parental (HR Approved)	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 Hours Worked	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
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
Pandemic Mandatory Onsite Work	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
Total Hours:	72	8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0

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

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

Enter your comments and click **SAVE.**

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Sep 27, 2020
Enter or Edit Comment: Enter Comments in this box.

Save | Previous Menu

RELEASE: 8.12.1.5

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

		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
Emergency Event Hours	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
FML Non-Parental (HR Approved)	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 Hours Worked	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
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
Pandemic Mandatory Onsite Work	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
Total Hours:	72	8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0

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

The **PREVIEW** screen displays the hours worked and reported leave for the month. Ensure your leave record is accurate.

ⓘ Be sure to set your printer to landscape before printing the document.

▬▬▬▬

HR Specialist, D07034-00

Human Resources, 54000

Leave Report

Earning Code	Total Hours	Total Units	Monday, Sep 14, 2020	Tuesday, Sep 15, 2020	Wednesday, Sep 16, 2020	Thursday, Sep 17, 2020	Friday, Sep 18, 2020	Saturday, Sep 19, 2020	Sunday, Sep 20, 2020	Monday, Sep 21, 2020	Tuesday, Sep 22, 2020	Wednesday, Sep 23, 2020	Thursday, Sep 24, 2020	Friday, Sep 25, 2020	Saturday, Sep 26, 2020	Sunday, Sep 27, 2020
Regular Hours Worked	48		8	8	8	8				8	8					
Vacation Lv Taken	24						8					8	8			
Total Hours:	72		8	8	8	8	8			8	8	8	8			
Total Units:		0														

Previous Menu

RELEASE: 8.12.1.5

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Submit for Approval

Adverse Weather Leave Taken	0	Enter Hours	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	Enter Hours
Emergency Event Hours	0	Enter Hours	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	Enter Hours
FML Non-Parental (HR Approved)	0	Enter Hours	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	Enter Hours
On-Call Hours Worked	0	Enter Hours	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	Enter Hours
Special Leave Taken	0	Enter Hours	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	Enter Hours
Pandemic Mandatory Onsite Work	0	Enter Hours	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	Enter Hours
FFCR Sick/Other .67 (HR Appr)	0	Enter Hours	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	Enter Hours
NC COVID Admin Leave	0	Enter Hours	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	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	72		8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

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.

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

Banner will display a **Confirmation** screen.

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.

⚠ Your leave report was submitted successfully.

Leave Report

Title and Number: HR Specialist -- D07034-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 14, 2020 to Sep 27, 2020
Submit By Date: Sep 28, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday Sep 16, 2020	Thursday Sep 17, 2020	Friday Sep 18, 2020	Saturday Sep 19, 2020	Sunday Sep 20, 2020
Regular Hours Worked	48		8	8	8	8	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	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
Vacation Lv Taken	24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Lv Taken	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
Comm Serv Lv Taken	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

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.

Search [____] [Go]   SITE MAP HELP EXIT

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
HR Specialist, D07034-00 Human Resources, 54000	⦿	Sep 14, 2020 to Sep 27, 2020 Pending ⌄

[Leave Report]

RELEASE: 8.12.1.5

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* **Payrollcycle.**
- 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 payperiod.**

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