Exempt Staff Leave Reporting

GENERAL:
Exempt employees are expected to report their vacation and personal time off in a timely manner. Since the University no longer uses the Banner “Leave Request” functionality, we encourage employees to request time off through email, and supervisors to track it on their calendars. Banner Leave Reports will be available the first day of the time period and will be able to enter that time over the course of that pay period and the following two pay periods (roughly 45 days). Supervisors will have an additional 5 days to approve the time.

Example: Employee uses five vacation days between 8/12 and 8/16. The 8/1-8/15 leave report will be available 8/1, and the 8/16-8/31 leave report will be available 8/16. The employee will have until 9/15 to report the 8/12-8/15 vacation time and until 9/30 to report the 8/16 vacation time. (However, nothing would prevent the employee from reporting all of the time off upon returning from vacation on 8/17.)

RECORDING LEAVE TIME:
Log into Banner Self-Service and navigate to the ‘Employee’ tab. Select the ‘Leave Report’ hyperlink.
If you are an approver (of either time sheets or leaves), you will see this screen. Select the ‘Access my Leave Report” radio button and hit ‘Select’.

If you are not an approver, or if you are an approver and have selected ‘Access my Leave Report’, you will be directed to this screen.

All time periods open for leave reporting will be displayed in the date drop down. Select the date for which you want to report leave time, click the “My Choice” radio button and click on the ‘Leave Report’ button.
This screen will now show. REMEMBER: Exempt staff are paid on a semi-monthly schedule. The drop down will be semi-monthly. You may have to use two pay periods to report a week off. Click on the blue ‘Enter Hours’ for the day you are requesting (either Vacation or Personal time). Type the number of hours in the Hours box. Hit “Save”. Use the “Next” button to get to the next group of days in the pay period.

IMPORTANT: We recommend you do not ‘Submit for Approval’ until the time period is over. If you do ‘Submit for Approval’ and need to adjust your leave time, you will have to have the Leave Report returned to you by your Approver or Payroll.

Once the time period is complete and your Leave hours are correct, ‘Submit for Approval’. At that point, you will see that it is “Waiting for Approval From” your supervisor. (If the supervisor is not correct, please contact Human Resources Development to make corrections.) At this time, your Leave Report will show as “Pending”. Once the Leave Report has been approved, it will be “Complete” and cannot be altered any further.

Leave time reported will be deducted from your leave bank immediately upon approval (not submission).
APPROVING LEAVE TIME:
Log into Banner Self-Service and navigate to the ‘Employee’ tab. Select the ‘Leave Report’ hyperlink. Select the ‘Approve or Acknowledge Time’ radio button. Hit ‘Select’.
All time periods open for leave reporting will be displayed in the date drop down. NOTE: IF NONE OF YOUR STAFF HAVE STARTED A LEAVE REPORT FOR THE PERIOD, YOU WILL NOT SEE THE DATE RANGE IN THE DROP DOWN MENU. Select the date for which you want to approve leave time and click on the ‘My Choice’ radio button. Hit ‘Select’. This screen should show all of your direct reports and the status of their Leave Reports. NOTE: IF YOU HAVE MULTIPLE DIRECT REPORTS WITH MULTIPLE ORGS, HRD CAN CONSOLIDATE THEM INTO ONE. THIS SIGNIFICANTLY SIMPLIFIES THE APPROVAL PROCESS.

### UNIVERSITY OF HARTFORD

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#### Summary

- **Click under Approve/Acknowledge or Return for Correction, and then click Save.** For more detailed information, click the employee’s name.

**COA:** A, University of Hartford

**Department:** 1470, CONTROLLER

**Leave Period:** 07/01/2018 to 07/15/2018

**Act as Proxy:** Not Applicable

**Leave Period Leave Entry Status:** Open until 08/05/2018, 11:59 AM

- **Prepend:**
  - Name, Position and Title: Director, Fin Acctg Services
  - Required Action: Approve
  - Total Days: .00
  - Total Hours: 16.00
  - Total Units: .00
  - Queue Status: 
  - Approve or FYI: 
  - Return for Correction: 

- **Not Started**
  - ID
  - Name, Position and Title:
    - 999172 - 00 Payroll Manager
    - 999147 - 00 Financial Analyst
    - 999008 - 00 Bursar
    - 999148 - 00 Budget Analyst

Click on the employee’s name in blue and view the Leave hours reported. NOTE: A status of “Pending” means the employee has submitted the leave report for approval. “In Progress” indicates the employee started the leave report but did not submit for approval. The employee will have to submit the leave report before you can proceed.
Note the employee’s available time is shown in the Leave Balance section.

At this point, you can ‘Approve’, ‘Return for Correction’, ‘Change Record’, ‘Delete’, or ‘Add Comment’. We recommend Approvers do not change Leave Reports. If you do, at a minimum, add a comment to explain why you made a change. Once you hit ‘Approve’, the time will be deducted from the employee’s leave balance.