Payroll Services

Banner Self Service:
Employee Time 
And Leave Entry Guide

Saint Louis University

Office of the Controller
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Chapter 1: General Information for all Employees

General Information

Web time entry and approval is required for virtually all jobs at Saint Louis University. Non-exempt (hourly paid) employees are paid on a bi-weekly basis every other Friday, and are responsible for daily entry of times worked and absences via Banner Self Service on the provided electronic Time Sheet. Exempt (salaried) employees who accrue leave time are also responsible for recording daily exception time (such as vacation or sick time) on their personal electronic Leave Report via Banner Self Service. These exempt employees are responsible for submitting their Leave Report, as indicated by the due date and time, regardless of whether any exception time was taken or not. In both instances, designated Time Approvers are responsible for reviewing, adjusting, and approving Time Sheets and Leave Reports by the designated due date/time. Approval of the Time Sheet causes an automatic electronic transfer to Payroll Services for processing. However, if the Time Sheet is approved after the indicated deadlines, it will not load and will not be processed. Approval of the Leave Report results in an immediate and automatic updating of the employee leave balances.

Contracted faculty, graduate assistants, and others who do not accrue leave will have their continued eligibility for pay approved by departmental Time Approvers in Internet Native Banner (INB). Other departments will utilize time clocks to feed time summaries directly to Payroll Services.

Lesson 1-1: Logging On To Banner Self Service

1. Open Internet Explorer browser and go to https://fsselfserv.slu.edu, see Figure 1-1: Banner Login Screen.
2. Enter your ID in the box indicated for SLU Net ID.
3. Enter your password in the box indicated for the SLU Net ID Password.
4. After entering ID and Password, click on Login button. If you do not know your SLU Net ID or SLU Net ID Password call 977-4000 (Helpdesk) or click on “Click Here for Help with Login” option.

Figure 1-1: Banner Login Screen
5. After successful completion of your login, **Figure 1-2: Main Menu** will appear, click on the Employee option and proceed to **Lesson 2-1** (page 6) if you are a biweekly full or part-time employee, **Lesson 2-2** (page 14) if you are a Federal Work Study or Student Worker, and **Lesson 3-1** (page 23) if you are a monthly employee.

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**Chapter 2: Biweekly (Hourly) Employee Web Time Entry**

**Lesson 2-1: Full and Part Time Staff**

1. Click on the Employee heading (see **Figure 2-1**).

2. Click on the Time Sheet heading (see **Figure 2-2**).

3. Upon selecting Time Sheet the employee will be brought automatically to one of two screens, depending on their role at the University. If the employee is also a Time Approver, the **Time Reporting Selection** (see **Figure 2-3**) options screen will appear, and you will proceed to step 4. If you are a designated Time Approver and the **Time Reporting Selection** screen does not appear contact Payroll Services at payroll@slu.edu.

If your role at the University does not include time approving, the **Time Sheet Selection** (see **Figure 2-4**) screen will appear, and you will skip steps 4 and 5 below.
4. The **Time Reporting Selection (Figure 2-3)** screen has several options available, and generally defaults the radio button selection to **Approve or Acknowledge Time**. For the purposes of this lesson, click on the radio button to select **Access My Time Sheet**.

5. Click on the **Select** button, which will bring up the **Time Sheet Selection (Figure 2-4)** screen.

![Time Reporting Selection Screen](image)

**Figure 2-3:** Time Reporting Selection

**Selection Criteria**

<table>
<thead>
<tr>
<th>My Choice</th>
<th>&quot;PROXY SET UP&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td>O</td>
</tr>
<tr>
<td>Access my Leave Report:</td>
<td>O</td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td>O</td>
</tr>
<tr>
<td>Act as Proxy For: (Select one)</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td>O</td>
</tr>
</tbody>
</table>

![Time Sheet Selection Screen](image)

**Figure 2-4:** Time Sheet Selection-Single Position

6. If you are only employed in one position at the University the **Time Sheet Selection** screen will appear similar to **Figure 2-4** (above). If you are employed in more than one position at the University, or transfer to a new position mid-pay period, then you may have two or more positions to choose from on the **Time Sheet Selection** screen. If you have more than one position you must click on the radio button, in the "My Choice" column, to select the appropriate position for which you are recording time. You will repeat this process, selecting a different position, for each position you need to report time worked.

7. From the drop down menu on the **Time Sheet Selection** screen (see call out in **Figure 2-4** above) select the appropriate pay period (based on the dates provided) and click on the **Time Sheet** button.
8. The Time and Leave Reporting Screen (Figure 2-5 below) will appear. There are several components of this screen to become familiar with.

a. Section A:
   i. **Position Title** and **Position Number**, review for accurate selection if you have more than one position or work for more than one department.
   ii. **Department Name** and **Department Number**, review for accuracy if you have multiple positions or work in more than one department.
   iii. **Time Sheet Period** covered, check to make certain you have selected the correct pay period for time reporting.
   iv. **Submit By Date**, once this date and time have expired you will not be able to access that time sheet, and will need to contact your Time Approver to complete time reporting.

b. Section B:
   i. Listed vertically in the 1st column are the **Earning** code options. Some employees have more or less earnings code options than others, depending on their position type at the University.
   ii. Listed horizontally in the 1st row are the dates available for time entry. If your job began in the middle of a pay period, the time sheet will only display those days on (and after) your first date in that job. Consequently, if your job is ending prior to the end of the pay period, the time sheet will only display dates for time entry up through your last day on that job.
   iii. At the intersection of each column and row is an **Enter Hours** option.

c. Section C:
   i. Buttons for various options on the time sheet.
      1. **Position Selection** button allows the employee to return to the Time Sheet Selection screens (Figure 2-4 above).
      2. **Comments** button allows for the employee to enter personal comments or clarification regarding entries on their time sheet. Do not use the comment section to request time off as the comments are not always reviewed by the Time Approver.
      3. **Preview** button allows the employee to pop up a condensed version of their time sheet, which shows time in/out entries by earnings code and in summary format. The Preview option is very useful for reviewing both weeks of time sheet at once.
      4. **Submit for Approval** button is visible on the employee time sheet only up until the date and time the time sheet is due. If the time sheet is not submitted by the date and time indicated, the Submit for Approval button will disappear from the time sheet, and only the designated Time Approver will be able to submit the time sheet during their approval process.
      5. **Restart** button allows employee to wipe out all individual entries they have made to the time sheet, and start over. When used, this option will pop up a caution and ask the employee if they are sure they want to erase all their time entries.
      6. **Next** button allows for access to the next weeks dates on the timesheet. If you are on the 2nd week of the time sheet this button changes to offer a Previous option to get back to the 1st week.

   ii. **Time sheet status line**.
      1. **Submitted for Approval By** line generally shows the date and time you submitted the time sheet. However, if you did not submit the time sheet, this line will have the name of the person that did submit the time sheet on your behalf.
      2. **Approved By** line will be blank until the time sheet has been approved by your Time Approver, at which time this will indicate who the approver was and the date/time they approved the time sheet.
3. **Waiting for Approval From** line will populate when you start your timesheet, and it indicates the name of the person who is currently (as of the date/time you started your timesheet) listed as your designated Time Approver. It is a good idea to become acquainted with this person, and to know their email address and phone number in case of an emergency, which may prevent you from submitting your timesheet in time.

![Figure 2-5: Time and Leave Reporting](image)

9. To enter hours, locate the appropriate column (date) and row (earnings code) for the time to be reported, and click on the **Enter Hours** link to access the **Time In and Out** screen (Figure 2-6). A majority of the time you will select Regular Hours, but it is important to understand some of the other earnings codes on the timesheet to avoid the potential for over or underpayment of
wages and to allow for proper accrual of leave balances. Full Time Employees will have more 
**Earnings** code options than Part Time Employees.

a. Regular-Hours-used to report ALL time WORKED, even if on a University Holiday. Regular 
hours are used in the computation of overtime by Payroll Services.

b. Vacation-used to report employee vacation time, except FMLA approved vacation.

c. Sick-used to report employee sick time, except FMLA approved or Caregiver Sick leave.

d. Sick-Caregiver Leave-used to report qualified sick time (per University Policy) in relation 
to immediate family members illnesses.

e. Holiday Pay-used to report time off on University Holidays.

f. Holiday Worked/Accrued-used in conjunction with regular hours to allow employees to 
bank time they have worked on a Holiday. This allows the employee to have the hours in 
a leave bank, which can be used on a later date and must be used before vacation time 
and before the end of the current Fiscal Year. Using this earnings code on a day other 
than a University Holiday will result in Unpaid time to the employee.

g. Holiday-Use Banked Time-this code should only be used on non-Holidays, and only if the 
employee has banked time previously for a holiday worked. Improper use of this code 
can result in Unpaid time to the employee.

h. Unpaid Leave-should be used to report absences by the employee once they have 
exhausted sick and vacation leave balances, or at the instruction of the Time Approver.

i. FMLA-Vacation, FMLA-Sick, FMLA-Sick-Caregiver, FMLA-Unpaid-used only after approval 
is received from Human Resources of a qualifying medical event for protection under the 
Family Medical and Leave Act.

j. Bereavement Leave-provides up to three paid days of leave upon the death of an 
immediate family member.

k. ER Only-Call In-ALL-used only by the emergency room personnel. Use of this code by 
anyone other than the emergency room will result in Unpaid time.

l. Med Rcds ONLY-Shf Dif-used only by designated employees in the Medical Records 
Department.

m. ITS ONLY-ALL-these are shift differential codes, which should only be used by designated 
employees in the ITS Department.

n. Jury Duty and Military Leave-should only be used per University Policy regarding this type 
of absence.

o. Univ Closed (Not Holiday)-this earnings code should ONLY be used when the University 
has been closed by the President for a specific reason, such as snow or electrical outages. 
This is not to be used AS HOLIDAY PAY, as it will result in unpaid time to the employee if 
used on a University Holiday.

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**Important Payroll Information**

Hours for employees who **fail** to submit time as scheduled will be held for payment on the 
next scheduled pay date. Employees who **neglect** to submit time by the date and time 
indicated on their time sheet will not receive that paycheck until the next pay period. 
Submission of late time must be addressed with your designated Time Approver.
10. Verify that you have selected the correct **Date** and **Earnings Code** on the **Time In and Out** screen (Figure 2-6).

   ![Time In and Out Screen](image)

   **Figure 2-6: Time In and Out**

11. Enter a Time Record at the beginning of the day.
   a. In the 1st **Time In** box enter **08:00**, and click on the **AM** button (actual arrival time was 8:04, use table below to convert).

   **Important Information:** Format for times must be entered using 00:00 format, and at 15 minute Intervals. Enter the **Time In** in the 1st box indicated, do not change the shift number from ‘1’, which is defaulted.

   The process for converting minutes, based on the Saint Louis University Time Records policy, to fractional parts of an hour is shown below:
   
   - 1 to 6 Minutes = :00 (top of current hour)
   - 7 to 21 Minutes = :15
   - 22 to 36 Minutes = :30
   - 37 to 52 Minutes = :45
   - 53 to 59 Minutes = :00 (top of next hour)

   b. In the 1st **Time Out** box enter **05:00**, click on the drop down and select **PM**. The timesheet will not allow for saving of a **Time In** or **Time Out** only, it needs both a time in and a time out to allow for saving.

   c. Click **Save**.
   d. Click on the **Timesheet** button after saving. This will take you back to the **Time and Leave Reporting** screen, carrying your total hours entered forward to the time sheet.

12. Modify and save the Time Record, for the day, at the end of each day.
   a. Log into Banner Self Service.
   b. Access the appropriate date and earnings record on the time sheet.
   c. Enter additional **Time In** and **Time Out** to reflect the actual time on a given date.
   d. **Save** time sheet entries.
   e. **Exit** Banner Self Service.

13. At the end of the pay period, access the time sheet and review totals and daily entries by clicking on the **Preview (Figure 2-7)** button.
14. If accurate, click on **Submit for Approval** (Figure 2-7).

![Figure 2-7: Time and Leave Reporting, Submit for Approval](image)

15. Proceed to **Certification of Time Reported, Lesson 2-3, on Page 21.**

**Lesson 2-2: Federal Work Study and Student Workers**

1. Click on the **Employee** heading (see Figure 2-8).

![Figure 2-8: Main Menu](image)

![Employee](image)

- **Main Menu**

> **SLU Employees:** Changes to your permanent address made after January 4, 2000 will not be reflected on your 2007 W-2 statement. Your statements will be mailed on January 31st. If you do not receive your 2007 W-2 statement at your permanent address by the last day of February, please email mettles@slu.edu with your permanent mailing address and a replacement will be prepared or your original forwarded to you if it is returned by the postal services. W-2s cannot be picked up.

2. Click on **Time Sheet** heading (see Figure 2-9).

![Figure 2-9: Employee Menu Choices](image)

3. If you are only employed in one position (either as a Federal Work Study or a Student Worker) at the University, the **Time Sheet Selection** screen will only have one position listed on the **Time Sheet Selection** screen. If you are employed in more than one position (which often happens if you are in a Federal Work Study position) at the University, you may have two or more positions to choose from on the **Time Sheet Selection** screen. If you have more than one position you must click on the radio button, in the “My Choice” column to select the appropriate position for which you are recording time. You will repeat this process, selecting a different position, for each position you need to report time worked.
4. From the drop down menu on the **Time Sheet Selection** screen, for the position with the selected radio button highlighted under the “**My Choice**” column (see **Figure 2-10** above), select the appropriate pay period (based on the dates provided) and click on the **Time Sheet** button.

5. The **Time and Leave Reporting Screen** (**Figure 2-11** below) will appear. There are several components of this screen to become familiar with.

   a. Section A:
      i. **Position Title** and **Position Number**, review for accurate selection if you have more than one position or work for more than one department.
      ii. **Department Name** and **Department Number**, review for accuracy if you have multiple positions or work in more than one department.
      iii. **Time Sheet Period** covered, check to make certain you have selected the correct pay period for time reporting.
      iv. **Submit By Date**, once this date and time have expired you will not be able to access that time sheet, and will need to contact your Time Approver to complete time reporting.

   b. Section B:
      i. Listed vertically in the 1st column are the **Earning** code options each employee has, some have more or less than others, depending on their position at the University. Federal Work Study positions only have Federal Work Study earnings available. Student Worker positions will have Student Worker Hours and a couple of shift differential options, which should not be used unless instructed by your Time Approver. Unintentional, or inappropriate, use of the shift differential codes can result in unpaid time or less pay than anticipated.
      ii. Listed horizontally in the 1st row are the dates available for time entry. If your job began in the middle of a pay period, the time sheet will only display those days on (and after) your first date in that job. Consequently, if your job is ending prior to the end of the pay period, the time sheet will only display dates for time entry up through your last day on that job.
      iii. At the intersection of each column and row is an **Enter Hours** option.

   c. Section C:
      i. Buttons for various options on the time sheet.
         1. **Position Selection** button allows the employee to return to the **Time Sheet Selection** screens (**Figure 2-10** above).
         2. **Comments** button allows for the employee to enter personal comments or clarification regarding entries on their time sheet. Do not use the comment
section to request time off as the comments are not always reviewed by the
Time Approver.

3. **Preview** button allows the employee to pop up a condensed version of their
time sheet, which shows time in/out entries by earnings code and in
summary format. Very useful for reviewing both weeks of the time sheet at
once.

4. **Submit for Approval** button is visible on the employee time sheet only up
until the date and time the time sheet is due. If the time sheet is not
submitted by the date and time indicated, the **Submit for Approval** button
will disappear from the time sheet, and only the designated Time Approver
will be able to submit the time sheet during their approval process.

5. **Restart** button allows employee to wipe out all individual entries they have
made to the time sheet, and start over. When used, this option will pop up a
cautions and ask the employee if they are sure they want to erase all their
time entries.

6. **Next** button allows for access to the next weeks dates on the timesheet. If
you are on the 2nd week of the time sheet this button changes to offer a
**Previous** option to get back to the 1st week.

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ii. **Time sheet status line.**

1. **Submitted for Approval By** line generally shows the date and time you
submitted the time sheet. However, if you did not submit the time sheet this
line will have the name and the time the time sheet was submitted on your
behalf.

2. **Approved By** line will be blank until the time sheet has been approved by
your Time Approver, at which time this will indicate who the approver was
and the date/time they approved the time sheet.

3. **Waiting for Approval From** line will populate when you start your time
sheet, and it indicates the name of the person who is currently (as of the
date/time you started your time sheet) listed as your designated Time
Approver. It is a good idea to become acquainted with this person, and to
know their email address and phone number in case of an emergency, which
may prevent you from submitting your time sheet in time. Failure to start,
enter time daily, and submit your time sheet could result in those hours not
being paid on the current pay cycle, and payment will not be issued until a
subsequent pay

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### Figure 2-11: Time and Leave Reporting screen for a Federal Work Study position

6. To enter hours, locate the appropriate column (date) and row (earnings code) for the time to be
reported, and click on the **Enter Hours** link to access the **Time In and Out** screen. A majority
of the time you will select Federal Work Study or Student Worker hours, but it is important
to understand some of the other earnings codes on the timesheet to avoid the potential for over or
underpayment of wages.
a. Federal Work Study Hrs or Student Worker Hrs-used to report ALL time WORKED.
   i. Federal Work Study positions can only report the first 15 hours worked each week (increases to 40 hours each week during winter break and summer semester).
   ii. Hours over 15 worked in a week, on a Federal Work Study position, should be reported on the corresponding Student Worker time sheet. If you do not have a Student Worker time sheet and you work over 15 hours per week (40 hours per week during winter break and summer semester) you should contact your Time Approver immediately. The Time Approver will have to arrange to have a Student Worker position added for you, and the Time Approver will have to submit Time Reporting Change Forms to report your excess hours worked until the Student Worker position is in the system.
   iii. Student Workers should report every hour, and fraction thereof, as Student Worker hours on their time sheet.

**Example of Federal Work Study Hours Worked in a Week**

<table>
<thead>
<tr>
<th>Times</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>Off</td>
</tr>
<tr>
<td>Out</td>
<td>12:00</td>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
<td></td>
</tr>
</tbody>
</table>

Total for week would be 18 hours.

Therefore, a student would report the time for Monday, Tuesday, and Wednesday all under the Federal Work Study job. Time In for Thursday would still be 9:00am, but the time out will be 11:00am (to total 15 for the week). The rest of the time that week 11:00AM-2:00PM on Thursday would be reported on your Student Worker position.

b. ITS ONLY-ALL-these are shift differential pays that should only be used by designated employees in the ITS Department, and can result in underpayment or non-payment if used in lieu of regular hours.

**Important Payroll Information**

Hours for employees who **fail** to submit time as scheduled will be held for payment on the next scheduled pay date. Employees who **neglect** to submit time by the date/time indicated on their time sheet will not receive that paycheck until the next pay period. Submission of late time must be addressed with the designated Time Approver for their time sheet.

7. Verify that you have selected the correct **Date** and **Earnings Code** on the **Time In and Out** screen (**Figure 2-12** below).
8. Enter a Time Record at the beginning of the day.
   a. In the 1st **Time In** box enter **08:00**, and click on the **AM** button (actual arrival time was 8:04, use table below to convert).

   **Important Information:** Format for times must be entered using 00:00 format, and at 15 minute Intervals. Enter the **Time In** in the 1st box indicated, do not change the shift number from ‘1’, which is defaulted.

   The process for converting minutes, based on the Saint Louis University Time Records policy, to fractional parts of an hour is shown below:
   1 to  6 Minutes = :00 (top of current hour)
   7 to  21 Minutes = :15
   22 to 36 Minutes = :30
   37 to 52 Minutes = :45
   53 to 59 Minutes = :00 (top of next hour)

   b. In the 1st **Time Out** box enter **05:00**, click on the drop down and select **PM**. The timesheet will not allow for saving of a **Time In** or **Time Out** only, it needs both to allow for saving.

   c. Click **Save**.

   d. Click on the **Timesheet** button after saving. This will take you back to the **Time and Leave Reporting** screen, carrying your total hours entered forward to the timesheet.

   e. Click **Exit**.

9. Modify and save your time records, for the day, at the end of each day.
   a. Log into Banner Self Service.
   b. Access the appropriate date and earnings record for the timesheet.
   c. Enter additional **Time In** and **Time Out** to reflect the actual time worked to be reported on a given date.
   d. **Save** time sheet entries.
   e. **Exit** Banner Self Service.

10. At the end of the pay period, access the time sheet for the pay period. Review totals and entries by clicking on the **Preview** (**Figure 2-13**) button.
11. If accurate, click on **Submit for Approval (Figure 2-13)**.

<table>
<thead>
<tr>
<th>Fed Work Study Hrs</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Hours:**

- **Previous Menu**
- **Preview**
- **Comments**
- **Submit for Approval**

**Submitted for Approval:**

- **Approved By:**
- **Waiting for Approval From:**

Figure 2-13: Time and Leave Reporting, Submit for Approval

12. Proceed to **Certification of Time Reported, Lesson 2-3 on Page 21**.

### Lesson 2-3: Certification of Time Reported

At the end of each two week pay period all bi-weekly paid employees are required to **Submit** their **Time Sheet** in Banner Self Service as follows.

1. Follow the instructions in Lesson 1-1, Logging On To Banner Self Service.
2. Follow the instructions in Lesson 2-1 or Lesson 2-2, depending on your position at the University, to access the appropriate pay period **Time Sheet**.
3. At the bottom of the **Time Sheet**, click on the **Preview** button to review your two week pay period time entries for accuracy. It may be necessary to use the scroll bar at the bottom of the page to review entries on the right side of the screen (**Figure 2-14**).

![Figure 2-14: Time Sheet in Preview Format](image)

4. Once reviewed, click on **Previous Menu** button.
5. Click on **Submit** button (**Figure 2-15**).
6. Review certification statement, which essentially states that you completed your time sheet, and by submitting you are certifying that the entries made are an accurate and true reflection of your time worked and/or leave taken. After reviewing statement, enter your **SLU Net ID Password** (which was used to log into Banner Self Service, and click on the **Submit** button (**Figure 2-16**).

**Certification**


I certify that the time (and leave) entered represents a true and accurate reflection of my time worked and leave taken for the pay period. I am responsible for any changes made using my SLU Net ID and Password.

Enter the password for your SLU Net ID and select Submit if you agree with the previous statement. Otherwise, click on a tab above and your time transaction will not be submitted for approval.

**Figure 2-16: Certification**

7. Once submitted, Banner Self Service will automatically bounce you back to your time sheet, with the message of "**Your time sheet was submitted successfully**" (**Figure 2-17**). If that message does not appear, contact Payroll Services immediately at payroll@slu.edu.

**Figure 2-17: Time and Leave Reporting**

8. To complete the process, and protect your privacy, exit Banner Self Service by clicking on the **Exit** option on the top right hand side of the screen (**Figure 2-17**). You should then receive the **User Logout** message (**Figure 2-18**).

**User Logout**

Thank you for using the Saint Louis University Information System.

If you are finished, please close your browser to protect your privacy.

**Figure 2-18: User Logout**
Chapter 3: Monthly (Salaried) Employee Web Leave Reports

≈≈Contracted Faculty, Graduate Assistants, and Housestaff are exempt from Web Leave Reporting≈≈

Lesson 3-1: Entering Leave

1. Click on the Employee heading (Figure 3-1).

   Main Menu

   - Employee: Changes to your permanent address made after January 1, 2008 will not be reflected on your 2007 W-2 statement. These statements will be mailed on January 31st. If you do not receive your 2007 W-2 statement at your permanent address by the last day of February, please e-mail nettest@slu.edu with your permanent mailing address and a replacement will be prepared and original forwarded to you if it is returned by the postal services. W-2s cannot be picked up.

   - Personal Information
     - Employee
     - Pay Information
     - Leave Balances

   Figure 3-1: Main Menu

2. Click on Leave Report heading (Figure 3-2).

   Employee

   - Time Sheet
   - Leave Report
   - Benefits and Deductions
     - Retirement, health, flexible spending, tuition remission, beneficiary, open enrollment, benefit statement.
   - Pay Information
     - Pay stub, deductions history, direct deposit allocation, or earnings history.

   Figure 3-2: Employee Menu Choices

3. Upon selecting Leave Report the employee will be brought automatically to one of two screens, depending on their role at the University. If the employee is also a Time Approver, the Time Reporting Selection (Figure 3-3) options screen will appear, and you will proceed to step 4. If you are a designated Time Approver and the Time Reporting Selection screen does not appear contact Payroll Services at payroll@slu.edu.

   If your role at the University does not including time approving, then the Leave Report Selection (Figure 3-4) screen will appear, and you will skip steps 4 and 5.

4. The Time Reporting Selection (Figure 3-3) screen has several options available, and generally defaults the radio button selection to Approve or Acknowledge Time. For the purposes of this lesson, click on the radio button to select Access My Leave Report.

5. Click on the Select button, which will bring up the Leave Report Selection screen (Figure 3-4).
6. If you are only employed in one position at the University the Leave Report Selection screen will appear similar to Figure 3-4 (above). If you are employed in more than one position at the University, or transfer to a new position mid-pay period, then you may have two or more positions to choose from on the Leave Report Selection screen. If you have more than one position you must click on the radio button, in the “My Choice” column, to select the appropriate position for which you are reporting leave taken. You will repeat this process, selecting a different position, for each position you need to report leave taken.

7. From the drop down menu on the Leave Report Selection screen (see call out in Figure 3-4 above) select the appropriate pay period (based on the dates provided) and click on the Leave Report button.

8. The Time and Leave Reporting Screen (Figure 3-5 below) will appear. There are several components of this screen to become familiar with.
   a. Section A:
      i. **Position Title** and **Position Number**, review for accurate selection if you have more than one position or work for more than one department.
      ii. **Department Name** and **Department Number**, review for accuracy if you have multiple positions or work in more than one department.
iii. **Leave Report Period** covered, check to make certain you have selected the correction pay period for time reporting.

iv. **Submit by Date**, once this date and time have expired, you will not be able to access that leave report and will need to contact your Time Approver to complete leave reporting.

b. Section B:
   i. Listed vertically in the 1st column are the **Earning** code options each employee has, some have more (or less) than others depending on their position at the University.
   
   ii. Listed horizontally in the 1st row are the dates available for leave entry. If your job began in the middle of a pay period, the leave report will only display those days on (and after) your first date in that job. Consequently, if your job is ending prior to the end of the pay period, the leave report will only display dates for leave entry up through your last day on that job.

   iii. At the intersection of each column and row is an **Enter Hours** option.

c. Section C:
   i. Buttons for various options on the leave report.
      
      1. **Position Selection** button allows the employee to return to the **Leave Report Selection** screen (Figure 3-4 above).
      
      2. **Comments** button allows for the employee to enter personal comments or clarification regarding entries on their leave report. Do not use the comment section to request time off as the comments are not always reviewed by the Time Approver.
      
      3. **Preview** button allows the employee to pop up a condensed version of their leave report, which shows hours reported. The Preview option on the monthly leave report is not very user friendly, as you have to scroll across the page to see the complete month reported.
      
      4. **Submit for Approval** button is visible on the employee leave report only up until the date and time the report is due. If the leave report is not submitted by the date and time indicated, the **Submit for Approval** button will disappear from the leave report, and only the designated Time Approver will be able to submit the leave report during their approval process.
      
      5. **Restart** button allows employee to wipe out all individual entries they have made to the leave report, and start over. When used, this option will pop up a caution and ask the employee if they are sure they want to erase all their entries.
      
      6. **Next** button allows for access to the next week(s) dates on the leave report. If you are on the last week of the time sheet this button changes to offer a **Previous** option to get back to the prior week(s).

   ii. Time sheet status line.
      
      1. **Submitted for Approval By** line generally shows the date and time you submitted the leave report. If someone else, a Time Approver or Payroll Services, has submitted your Leave Report on your behalf that individuals name will appear here.
      
      2. **Approved By** line will be blank until the leave report has been approved by your Time Approver, at which time this will indicate who the approver was and the date/time they approved the leave report.

      3. **Waiting for Approval From** line will populate when you start your leave report, and it indicates the name of the person who is currently (as of the date/time you started your time sheet) listed as your designated Time Approver. It is a good idea to become acquainted with this person, and to know their email address and phone number in case of an emergency, which may prevent you from submitting your leave report in time. Failure to start, enter leave, and submit your leave report could result in erroneous pay and leave accruals.
9. To enter leave hours, locate the appropriate column (date) and row (earnings code) for the leave to be reported, and click on the **Enter Hours** link to allow for leave entry (**Figure 3-5** above). Based on the example in **Figure 3-6** the date selected was February 11, 2008 and the leave selected was vacation. It is important to understand the types of earnings codes that may be available for leave reporting. Salaried employees **do not report Holiday** hours, the system defaults Holiday hours into payroll during processing.

   a. **Vacation**-used to report employee vacation time, except FMLA approved vacation.
   b. **Sick**-used to report employee sick time, except FMLA approved or Caregiver Sick leave.
   c. **Sick-Caregiver Leave**-used to report qualified sick time (per University Policy) in relation to immediate family members illnesses.
d. Holiday Worked/Accrued—used to allow employees to bank time they have worked on a Holiday. This allows the employee to have the hours in a leave bank to use on a later date. Hours Banked should be used before vacation time and must be used before Fiscal Year End. Using this earnings code on a day other than a University Holiday will result in Unpaid time to the employee.

e. Holiday-Use Banked Time—this code should only be used on non-Holidays and only if the employee has banked time previously for a holiday worked. Improper use of this code can result in Unpaid time to the employee.

f. FMLA-Vacation, FMLA-Sick, FMLA-Sick-Caregiver—used only after approval is received from Human Resources of a qualifying medical event under the Family Medical and Leave Act.

g. Bereavement Leave—provides up to three paid days of leave upon the death of an immediate family member.

h. Jury Duty and Military Leave—should only be used per University Policy regarding this type of absence.

i. Univ Closed (Not Holiday)—this earnings code should ONLY be used when the University has been closed by the President for a specific reason, such as snow or electrical outages. This is not to be used as HOLIDAY PAY, as it will result in unpaid time to the employee if used on a University Holiday.

10. Verify that you have selected the correct Date and Earnings Code on the Time and Leave Reporting screen (Figure 3-6).

11. Enter the number of hours of leave taken that day for the earnings type (8.00 hours of vacation, for example, Figure 3-7 below).

12. Click on the Save button.


14. Repeat steps 1-13 on each day for which leave should be reported.

15. After the end of the month, and prior to the due date and time of the leave report, access the leave report for the period and proceed to Certification of Leave Reported, Lesson 3-2 on Page 30.

All monthly, leave accruing, employees are required by University Policy to submit a Leave Report each month, even if no leave was taken, as a means of certification leave was (or was not) taken.
Lesson 3-2: Certification of Leave Report

At the end of each month, all monthly paid leave accruing employees are required to submit their Leave Report in Banner Self Service, regardless of if any leave is being reported or not. The Leave Report for any given month is due in the first week of the following month.

1. Follow the instructions in Lesson 1-1, Logging On To Banner Self Service.
2. Follow the instructions in Lesson 3-1 to access the appropriate period Leave Report.
3. At the bottom of the Leave Report, click on the Preview button (Figure 3-8) to review your leave entries for accuracy. It may be necessary to use the scroll bar at the bottom of the page to review entries on the right side of the screen.

4. Once reviewed, click on Previous Menu button (Figure 3-9) to return to the Time and Leave Reporting screen.

5. Click on Submit for Approval button (Figure 3-8, above).
6. Review certification statement (Figure 3-10), which essentially states that you completed your leave report, and by submitting you are certifying that the entries made are an accurate and true reflection of you leave taken, or not taken. After reviewing statement, enter your SLU Net ID Password (which was used to log into Banner Self Service, and click on the Submit button (Figure 3-10).
7. Once submitted, Banner Self Service will automatically bounce you back to your leave report, with the message of “Your leave report was submitted successfully” (Figure 3-11). If that message does not appear, contact Payroll Services immediately at payroll@slu.edu.

8. To complete the process, and protect your privacy, exit Banner Self Service by clicking on the Exit option on the top right hand side of the screen (Figure 3-11). The User Logout screen should appear (Figure 3-12) to indicate completion of the process.

User Logout

Thank you for using the Saint Louis University Information System.

If you are finished, please close your browser to protect your privacy.

Figure 3-12: User Logout