

Rapid Reference for Monthly Exception Time Reporting Employees

What is a Leave Report? The Banner Self Service Leave Report will replace your currently used Time Sheet, for reporting absences during the month.

Why are we changing to a Leave Report? The current Time Sheet method of reporting absences requires you to submit time taken and estimate time to be taken after the Time Sheet deadline. This can result in the need to have Time Approvers submit an after pay period correction on a Time Reporting Correction Form, which can affect leave accruals if you are near the maximum balance limit (200.00 for Vacation and 1040.00 for Sick).

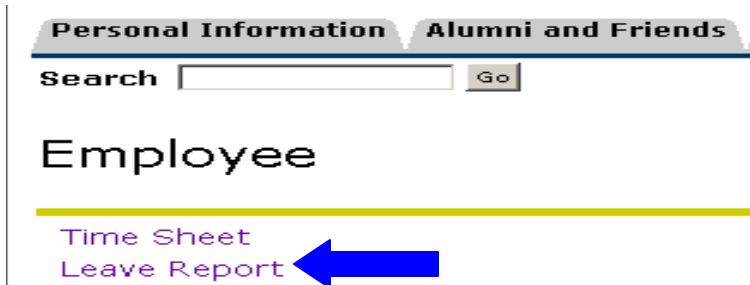
When will I fill out my Leave Report? A months Leave Report is available the 1st day of the reporting (pay) month until about the 5th day in the next month. You are required to start your Leave Report at the beginning of each month, enter exception time as it occurs (so it won't be forgotten), and submit it by the due date and time indicated on the Leave Report. **You should submit a Leave Report even if you have no absences to report, as a certification that no leave was taken and to certify your continued eligibility for pay.**

How different is it from the current Time Sheet? The Leave Report is nearly identical to the Time Sheet. In fact, here is all you have to do.

1. Log on to Banner Self Service at <https://fselfserv.slu.edu> or access Banner Self Service under the **Workplace Tools** on the Newslink website (below).



2. After successful log in, click on the **Employee** tab, as you would normally.
3. Here is where one difference occurs, click on the **Leave Report** option rather than the **Time Sheet** option.



- If you are not a Time Approver, skip to Step 5. If you are a Time Approver, your **Time Reporting Selection** screen will pop up. Change your radio button selection from **Approve or Acknowledge Time** to **Access My Leave Report**, and click on the **Select** button.

"PROXY SET UP"

Both monthly and biweekly timesheets are available to view under Report implementation. The Leave Reports drop down will display c

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/> ←
Approve or Acknowledge Time:	<input type="radio"/>
Act as Proxy For: (Select one)	Self
Act as Superuser:	<input type="checkbox"/>

Select

- Select from the drop down the reporting period to enter leave under, just as you would a Time Sheet. After period is selected click on **Leave Report** button.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Director, 997406-00 Controller, D010	<input checked="" type="radio"/>	<div style="border: 1px solid black; padding: 2px;"> Mar 01, 2008 to Mar 31, 2008 Completed </div> <div style="border: 1px solid black; padding: 2px;"> Mar 01, 2008 to Mar 31, 2008 Completed </div> <div style="border: 1px solid black; padding: 2px; background-color: #e0e0e0;"> Apr 01, 2008 to Apr 30, 2008 Not Started </div>

Leave Report ←

- Click on **Enter Hours** under the appropriate date and earnings code to be reported, just as you would on a Time Sheet.
- Enter the number of hours taken.
- Save record as usual, and exit Banner Self Service.
- Repeat steps 1-8 until it is time to submit your Leave Report.
- To submit Leave Report, use **Preview** option on Leave Report to review your entries, and then click on the **Submit for Approval** button.
- Enter SLU Net Password as certification that time is reported by you and accurate.
- Exit Banner Self Service.

What happens if I don't have enough leave available (vacation, sick, or holiday banked) to cover the hours I reported? If your entries result in a negative leave balance in either sick, vacation, or holiday banked hours, it will be automatically docked (recovered) from your next paycheck by Payroll Services.

What if I know ahead of time I am going to have an unpaid situation (I am on FMLA Leave and have exhausted my sick and vacation balances)? You should contact your Time Approver by the 20th of the current month so your Time Approver can submit those unpaid hours prior to payroll processing.