

## Rapid Reference regarding Monthly Leave/Time Approving

### What are my responsibilities as a Time Approver?

- For biweekly employees, you are responsible for reviewing and approving the biweekly employee Timesheets assigned to you.
- For monthly leave reporting employees (excludes Faculty, Graduate Assistants, Supplemental Pay positions, and Housestaff), you are responsible for reviewing and approving the monthly Leave Reports assigned to you, and also for making certain that all your assigned employees have started and submitted their Leave Report, even if they have no exception time to report in the period.
- If you have been designated as the Department Level Time Approver for monthly Faculty, Graduate Assistants, Supplemental Pay positions, and Housestaff, you are responsible for using Internet Native Banner to start and submit department timesheets as a means of certifying those employees continued eligibility for pay.

**Why are we changing from Time Sheet Reporting to Leave Reporting for leave eligible monthly employees?** The current Time Sheet method of reporting absences requires your employees to estimate time off for the 7-10 days after the Time Sheet is due, in order to process their absences during payroll processing. 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). The Leave Reports will be due for the reporting (current) month in the 1<sup>st</sup> week of the following month, eliminating the need to estimate time off.

**When will I approve my employees Leave Reports?** Leave Reports are due on, or around, the 5<sup>th</sup> day of the month following the month being reported. The Leave Reports are available until 10:00am on the given due date for the employee, and must be approved no later than 3:00pm on that same date. **Your employees should submit a Leave Report even if they have no absences to report, as a certification that no leave was taken and to certify their continued eligibility for pay.**

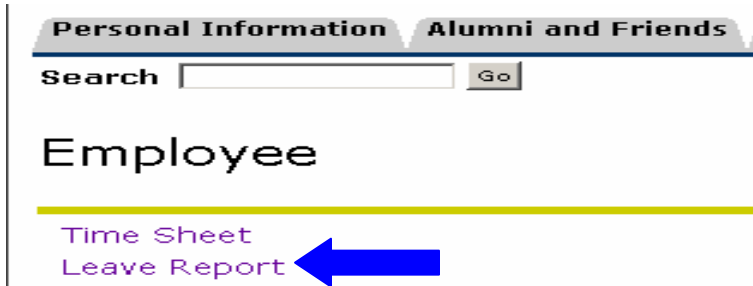
**How different is Leave Approving from Timesheet Approving?** The Leave Report approving process is nearly identical to the Time Sheet approving process. In fact, here is all you have to do:

1. Log on to Banner Self Service at <https://fssselfserv.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.

- Here is where one difference occurs, click on the **Leave Report** option rather than the **Time Sheet** option.



- The radio button defaults to **Approve or Acknowledge Time**. Click on the **Select** button, as normal.

### "PROXY SET UP"

Both monthly and biweekly timesheets are available to view up to 12 months prior to the Report implementation. The Leave Reports drop down will display the current month.

#### Selection Criteria

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

Select

- From the **Leave Report** section of the **Approver Selection** page, move your radio button selection in the **My Choice** column from **Time Sheet** to **Leave Report**, next to the Department you wish to review and approve. From the drop down menu, under the **Leave Report** section, select the leave period you want to access and click on the **Select** button.

Approver Selection

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Time Sheet

Department and Description	My Choice	Pay Period
1, D010, Controller	<input checked="" type="radio"/>	2008MN3, Mar 01, 2008 to Mar 31, 2008
1, D112, Communication	<input type="radio"/>	2008MN3, Mar 01, 2008 to Mar 31, 2008

Leave Report

Department and Description	My Choice	Leave Period
1, D010, Controller	<input type="radio"/>	2008MN3, Mar 01, 2008 to Mar 31, 2008
		2008MN3, Mar 01, 2008 to Mar 31, 2008
		2008MN4, Apr 01, 2008 to Apr 30, 2008

Sort Order

6. Click on the employee's name for the Leave Report you want to review, just like you would a Timesheet.
7. Use the **Change Record** button to make changes, just like you would on a timesheet.
8. Once reviewed, click on the **Approve** button. **Notice** the major difference between a Timesheet and a Leave Report, the employee's currently available leave balances appear on the Leave Report.

**Leave balances will update immediately once the report is approved.** Below is a view of a sample Leave Report before approval, followed by the same Leave Report after approval. Notice the negative Available Balances in the **Type of Leave** column for Vacation and Other Staff Absences. Other Staff Absences will always carry an accepted negative balance, but a negative balance in Vacation will result in an automatic recovery by Payroll Services on the employee's next paycheck.

Previous Menu	Approve	Return for Correction	Change Record	Delete	Add Comment	Next
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| Leave Balances | Routing Queue

**Leave Report**

Earnings	Total Hours	Tuesday, Apr 01, 2008	Wednesday, Apr 02, 2008	Thursday, Apr 03, 2008	Friday, Apr 04, 2008	Saturday, Apr 05, 2008	Sunday, Apr 06, 2008	Monday, Apr 07, 2008	Tuesday, Apr 08, 2008	Wednesday, Apr 09, 2008	Thursday, Apr 10, 2008	Friday, Apr 11, 2008	Saturday, Apr 12, 2008
Vacation	168			8	8	8			8	8	8	8	
Univ Closed (Not Holiday)	8		8										
<b>Total Hours:</b>	176		8	8	8	8			8	8	8	8	

**Leave Balances as of Mar 26, 2008**

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Extended Sick	Hours	0	Oct 21, 1995	0	0	0	0
Holiday Bk	Hours	0	Oct 21, 1986	0	0	0	0
Sick	Hours	0	Dec 22, 2004	1040	24.67	36	1028.67
Vacation	Hours	0	Dec 22, 2004	169.84	117.36	130	157.2
Other Staff Absences	Hours	0	Oct 21, 1985	0	0	0	0

Earnings	Total Hours	Tuesday, Apr 01, 2008	Wednesday, Apr 02, 2008	Thursday, Apr 03, 2008	Friday, Apr 04, 2008	Saturday, Apr 05, 2008	Sunday, Apr 06, 2008	Monday, Apr 07, 2008	Tuesday, Apr 08, 2008	Wednesday, Apr 09, 2008	Thursday, Apr 10, 2008	Friday, Apr 11, 2008	Saturday, Apr 12, 2008
Vacation	168			8	8	8			8	8	8	8	
Univ Closed (Not Holiday)	8		8										
<b>Total Hours:</b>	176		8	8	8	8			8	8	8	8	

**Leave Updated for Univ Closed (Not Holiday)**

Leave Code	Posted Hours
Other Staff Absences	8.00
<b>Total:</b>	8.00

**Leave Updated for Vacation**

Leave Code	Posted Hours
Vacation	168.00
<b>Total:</b>	168.00

**Leave Balances as of Mar 26, 2008**

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Extended Sick	Hours	0	Oct 21, 1995	0	0	0	0
Holiday Bk	Hours	0	Oct 21, 1986	0	0	0	0
Sick	Hours	0	Dec 22, 2004	1040	24.67	36	1028.67
Vacation	Hours	0	Dec 22, 2004	169.84	117.36	298	-10.8
Other Staff Absences	Hours	0	Oct 21, 1985	0	0	8	-8

9. Move to your next employee to review and approve by clicking on the **Next** button, as usual.
10. Once all Leave Reports are approved, exit Banner Self Service as you normally would.

**What happens if I don't have enough leave available (vacation, sick, or holiday banked) to cover the hours I reported?** If an employee reports more Sick or Holiday Banked Time than they have available, the approval of the Leave Report will cause the excess reported Sick or Holiday Banked Time to roll over into Vacation time, in an attempt to avoid unpaid leave. If Vacation leave category ends up with a negative balance, Payroll Services will automatically dock the employee's next check for those hours.

**What is the Other Staff Absences type of leave?** This is the category that Military Leave, Bereavement Leave, and University Closure Pay posts to, and it will almost always carry a negative balance due to system requirements, but it will not be docked from your employee's paycheck.

**What if I know ahead of time an employee is going to have an unpaid situation (often happens with FMLA Leave when the employee exhausts their sick and vacation balances)?** You will want to email [payroll@slu.edu](mailto:payroll@slu.edu), provide the employee's name, Banner ID, and number of unpaid hours the employee is going to have, indicating if they are unpaid regular hours or unpaid FMLA hours. Payroll Services will manually enter the unpaid hours during payroll processing. Payroll Services will develop an automated email notification to Time Approvers each month to ask for these hours, and provide a due date for them to be submitted.