



Leave Reporting Using Self-Service Banner

User Guide for Monthly SHRA non-Exempt



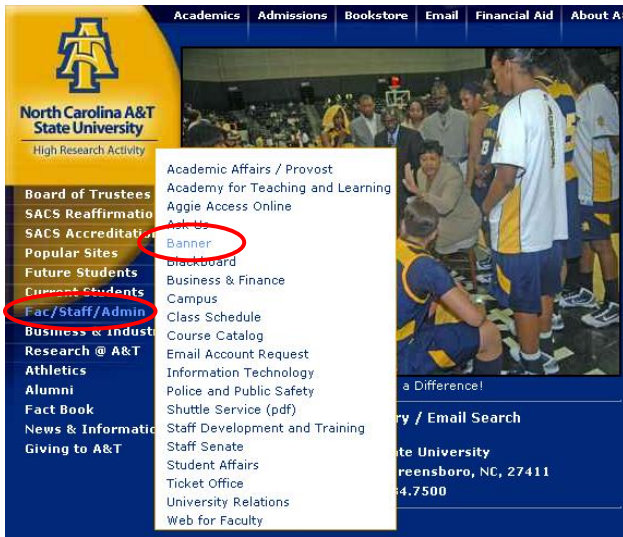
Table of Contents

Logging on to Self-Service Banner	Page 2
Entering Leave and Hours Worked	Page 5
Submit for Approval	Page 21
Important Reminders	Page 25

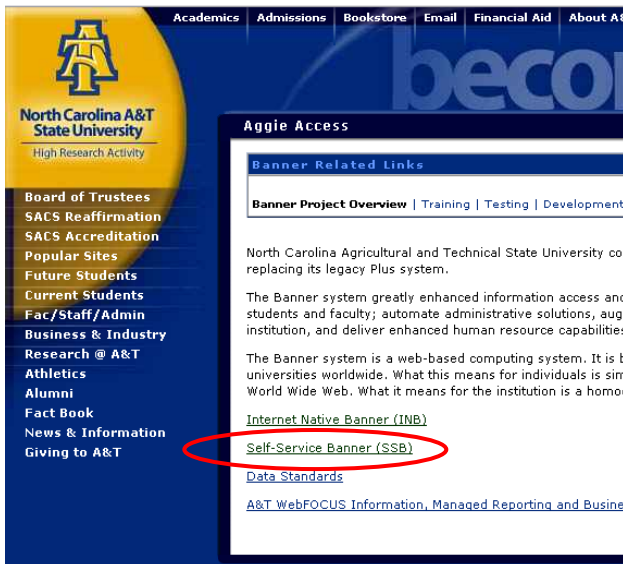


LOGGING ON TO SELF-SERVICE BANNER

1. From the University's website (www.ncat.edu), select **Banner** from the **Fac/Staff/Admin** link on the left side of the screen.



2. Select **Self-Service Banner (SSB)**





3. Click **Enter Secure Area** to access Aggie Access.



- Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends

4. Log into Aggie Access using your Banner ID and password.

User Login

Please enter your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). When finished, click Login.
Multiple failures to enter your correct ID and/or PIN will result in your account being disabled! This will occur on your third attempt.
When you are finished, please Exit and close your browser to protect your privacy.

[First Time Alumni and Donors can create an account here](#)

[Click here for important information regarding
->>> Process for Requesting Book Allowances/Parking Permits Online!](#)

[Click here for important information regarding
->>> Refund Schedule for Spring 2010](#)

Security Agreement: The User ID and PIN assigned to me are for my use ONLY and will not be disclosed to anyone else. By accessing this system, I agree to abide by the University's Computing and Network Usage Policy (<http://www.ncat.edu/~cit/policies/>) and not perform an illegal or unauthorized activity(s) that would violate state and/or federal laws, nor University policies. I will not disclose in verbal, electronic, or in printed format information that I'm not authorized to do so.

User ID:
PIN:

Forgot or Do Not Know Your Banner ID or PIN?

- If you do not know your Banner User ID or Pin, please go to the following site to retrieve it:
 - https://www.ncat.edu/~banner/ID_Request/
 - Or search for "Banner ID request" from the NC A&T homepage, "Search A&T" button
- To reset you PIN online, from the Self-Service Banner login page (pictured above), click on the "Forgot PIN?" button.



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.



[HELP](#) [EXIT](#)

Login Verification Change PIN

Stop! Your PIN has expired. Please change it now.

Re-enter Old PIN:
New PIN:
Re-enter new PIN:

Security Question

- Type your New PIN number in the **Please Confirm your Pin**
- Enter **Question** and **Answer** and click **Submit**



[Personal Information](#) [Employee](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question: Not Selected
Answer:

OR

Question:
Answer:



ENTERING LEAVE AND HOURS WORKED

When Banner Self-Service opens, select **Employee** information.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search

RETURN TO HOMEPAGE SITE MAP HELP EXIT

Welcome, Elmer Fudd, to Aggie Access! Last web access on Mar 19, 2010 at 12:43 pm

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee
Time sheets; time off, benefits, leave or job data, paystubs, W2 and T4 forms; W4 data.

Select **Leave Report**.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search

RETURN TO MENU SITE MAP HELP EXIT

Employee Services

[Time Sheet](#)
Leave Report

Select **Access my Leave Report**. Click **Select**.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

SITE MAP HELP EXIT

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

RELEASE: 8.3

powered by

Done amen.ncat.edu:9054



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 Payroll.
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 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.

Title and Number: Technology Support Specialist -- 005715-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Notice the column headings across the top correspond to the first week of the month, starting with the first day of the MONTH on the far left.

Title and Number: Technology Support Specialist -- 005715-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31, 2010
Submit By Date: NOV 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0



The far left column, lists the work and leave categories. For complete description of the leave, refer to the "Leave Comparison Chart."

Title and Number: Technology Support Specialist -- 005715-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0							

The first day of the month is given in the next column with fields to enter hours for each work and leave category.

Title and Number: Technology Support Specialist -- 005715-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0							



For example, for Friday, October 1st, the screen provides an **Enter Hours** field for **Regular Hours Worked**.

Earning	Total Hours Units	Total Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Regular Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0

The screen shows all leave categories including: **Regular Hours Worked, Extra Hours Worked (40 or less), Extra Hours Worked (over 40), Vacation Leave Taken, Sick Leave Taken, Bonus Leave Taken, Comp Time Taken, and Paid Holiday.**

Earning	Total Hours Units	Total Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Regular Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0



Some of the leave categories, such as **Leave Without Pay (LWOP)** or **Military Reserve Training Leave Taken**, you may seldom or never take.

To help you transition to the Banner Self Service Leave Reporting, you may wish to capture your hours worked and leave on the PD-113.

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
Employee Time Record (Form PD-113)

Pay Period	
From:	
To:	

Department Name:

Banner ID #	Last Name	First Name	MI

Workweek 1										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:

Comp/Overtime Earned:



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 Friday, October 1st, you would click on **the ENTER HOURS** field corresponding to **Regular Hours Worked AND Friday, October 1st**.

Title and Number: Technology Support Specialist -- 005715-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0		0	0	0	0	0	0	0

Banner will display the **Time Sheet** screen with a **data entry field**. Enter the number of hours you worked. Then click **SAVE**.

Title and Number: Executive Assistant -- 000079-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning: Regular Hours Worked
Date: Oct 01, 2010
Hours: 8.00

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0		8.00	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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



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: Executive Assistant -- 000079-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning: Regular Hours Worked
Date: Oct 01,2010
Hours: 8.00

Save Copy

Earning	Total Hours	Total Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or less)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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

The **COPY** screen allows you to copy data entered into other fields. For example, if you worked 8 hours every working day of the month, Banner will copy the 8 hours you entered on October 1st to all other days of the month.

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: Regular Hours Worked, Shift 1
Date and leave time to copy: Oct 01,2010, 8 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 08,2010	Saturday Oct 09,2010	Sunday Oct 10,2010	Monday Oct 11,2010	Tuesday Oct 12,2010	Wednesday Oct 13,2010	Thursday Oct 14,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 15,2010	Saturday Oct 16,2010	Sunday Oct 17,2010	Monday Oct 18,2010	Tuesday Oct 19,2010	Wednesday Oct 20,2010	Thursday Oct 21,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 22,2010	Saturday Oct 23,2010	Sunday Oct 24,2010	Monday Oct 25,2010	Tuesday Oct 26,2010	Wednesday Oct 27,2010	Thursday Oct 28,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 29,2010	Saturday Oct 30,2010	Sunday Oct 31,2010				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



Or you can copy into individual dates. For example, if you worked 8 hours each day of the week, October 4-8, then click each of these dates to copy the 8 hours worked into each day. Hit the **COPY** button.

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: _____ Regular Hours Worked, Shift 1
 Date and leave time to copy: Oct 01, 2010, 8 Hours
 Copy from date displayed to end of the leave period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Oct 01, 2010	Oct 02, 2010	Oct 03, 2010	Oct 04, 2010	Oct 05, 2010	Oct 06, 2010	Oct 07, 2010
Oct 08, 2010	Oct 09, 2010	Oct 10, 2010	Oct 11, 2010	Oct 12, 2010	Oct 13, 2010	Oct 14, 2010
Oct 15, 2010	Oct 16, 2010	Oct 17, 2010	Oct 18, 2010	Oct 19, 2010	Oct 20, 2010	Oct 21, 2010
Oct 22, 2010	Oct 23, 2010	Oct 24, 2010	Oct 25, 2010	Oct 26, 2010	Oct 27, 2010	Oct 28, 2010
Oct 29, 2010	Oct 30, 2010	Oct 31, 2010				

You can enter leave the same way. For example, you take a vacation day the day before Homecoming. Find the **ENTER HOURS** field corresponding to **Vacation Leave** and **October 8th**.

Earning: _____ SICK LV Taken
 Date: Oct 08, 2010
 Hours:

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	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	8		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
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



On the **Time Sheet** screen, enter 8 hours and click **COPY**.

North Carolina Agricultural and Technical State University

Personal Information Student Financial Aid **Employee**

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.

Leave Report

Title and Number: Human Resources Consultant -- 007384-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning: Vacation Lv Taken
Date: Oct 08,2010
Hours:

Earning	Total Hours	Total Friday Units Oct	Saturday Oct	Sunday Oct	Monday Oct	Tuesday Oct	Wednesday Oct	Thursday Oct
---------	-------------	------------------------	--------------	------------	------------	-------------	---------------	--------------

If you also took **VACATION LEAVE** on the Monday and Tuesday following Homecoming, click on those two days to **COPY** 8 hours of **VACATION LEAVE** into those days. Click on **COPY**.

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:
Date and leave time to copy: Vacation Lv Taken, Shift 1
Copy from date displayed to end of the leave period: Oct 08,2010, 8 Hours
Include Saturdays:
Include Sundays:
Copy by date:

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Oct 01,2010	Oct 02,2010	Oct 03,2010	Oct 04,2010	Oct 05,2010	Oct 06,2010	Oct 07,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 08,2010	Saturday Oct 09,2010	Sunday Oct 10,2010	Monday Oct 11,2010	Tuesday Oct 12,2010	Wednesday Oct 13,2010	Thursday Oct 14,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 15,2010	Saturday Oct 16,2010	Sunday Oct 17,2010	Monday Oct 18,2010	Tuesday Oct 19,2010	Wednesday Oct 20,2010	Thursday Oct 21,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 22,2010	Saturday Oct 23,2010	Sunday Oct 24,2010	Monday Oct 25,2010	Tuesday Oct 26,2010	Wednesday Oct 27,2010	Thursday Oct 28,2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Oct 29,2010	Saturday Oct 30,2010	Sunday Oct 31,2010				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



After you have finished entering hours worked or leave taken for the week and clicked on **SAVE**, **EXIT**.

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search Go SITE MAP HELP **EXIT**

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

Maurice Warren
Technology Support Specialist, 005715-00 Human Resources, 44000

Earning Code	Total Hours	Total Units	Friday, Oct 01, 2010	Saturday, Oct 02, 2010	Sunday, Oct 03, 2010	Monday, Oct 04, 2010	Tuesday, Oct 05, 2010	Wednesday, Oct 06, 2010	Thursday, Oct 07, 2010	Friday, Oct 08, 2010	Saturday, Oct 09, 2010	Sunday, Oct 10, 2010	Monday, Oct 11, 2010	Tuesday, Oct 12, 2010	Wednesday, Oct 13, 2010
Regular Hours Worked	168		8			8	8	8	8	8	8		8	8	
Total Hours:	168		8			8	8	8	8	8	8		8	8	
Total Units:		0													

[\[Previous Menu\]](#)

RELEASE: 8.3 powered by SUNGARD HIGHER EDUCATION

*****Note: Click Exit to logout without submitting time.*****

When you return to Banner, click on **NEXT** button to enter the next week's hours worked and leave taken.

Earning	Total Hours	Total Units	Monday Nov 01, 2010	Tuesday Nov 02, 2010	Wednesday Nov 03, 2010	Thursday Nov 04, 2010	Friday Nov 05, 2010	Saturday Nov 06, 2010	Sunday Nov 07, 2010
Regular Hours Worked	40		8	8	8	8	8	8	8
Extra Hrs Wrkd (40 or Less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		8	8	8	8	8	8	8
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**.

Earning	Total Hours	Total Units	Monday Nov 08, 2010	Tuesday Nov 09, 2010	Wednesday Nov 10, 2010	Thursday Nov 11, 2010	Friday Nov 12, 2010	Saturday Nov 13, 2010	Sunday Nov 14, 2010
Regular Hours Worked	40		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or Less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Navigation buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, **Previous**, Next

Banner will display the previous week's hours worked and leave taken.

Earning	Total Hours	Total Units	Monday Nov 01, 2010	Tuesday Nov 02, 2010	Wednesday Nov 03, 2010	Thursday Nov 04, 2010	Friday Nov 05, 2010	Saturday Nov 06, 2010	Sunday Nov 07, 2010
Regular Hours Worked	40		8	8	8	8	8	Enter Hours	Enter Hours
Extra Hrs Wrkd (40 or Less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		8	8	8	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

Navigation buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, **Next**



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 right hours (such as **0** if you did not take leave), and then click **SAVE**.

Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning: Regular Hours Worked
Date: Oct 01,2010
Hours:

Earning	Total Hours	Total Friday Units Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Regular Hours Worked	168	8	Enter Hours	Enter Hours	Enter Hours	8	8	8
Extra Hrs Wrkd (40 or less)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	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.

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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

Maurice Warren
Technology Support Specialist, 005715-00
Human Resources, 44000

Leave Report

Earning Code	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010	Friday Oct 08,2010	Saturday Oct 09,2010	Sunday Oct 10,2010	Monday Oct 11,2010	Tuesday Oct 12,2010	Wednesday Oct 13,2010
Regular Hours Worked	168	8	8			8	8	8	8	8	8			8	8
Total Hours:	168		8			8	8	8	8	8			8	8	
Total Units:		0													

RELEASE: 8.3

powered by **SUNGARD** HIGHER EDUCATION



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

Earning	Total Hours	Total Units	Monday Nov 01, 2010	Tuesday Nov 02, 2010	Wednesday Nov 03, 2010	Thursday Nov 04, 2010	Friday Nov 05, 2010	Saturday Nov 06, 2010	Sunday Nov 07, 2010
Regular Hours Worked	40		8	8	8	8	8	8	8
Extra Hrs Wrkd (40 or Less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Wrkd (over 40 hrs)	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	40		8	8	8	8	8	8	0
Total Units:	0	0	0	0	0	0	0	0	0

Enter your comments and click **SAVE**.

North Carolina Agricultural and Technical State University

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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 17, 2010
Enter or Edit Comment:

RELEASE: 8.3 powered by **SUNGARD** HIGHER EDUCATION



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

Leave Report Period: Oct 01, 2010 to Oct 31, 2010
 Submit By Date: Nov 05, 2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	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
Bonus Leave 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
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0		0	0	0	0	0	0	0

Buttons: 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.

Navigation: Personal Information, Alumni and Friends, Student, Financial Aid, **Employee**

Search: Go SITE MAP HELP EXIT

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

Maurice Warren
 Technology Support Specialist, 005715-00 Human Resources, 44000

Leave Report

Earning Code	Total Hours	Total Units	Friday, Oct 01, 2010	Saturday, Oct 02, 2010	Sunday, Oct 03, 2010	Monday, Oct 04, 2010	Tuesday, Oct 05, 2010	Wednesday, Oct 06, 2010	Thursday, Oct 07, 2010	Friday, Oct 08, 2010	Saturday, Oct 09, 2010	Sunday, Oct 10, 2010	Monday, Oct 11, 2010	Tuesday, Oct 12, 2010	Wednesday, Oct 13, 2010
Regular Hours Worked	168		8			8	8	8	8	8	8		8	8	
Total Hours:	168		8			8	8	8	8	8			8	8	
Total Units:		0													

Buttons: [Previous Menu]

RELEASE: 8.3 powered by SUNGARD HIGHER EDUCATION



SUBMIT FOR APPROVAL

By the Payroll deadline, **SUBMIT** your **Leave Record** for **APPROVAL**.

Earning	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Regular Hours Worked	160		Enter Hours	Enter Hours	Enter Hours	8	8	8	8
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	8		8	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	168		8	0	0	8	8	8	8
Total Units:	0	0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, **Submit for Approval**, Restart, Next

Submitted for Approval By:
Approved By:

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.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

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 OK 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: 8.3 powered by **SUNGARD** HIGHER EDUCATION



Banner will display a **Confirmation** screen.

Your leave report was submitted successfully.

Leave Report
Title and Number: Executive Assistant -- 000079-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Regular Hours Worked	160		Enter Hours	Enter Hours	Enter Hours	8	8	8	8
Extra Hrs Wrkd (40 or less)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hrs Worked (over 40 hrs)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	8	8	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
Bonus Leave 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
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	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
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	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
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather 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.

The screenshot shows the 'Leave Report Selection' web application in Mozilla Firefox. The browser address bar shows the URL: https://amen.ncat.edu:9054/pls/PAYTEST/bwpktais.P_ProcSelectLeaveReportRoll. The page header includes the university name and navigation links for 'Personal Information', 'Employee', 'Alumni and Friends', and 'Employee'. A search bar is present. The main content area is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Jul 01,2010 to Jul 31,2010 Completed
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Sep 01,2010 to Sep 30,2010 Pending

A red circle highlights the 'Sep 01,2010 to Sep 30,2010 Pending' status, and a red arrow points from the text above to this status. A 'Leave Report' button is visible below the table. The footer indicates 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'.

The screenshot shows the Windows taskbar with the following open applications: 'start', '> Re: reques...', '5 Microsoft ...', 'GETTING STA...', 'EPAleavescre...', 'Leave Report ...', 'Microsoft Excel', and system tray icons for network, volume, and power. The time is 10:39 AM.

Once your supervisor (or proxy) approves your Leave Report, the Pay Period and Status will show as **Completed**.

The screenshot shows the 'Leave Report Selection' web application in Mozilla Firefox. The browser address bar shows the URL: https://amen.ncat.edu:9054/pls/PAYTEST/bwpktais.P_SelectLeaveReportRoll. The page header includes the university name and navigation links for 'Personal Information', 'Alumni and Friends', and 'Employee'. A search bar is present. The main content area is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01,2010 to Jul 31,2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01,2010 to Oct 31,2010 Completed

A red circle highlights the 'Oct 01,2010 to Oct 31,2010 Completed' status. A 'Leave Report' button is visible below the table. The footer indicates 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'.

The screenshot shows the Windows taskbar with the following open applications: 'start', '> Re: Fw: Power poli...', '4 Microsoft Office P...', '6 Microsoft Office ...', 'Leave Report Selecti...', and system tray icons for network, volume, and power. The time is 5:38 PM.



If your supervisor returns your **Leave Record** to you for correction, the Pay Period and Status will show as **Return for Correction**.

Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01, 2010 to Jul 31, 2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01, 2010 to Oct 31, 2010 Return for Correction

Leave Report

RELEASE: 8.3

powered by SUNGARD HIGHER EDUCATION

Click **Comments** to review comments for correction. View the comments and make the corrections. Then re-submit your corrected **Leave Report**.

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, 2010
Enter or Edit Comment:

Save Previous Menu

Made By: Katherine Burckley
Comment Date: Sep 27, 2010
Comment: Thought you took a vacation day on September 7th.

RELEASE: 8.3

powered by SUNGARD HIGHER EDUCATION



*****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 Payroll cycle**.
- 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 pay period.

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