



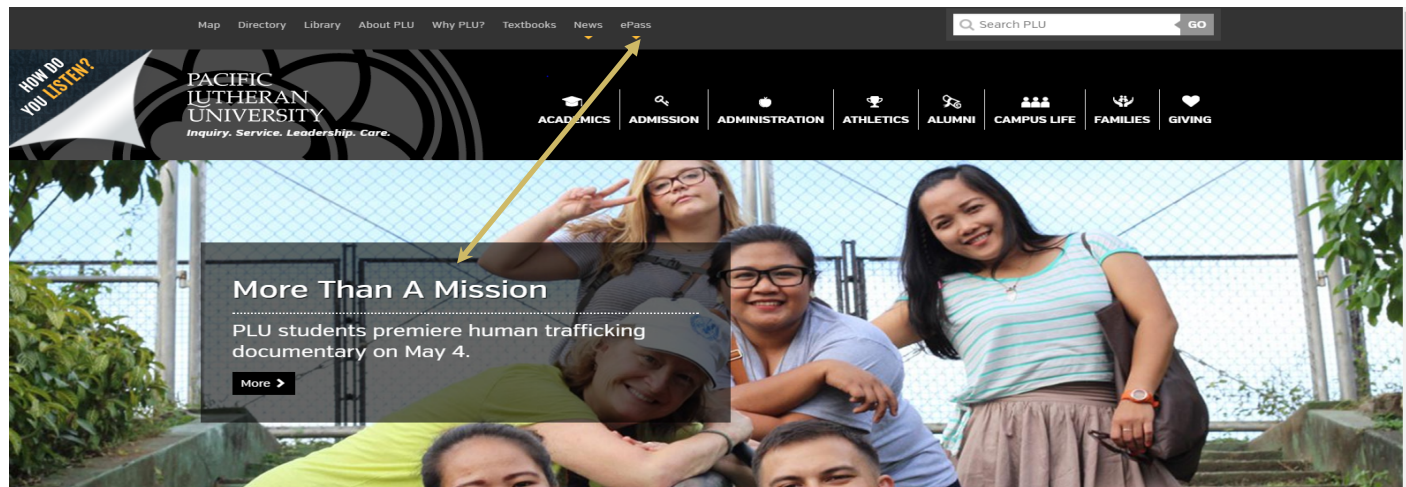
Salaried Leave Reporting

- Beginning November 1, 2017, all Salaried employees will record their leave hours on an online leave report within the Banner Self Service system.
- The last “paper” time sheet has already been completed and the new leave report will include dates 10/14 thru 11/15/17. These leave reports are due Thursday, November 16th. Approvers must approve Salaried leave reports by the end-of-day on November 17th.

Leave Report Schedule


<i>Salaried Staff (Leave Reporting Only)</i>			
Pay Period	Leave Report Due (8:00 PM)	Approvals Due (8:00 PM)	Pay Date
10/14/17 - 11/15/17	11/16/2017	11/17/2017	11/30/2017
11/16/17 - 12/15/17	12/18/2017	12/19/2017	12/29/2017
12/16/17 - 01/15/18	1/16/2018	1/17/2018	1/30/2018
01/16/18 - 02/15/18	2/16/2018	2/19/2018	2/28/2018
02/16/18 - 03/15/18	3/16/2018	3/19/2018	3/30/2018
03/16/18 - 04/15/18	4/16/2018	4/17/2018	4/30/2018
04/16/18 - 05/15/18	5/16/2018	5/17/2018	5/30/2018
05/16/18 - 06/15/18	6/18/2018	6/19/2018	6/29/2018

To enter or approve leave reports, log onto the PLU home page. Select ePass in the top bar on the right.



- Select Banner from the drop down list.
- Select Banner Self-Service
- Sign In using your PLU ePass Username/Password

After you have signed in, select Employee Services>Leave Report



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BANNER SELF-SERVICE

[Personal Information](#) | [Advancement Services](#) | [Student Services](#) | [Financial Services](#) | [Employee Services](#) | [Administrative Services](#) | [WebTailor Administration](#)

Search

EMPLOYEE [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Please note: Information from the current payroll cycle may change until finalized on payday.

- Time Sheet**
Enter and review time sheet information. *Avoid errors - Do not use the Back Arrow button on your browser.*
- Leave Report**
Enter leave (salaried employees only).
- Benefits and Deductions**
View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.
- Pay Information**
View your direct deposit breakdown, earnings and deductions history, and pay stubs.
- Tax Forms**
View your W-4 information and W-2 form.
- Jobs Summary**
View your job history details.
- Leave Balances**
View your sick and vacation leave balances and history.
- Employee Profile**
Banner 9 Employee Profile
- Update Primary Campus Location**
This information is used by the Emergency Building Coordinators in the event of a campus emergency or emergency preparedness drill.

RELEASE: 8.8.2.1A

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Leave Report Select and Proxy Set Up

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Personal Information | Advancement Services | Student Services | Financial Services | **Employee Services** | Administrative Services | WebTailor Administration

Search

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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:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

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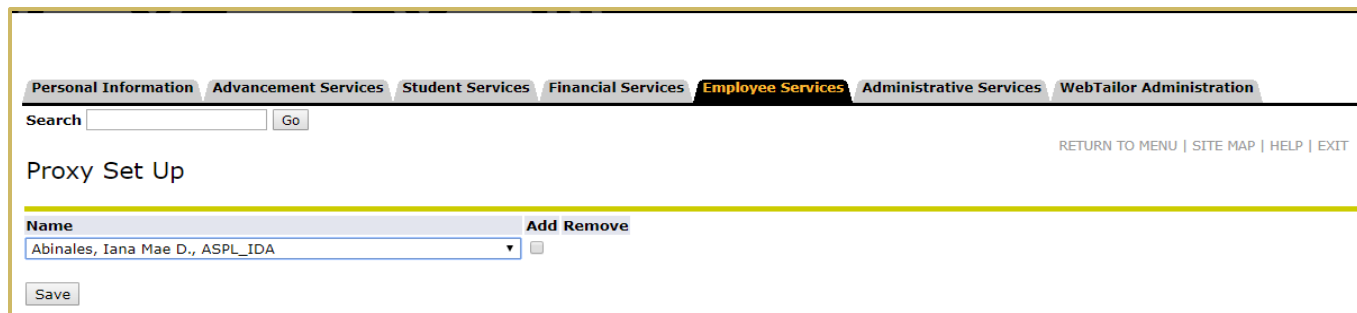
Selecting a Proxy

Proxy Set Up

- Each approver needs to select a proxy who can approve time sheets in the event s/he is out of the office.
 - If your usual proxy is planning to be out of the office at the same time you are out, you can set up a second person to act as your proxy during this time.

Set up a Proxy

- Select the Proxy Setup link at the bottom right of the time reporting selection webpage.
- Use the drop down arrow to select the name of the person you want to be your proxy.
- If your proxy is not listed, contact PR to add them. (They will need an active Banner account.)
- Keep your proxy list up to date by removing and adding names as necessary.
- Check the Add or Remove box and Click Save.



The screenshot shows a web interface with a navigation bar at the top containing links: Personal Information, Advancement Services, Student Services, Financial Services, Employee Services (highlighted), Administrative Services, and WebTailor Administration. Below the navigation bar is a search field with a 'Go' button and a link for 'RETURN TO MENU | SITE MAP | HELP | EXIT'. The main content area is titled 'Proxy Set Up' and features a table with one row. The table has two columns: 'Name' and 'Add Remove'. The 'Name' column contains a dropdown menu with the selected name 'Abinales, Iana Mae D., ASPL_IDA'. The 'Add Remove' column contains a checkbox. Below the table is a 'Save' button.

Name	Add Remove
Abinales, Iana Mae D., ASPL_IDA	<input type="checkbox"/>

Save

Selection Criteria

Time Reporting Selection

Selection Criteria

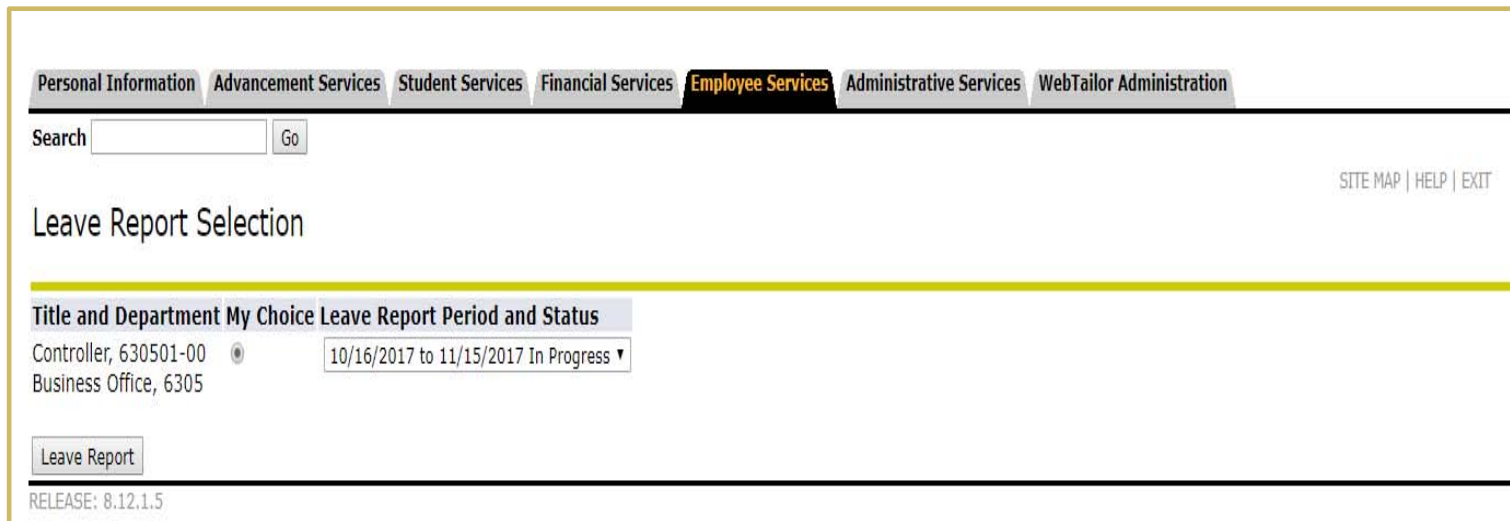
	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>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

Select

- Select the Access my Leave Report radio button under the My Choice column.
- Act as Proxy:
 - Select self if approving employees assigned to you, or...
 - Use drop down list to find the person for which you are acting as a proxy.
- Use “Select” button to move to the next page.

Leave Report Selection

- Department and Description shows your information.
- Select the radio button in the “My Choice” column.
- Select the leave report period to be entered from the Leave Report drop down list.
- Select the Leave Report button at the bottom left.



The screenshot shows a web application interface for "Leave Report Selection". At the top, there is a navigation menu with tabs for "Personal Information", "Advancement Services", "Student Services", "Financial Services", "Employee Services" (which is highlighted), "Administrative Services", and "WebTailor Administration". Below the navigation is a search bar with a "Go" button. On the right side, there are links for "SITE MAP | HELP | EXIT". The main heading is "Leave Report Selection". Below this, there is a table with the following structure:

Title and Department	My Choice	Leave Report Period and Status
Controller, 630501-00 Business Office, 6305	<input checked="" type="radio"/>	10/16/2017 to 11/15/2017 In Progress ▼

At the bottom left of the form, there is a "Leave Report" button. At the very bottom, it says "RELEASE: 8.12.1.5".

Leave Report

Time Sheet
SITE MAP | HELP | EXIT

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:
Department and Number:
Leave Report Period:
Submit By Date:

Controller -- 630501-00
 Business Office -- 6305
 10/16/2017 to 11/15/2017
 11/20/2017 by 12:00 PM

Earning	Total Hours	Total Units	Monday 10/16/2017	Tuesday 10/17/2017	Wednesday 10/18/2017	Thursday 10/19/2017	Friday 10/20
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Sick Leave-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0
Total Units:		0					

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.14.0.1

- Select the “**Enter Hours**” under the correct day and in the correct Leave code and enter hours and save. To move to the next 7 days, select the next Next button.
- Enter any comments with the comments button. If you have no leave to report, please enter “no leave” or any explanation for this in the comments section so your approver will know to not question it.

Leave Report

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: Controller -- 630501-00
Department and Number: Business Office -- 6305
Leave Report Period: 10/16/2017 to 11/15/2017
Submit By Date: 11/20/2017 by 12:00 PM

Earning	Total Hours	Total Units	Monday 10/16/2017	Tuesday 10/17/2017	Wednesday 10/18/2017	Thursday 10/19/2017	Friday 10/20
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
FMLA Vacation-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
FMLA Sick Leave-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	0		0	0	0	0	0
Total Units:		0					

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.14.0.1

- Preview shows the whole leave period's sheet on one screen. You can not make changes from this screen.
- Restart option is used to reconnect your time sheet to your Banner Employee Records. You will be asked to use it if anything has been changed for the current pay period. All hours will be erased during this process so be prepared to re-enter everything after using this option

Leave Report

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: Controller -- 630501-00
Department and Number: Business Office -- 6305
Leave Report Period: 10/16/2017 to 11/15/2017
Submit By Date: 11/20/2017 by 12:00 PM

Earning	Total Hours	Total Units	Monday 10/16/2017	Tuesday 10/17/2017	Wednesday 10/18/2017	Thursday 10/19/2017	Friday 10/20
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Sick Leave-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0
Total Units:		0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.14.0.1

- Summer Flex leave code will not show up until it is available to use at the beginning of the summer.
- When finished please select the **Submit for Approval** so your approver can review/approve and submit to the payroll office.

Leave Report

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Earning: Sick Leave
Date: 10/17/2017
Hours:

Earning	Total Hours	Total Units	Monday 10/16/2017	Tuesday 10/17/2017
Vacation	8			8 Ent
Sick Leave	10			Enter Hours
FMLA Vacation-Preapprv by HR	0			Enter Hours Ent
FMLA Sick Leave-Preapprv by HR	0			Enter Hours Ent
Leave Without Pay	0			Enter Hours Ent
Bereavement	0			Enter Hours Ent
Jury Duty	0			Enter Hours Ent
Total Hours:	18			8
Total Units:		0		0

- Once you enter hours, a Save and Copy button will appear. Please select save when you are finished entering hours.

Leave Report

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:
Earning: Sick Leave
Date: 10/17/2017
Hours:

Earning	Total Hours	Total Units	Monday 10/16/2017	Tuesday 10/17/2017
Vacation	8			8 Ent
Sick Leave	10			Enter Hours
FMLA Vacation-Preapprv by HR	0			Enter Hours Ent
FMLA Sick Leave-Preapprv by HR	0			Enter Hours Ent
Leave Without Pay	0			Enter Hours Ent
Bereavement	0			Enter Hours Ent
Jury Duty	0			Enter Hours Ent
Total Hours:	18			8
Total Units:		0		0

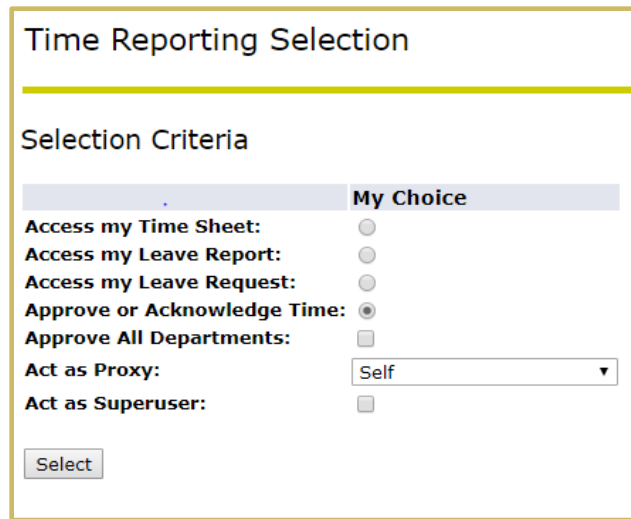
- If you would like to copy one day to several days, select the cell for that day and select the copy button. You can select which days to copy to. Then select Copy and then select Leave Report at the bottom of the page.
- Remember to read the instructions at the top of the webpage.



Leave Balances

- Sick leave and Summer Flex hours will roll over to Vacation hours when their balances reach “0”.
- Bereavement and Jury duty will only reflect time used in the fiscal year. It will show up as negative number because you do not accrue a balance and we are just showing what you used.

Approvals Selection Criteria



The screenshot shows a web form titled "Time Reporting Selection". Below the title is a horizontal line. Underneath is the section "Selection Criteria". There are two columns: the first column contains labels for various permissions, and the second column, titled "My Choice", contains radio buttons and checkboxes. The "Approve or Acknowledge Time" radio button is selected. Below the form is a "Select" button.

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

Select

- Select the Approve and Acknowledge Time radio button under the My Choice column.
- Act as Proxy:
 - Select self if approving employees assigned to you, or...
 - Use drop down list to find the person for which you are acting as a proxy.
- Use “Select” button to move to the next page.

Approvers Selection

- Department and Description shows your information.
- Select the radio button in the “My Choice” column.
- Select the Leave period to be approved from the Leave period drop down list.
- Sort Order: The list of employees assigned to you can be sorted by Name or record Status.

Approver Selection

Leave Report

Department and Description	My Choice	Leave Period
P, 6305, Business Office	<input checked="" type="radio"/>	EL, 09/16/2017 to 10/15/2017 ▼
P, 6332, Payroll Office	<input type="radio"/>	EL, 09/16/2017 to 10/15/2017 ▼

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select



Status of Leave Report

- Not Started
 - Employee has not started their leave report
- In Progress:
 - Leave report is available to the employee for time entry.
- Pending:
 - Leave report has been submitted for approval.
- Returned for Correction:
 - Shows you have returned a submitted leave report to your employee to be corrected.
 - Follow up with employee to get it re-submitted so you can approve it before your deadline.
- Approved:
 - Approver has approved the leave report.
- Completed:
 - Leave report has been moved to payroll.

Detailed Information

Department Summary

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


COA: P, Pacific Lutheran University
Department: 6332, Payroll Office
Leave Period: 09/16/2017 to 10/15/2017
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Closed as of 10/19/2017, 12:00 PM

[Change Selection](#) [Select All, Approve or FYI](#) [Reset](#) [Save](#)

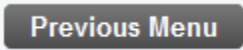
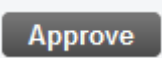



Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
55454419	Debra R Elston 633201 - 00 Payroll Manager		.00	32.00	.00	Pending		<input type="checkbox"/>		Leave Balance Warning

- Click on the employee's name (highlighted in blue) to access detailed information
- Click on Leave Balance to see their leave balance
- Click on Warning to view and balance warnings

Detailed Information Buttons



Previous Menu Approve Return for Correction Change Record Delete Add Comment




- Previous Menu 
- Approve 
- Return for Correction 
 - Returns the time sheet to the employee in order to be corrected and re-submitted
 - Must be done before approvers 8pm deadline.
- Change Record 
 - Used to make adjustment to hours
- Add Comment 



Return for Correction





- If an error is discovered on a leave report, it can be returned to the employee for correction
 - Add a comment identifying the issue and the specific date(s) in question before returning it to the employee.
 - Use the “Return for Correction” button
 - Contact the employee right away so the correction can be made and the leave report can be re-submitted and approved before the deadline.
 - The Transaction Status will now be “Returned for Correction”

Approving Leave Reports

- Multiple leave reports can be approved from the Summary page
 - Use the “Approver or FYI” check box then click 
 - or
 - Use the  button then click 

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

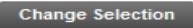



COA: W, Web Time Entry - Payroll
Department: W50836, Web Entry Posn 150836
Pay Period: Feb 01, 2015 to Feb 15, 2015
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Apr 15, 2015, 04:00 PM

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
994138509	Ronda Reid 150837 - 00 Student Payroll Technician	Approve	96.00	.00		<input type="checkbox"/>			Change Time Record Leave Balance

Pay Event Transactions

Action required by all approvers:	0
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	1
Total:	1
Total Hours:	96.00
Total Units:	.00



Submitting an “In Progress” Leave Report

- A leave report must be submitted before it can be approved.
 - If a leave report has not been submitted before the Employee’s deadline, the approver will need to submit it.
- Open the leave report by clicking on the name highlighted in blue and then click on the “Submit” button.
 - The transaction status should now be “In Progress” and it can be reviewed, corrected, and approved as usual.



Deadlines

- The employee must submit their leave report for approval by 8pm on the next business day after the end of the leave report period.
 - Usually due on the 16th of each month unless it falls on the weekend or a Holiday. Then it would be the next business day.
- All leave reports must be approved by 8pm on the 2nd business day after the end of the leave report period.
 - Usually due on the 17th of each month. Unless it falls on the weekend or a Holiday.



Any Questions?

- If there is anything you think of after the training that you have a question about please contact
 - Debra Elston at 253-535-7120, elstondr@plu.edu
 - Steve Whitehouse at 253-535-7119, whitehsm@plu.edu