

## How to Approve Leave Reports

1. Log in to Banner Self Service



USER LOGIN

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Welcome to Banner Self-Service!

Banner Self-Service is available to all active PLU students and employees. If you have an active ePass, use the ePass link below to access Banner Self-Service.



2. Click on **Access Banner Self-Service using my PLU ePass**
3. Enter your username and password

A login form for Banner Self-Service. At the top left is the PLU logo and "PACIFIC LUTHERAN UNIVERSITY". Below that is the "ePass" section. It contains a "Username:" label, a text input field with a user icon, a "Password:" label, a text input field with a key icon, and a "LOGIN" button. At the bottom are links for "System Status", "Claim Account", "Reset Password", and "Get Help".

4. Once you are logged in, click on **Employee Services** then **Leave Report**

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BANNER SELF-SERVICE

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**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).

Leave Balances  
View your sick and vacation leave balances and history.

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.

Update Primary Campus Location  
This information is used by the Emergency Building Coordinators in the event of a campus emergency or emergency preparedness drill.

5. On the next screen **Time Reporting Selection**, you will want to make sure the radial is filled next to **Approve or Acknowledge Time**, then click on **Select**

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### Time Reporting Selection

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#### Selection Criteria

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

Select

6. On the next screen you may see different Departments that you have the ability to approve for. If you are approving for an hourly employee such as a Student Worker or a Staff Employee, make sure the radial is completed next to that selection. **LR** is for Students **MH** is for Hourly Staff. Next to each of them is the current period. **Click on the drop down to view previous periods.** (You will have to scroll through the LR dates to get to the MH hourly dates. They are stacked on top of each other.)

7. If you are approving for a salaried employee they are usually located in the area below the Students and Hourly Staff shown in the picture below with an **EL**, period description. You will also notice that they show up under **Leave Report** vs **Time Sheet**. Make sure the radial is selected, then click Select.



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### Approver Selection

#### Time Sheet

**Department and Description My Choice Pay Period**  
 P, 6305, Business Office  **LR**, 06/11/2021 to 06/25/2021 ▼

**MH**

#### Leave Report

**Department and Description My Choice Leave Period**  
 P, 6305, Business Office  **EL**, 05/16/2021 to 06/15/2021 ▼

#### Sort Order

**My Choice**  
 Sort employees' records by Status then by Name:   
 Sort employees' records by Name:

Select

8. Next you will see a list of people who report to you
- Pending** means that they have submitted their timesheet for approval
  - Completed** means that they submitted their timesheet and you have approved it
  - Not Started** means that they have not opened their timesheet for this period

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### 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:** 6305, Business Office  
**Leave Period:** 05/16/2021 to 06/15/2021  
**Act as Proxy:** Lance A Lute, LLUTE  
**Leave Period Leave Entry Status:** Closed as of 06/18/2021, 07:59 AM

Change Selection

Not Started		
ID	Name, Position and Title	Other Information
1243-5678	Im A Lutes Accountant	

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
9876-5432	Pacific L University Finance Manager		.00	18.00	.00	Approved				Leave Balance Leave Updated

9. To go into a leave report/timesheet click on their ID number. Once you are in their leave report/timesheet you will see the full period and all of the days listed and their hours worked. If everything looks good, go ahead and click approve (as long as it is toward the end of a period). If changes need to be made and it is before the deadline when timesheets are due (12pm), you can **Return the Timesheet** to the employee for correction. If it is after the 12pm deadline, you can click on **Change Record** to alter their time. Please make sure to leave a comment when making any changes.
10. If they took leave, you will want to make sure they have that much leave in their balance. Click on **Leave Balance** to see their available leave. It is located on the main page as shown above on the far right.
11. Once the Leave Reports are approved you are good to go for this period.

**\*\*Please note that for Leave Reports we are only tracking days off. Regular worked shifts do not need to be included\*\***

**If you have any questions, please email [payr@plu.edu](mailto:payr@plu.edu) and a member of the Payroll team will reach out to you as soon as possible. If you receive an error, please screenshot the error when emailing to help with researching the issue.**