



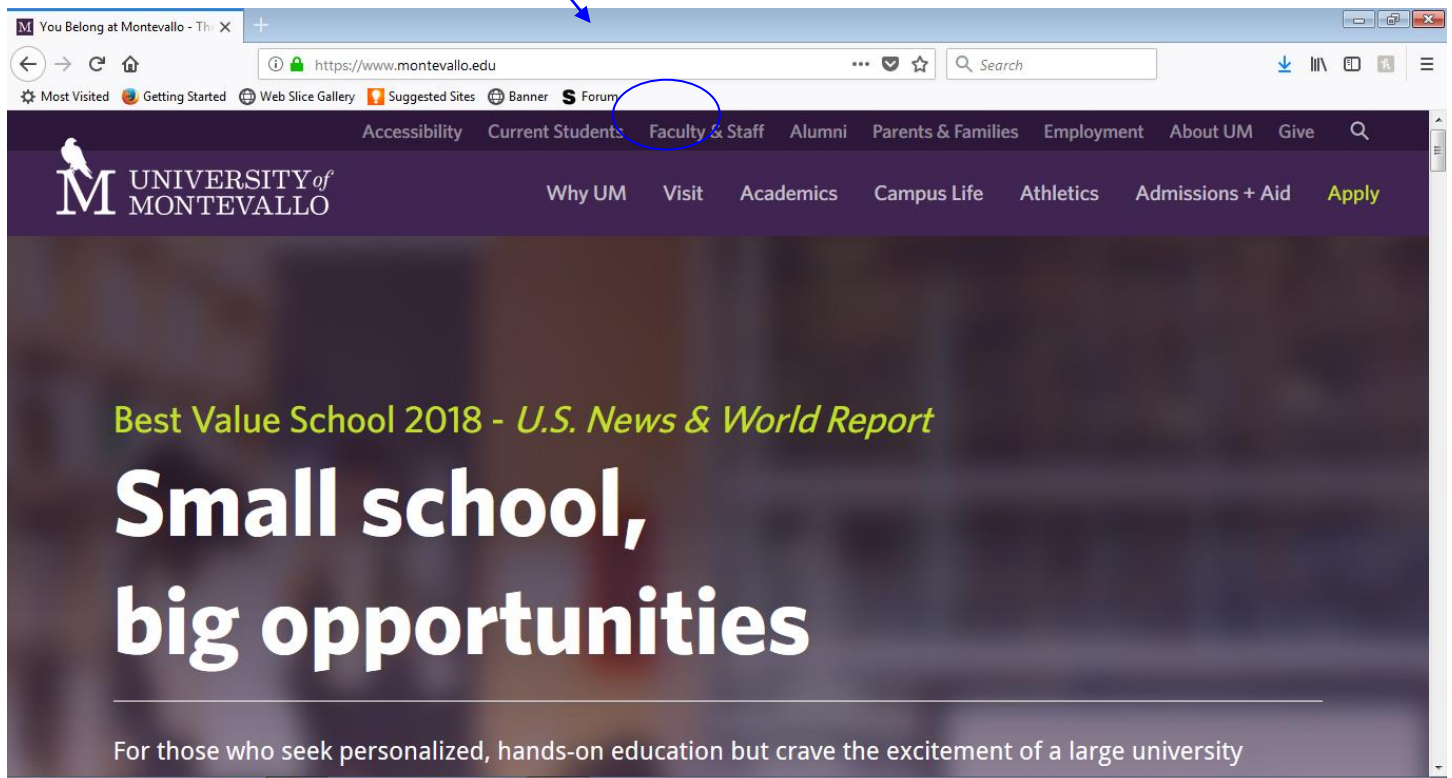
UNIVERSITY OF  
MONTEVALLO

# Leave Reporting Instructions

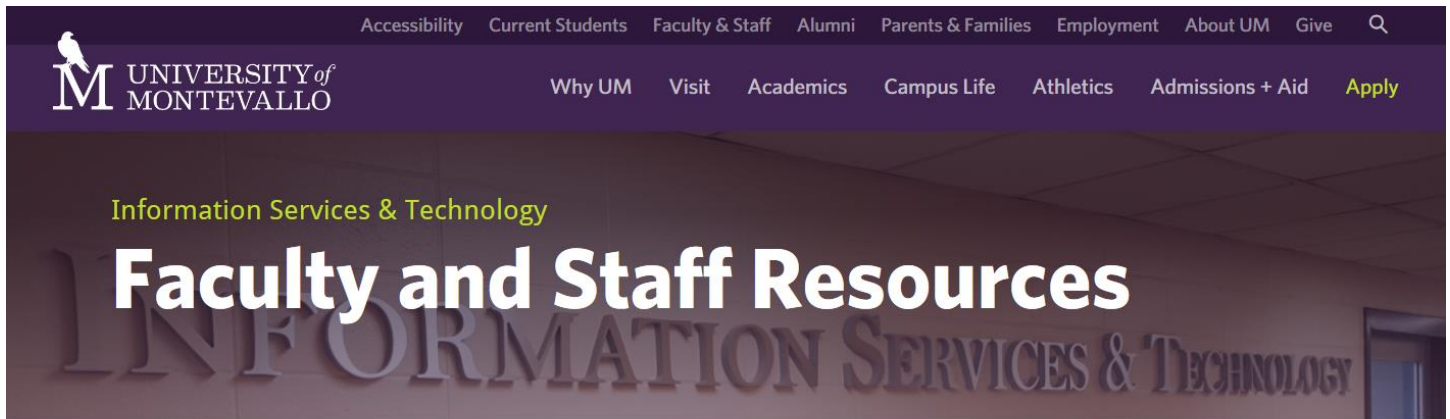
## UNIVERSITY OF MONTEVALLO LEAVE REPORTING FOR EXEMPT STAFF AND FACULTY

Follow this path to log in:

- ❖ Open your internet browser
  - Go to [www.montevallo.edu](http://www.montevallo.edu)
    - Click on **Faculty & Staff**



- ❖ once you've clicked Faculty & Staff, it will take you to the Faculty & Staff Resources page



[Home](#) / [About UM](#) / [Administration](#) / [Information Services & Technology](#) / [Faculty and Staff Resources](#)

## Faculty and Staff Resources

*Jump to content: Faculty/Staff Resource Table, Free Software, Instructional Documents, Applications*

**Contact Us**  
**Solution Center**  
**205.665.6512**

- ❖ Scroll down and click **Banner Self- Service**

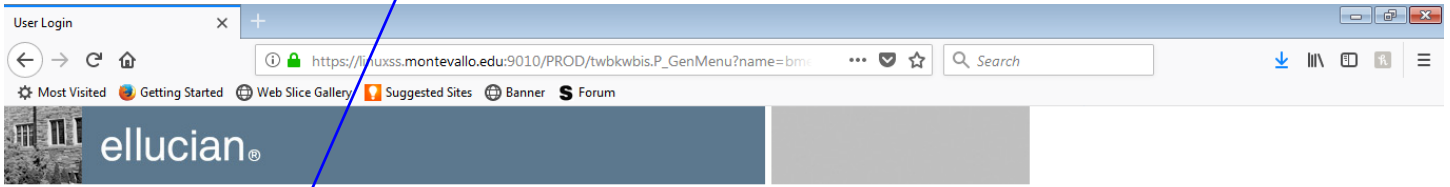
Reporting Resources. Below, you will find a list of commonly used pages on the UM Website.

<b>Canvas</b>	>
<b>UM Email</b>	>
<b>Colleges at UM</b>	>
<b>Registrar's Office</b>	>
<b>Banner Self Service</b>	>
<b>Payroll Office</b>	>
<b>Dining and Falcon Foods</b>	>
<b>Reset Password</b>	>
<b>Solution Center</b>	>
<b>Carmichael Library</b>	>

### Information Services & Technology

- Annual Computer Refresh/Deployment
- Digital Communications Committee
- Faculty and Staff Resources
- IS&T Policies and Procedures
- IS&T Projects
- IS&T Systems
- Meet the Staff of IS&T
- Secure FalconNet
- Service Level Agreements
- Solution Center
- Student Resources
- Technology Advisory Council

- ❖ Enter your User ID (M#) and PIN – You MUST use a capital M with your ID number.
  - If you are a new employee, your pin information is given at the orientation appointment.
  - Click Login



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

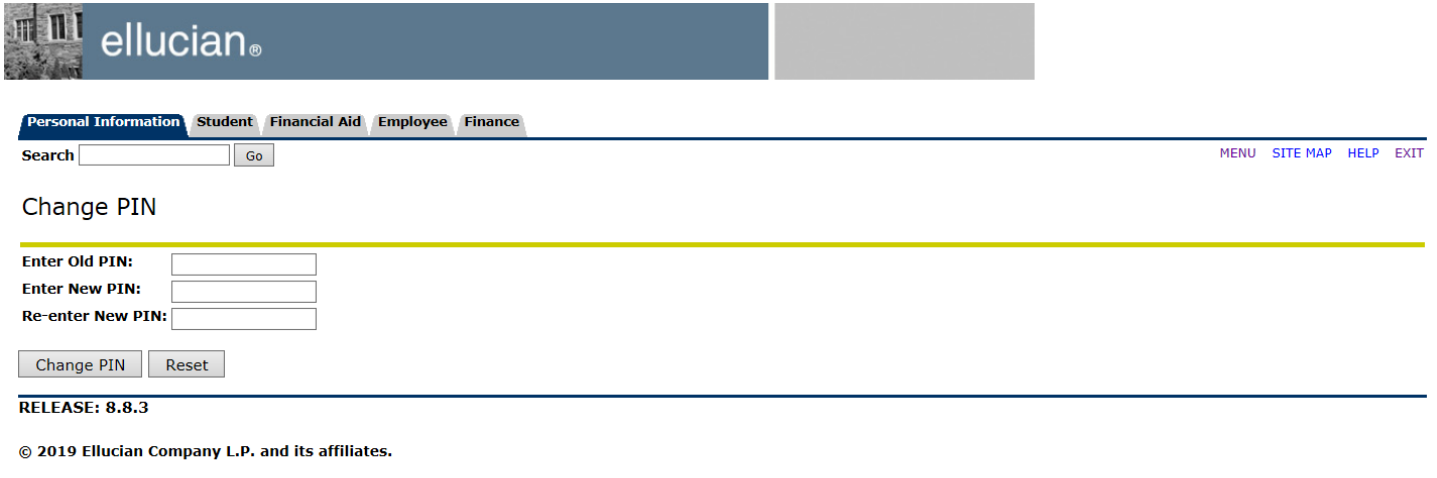
User ID:

PIN:

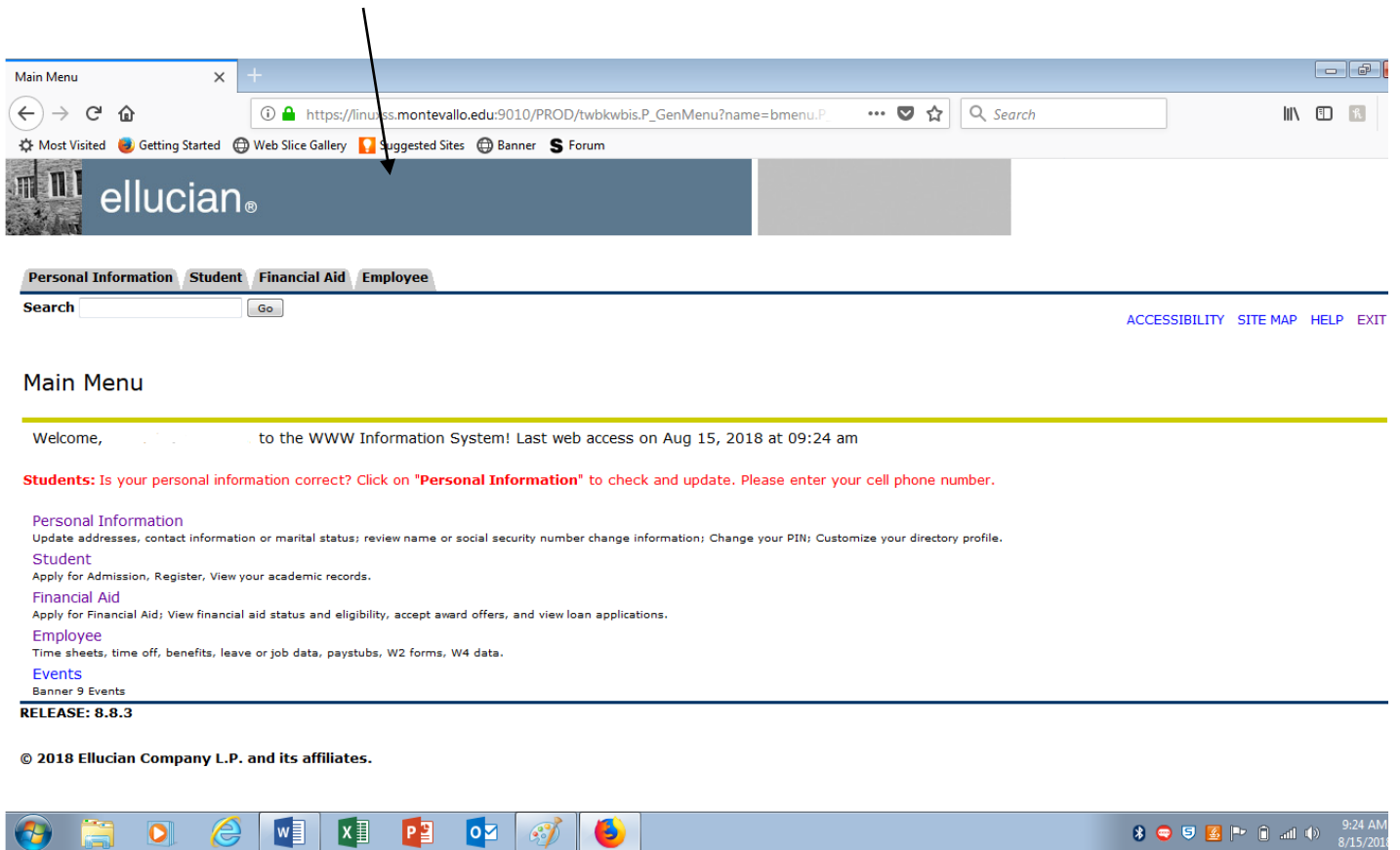
RELEASE: 8.8.3

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- ❖ If you do not have a Security question set up, you will be prompted to do so and you should also be prompted to change your pin to a different 6 digit number.
  - Click Submit



- ❖ Select the **Employee Tab**



❖ Select LEAVE REPORT



[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

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

## Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Electronic Personnel Action Forms](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W4 information, W2 Form or T4 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [BossCars](#)  
Enter Parking Permit Request

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Choose the month you wish to view and click the **Leave Report** button. Click the Leave Report button to enter your hours worked. You may view previous Leave Reports that have been entered through self services by choosing a different month then clicking the Leave Report button.

Screenshot of a web browser showing the "Leave Report Selection" page. The browser is Windows Internet Explorer. The page has a navigation bar with "Personal Information", "Student", "Employee", and "Finance". The "Employee" tab is selected. Below the navigation bar, there is a search box and a "Go" button. The main content area is titled "Leave Report Selection" and contains a form with two sections: "Title and Department" and "My Choice Leave Report Period and Status". The "Title and Department" section shows "Payroll Technician, 001730-00 Business Office, 13631". The "My Choice Leave Report Period and Status" section shows "Jul 01, 2011 to Jul 31, 2011 Completed". A "Leave Report" button is located below the form. At the bottom of the page, it says "RELEASE: 8.3". The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

You should see the earnings code that you are eligible to earn for this particular job. Click on "Enter Hours" for the day you wish to enter time. Click Next to scroll through the month and enter time for a date not shown.

Notice the Submit By Date. This is the last date that your **supervisor** can approve your Leave Report. Your due date will be before this time. Please communicate with your supervisor to determine when that deadline will be.

**Example of an exempt leave report.** You only report the hours of leave.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Payroll Specialist -- T04118-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Aug 01, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 05, 2011 by 11:59 PM

**Earning:** Sick Pay  
**Date:** Aug 01, 2011  
**Hours:**

Earning	Total Hours	Total Units	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
Sick Pay	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	8		8	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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

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Verify that you have the correct day selected and the correct earnings. You are not required to enter a zero for days not worked. Click the save button.



Search

## Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Leave Code:**

**Date and leave time to copy:**

**Copy from date displayed to end of the leave period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

Vacation Hours, Shift 1

Feb 02, 2019, 0 Hours




Friday Feb 01, 2019	Saturday Feb 02, 2019	Sunday Feb 03, 2019	Monday Feb 04, 2019	Tuesday Feb 05, 2019	Wednesday Feb 06, 2019	Thursday Feb 07, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 08, 2019	Saturday Feb 09, 2019	Sunday Feb 10, 2019	Monday Feb 11, 2019	Tuesday Feb 12, 2019	Wednesday Feb 13, 2019	Thursday Feb 14, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 15, 2019	Saturday Feb 16, 2019	Sunday Feb 17, 2019	Monday Feb 18, 2019	Tuesday Feb 19, 2019	Wednesday Feb 20, 2019	Thursday Feb 21, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 22, 2019	Saturday Feb 23, 2019	Sunday Feb 24, 2019	Monday Feb 25, 2019	Tuesday Feb 26, 2019	Wednesday Feb 27, 2019	Thursday Feb 28, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You may wish to enter the same amount of time for several days during the month. You may do this at one time by clicking the copy button. Make sure that the day and amount of hours you wish to copy have already been selected before you click copy.

Copy - Windows Internet Explorer

https://bansss.montevallo.edu:1444/pls/PROD/bwpktetm.P\_UpdateTimeSheet

File Edit View Favorites Tools Help

Search TotalRecipeSearch™ Recipe Search Daily Recipe New Recipes Healthy Meals Desserts

Google Search More >> Sign In

Copy

Leave Code: Regular Earnings, Shift 1

Date and leave time to copy: Aug 01, 2011, 8 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

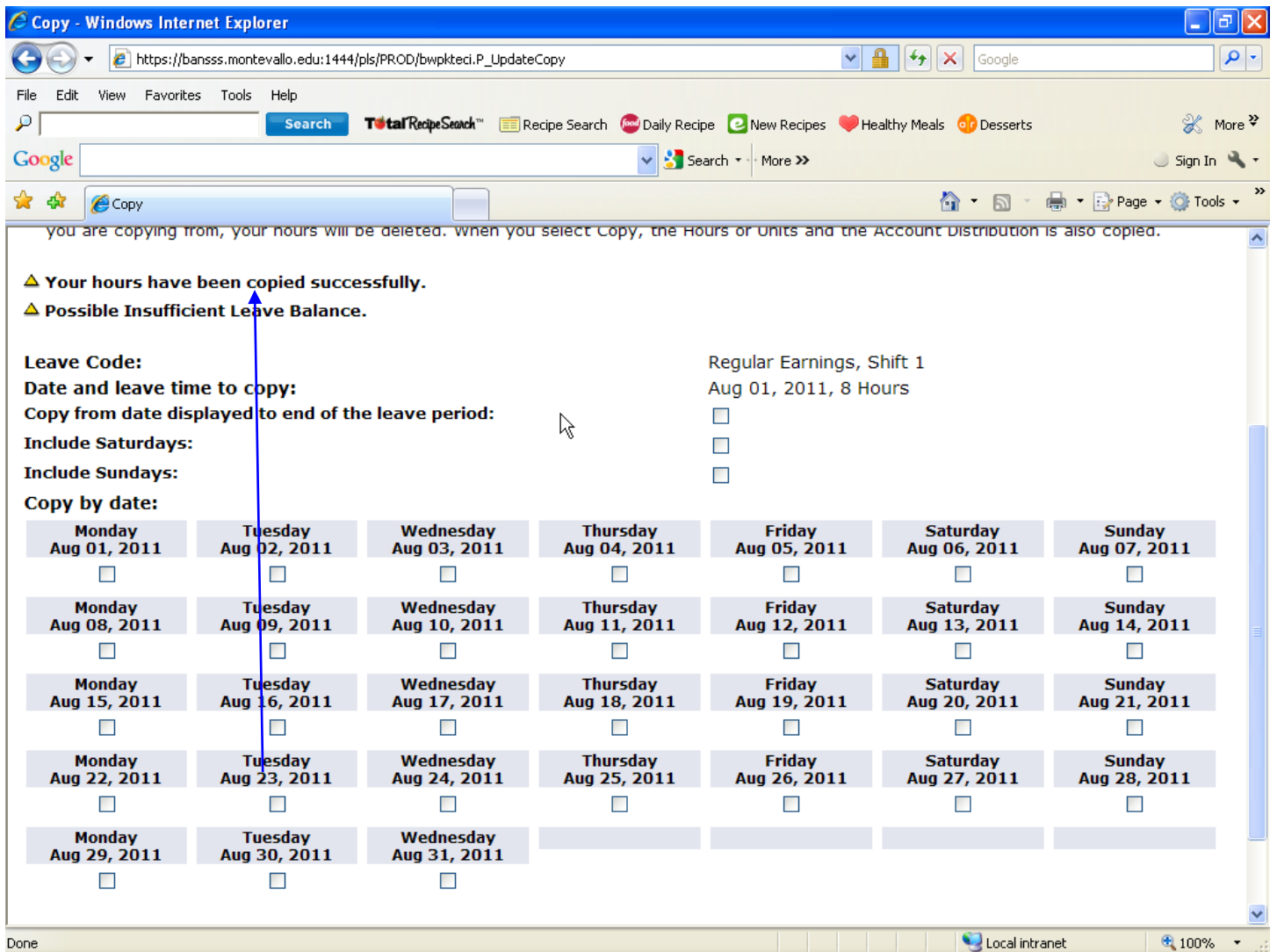
Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 08, 2011	Tuesday Aug 09, 2011	Wednesday Aug 10, 2011	Thursday Aug 11, 2011	Friday Aug 12, 2011	Saturday Aug 13, 2011	Sunday Aug 14, 2011
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 15, 2011	Tuesday Aug 16, 2011	Wednesday Aug 17, 2011	Thursday Aug 18, 2011	Friday Aug 19, 2011	Saturday Aug 20, 2011	Sunday Aug 21, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 22, 2011	Tuesday Aug 23, 2011	Wednesday Aug 24, 2011	Thursday Aug 25, 2011	Friday Aug 26, 2011	Saturday Aug 27, 2011	Sunday Aug 28, 2011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Aug 29, 2011	Tuesday Aug 30, 2011	Wednesday Aug 31, 2011				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report Copy

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Done Local intranet 100%

Click the box underneath the day that you wish to copy the time to. You may do several days at once. Click the copy button.



You will get confirmation that your hours have been copied successfully. Click the leave report button at the bottom of the screen to return to your leave report. You will see your hours that you copied are filled in on your leave report. Continue entering time for the rest of the month by clicking next to scroll to more days & clicking enter hours for the days worked. You may do this as often as you like during the month as soon as you can access your leave report. Clicking the save button when finished entering the hours will save it so your hours entered will be there when you access your leave report later.

Leave report access is available after the 9<sup>th</sup> of the month.

Example of an exempt leave report. You only report the hours of leave.

Time and Leave Reporting - Windows Internet Explorer

http://testaps.montevallo.edu:9085/pls/TEST/bwpktetm.P\_UpdateTimeSheet

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Payroll Specialist -- T04118-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Aug 01, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 05, 2011 by 11:59 PM

**Earning:** Sick Pay  
**Date:** Aug 01, 2011  
**Hours:**

Earning	Total Hours	Total Units	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
Sick Pay	8		8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8		8	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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

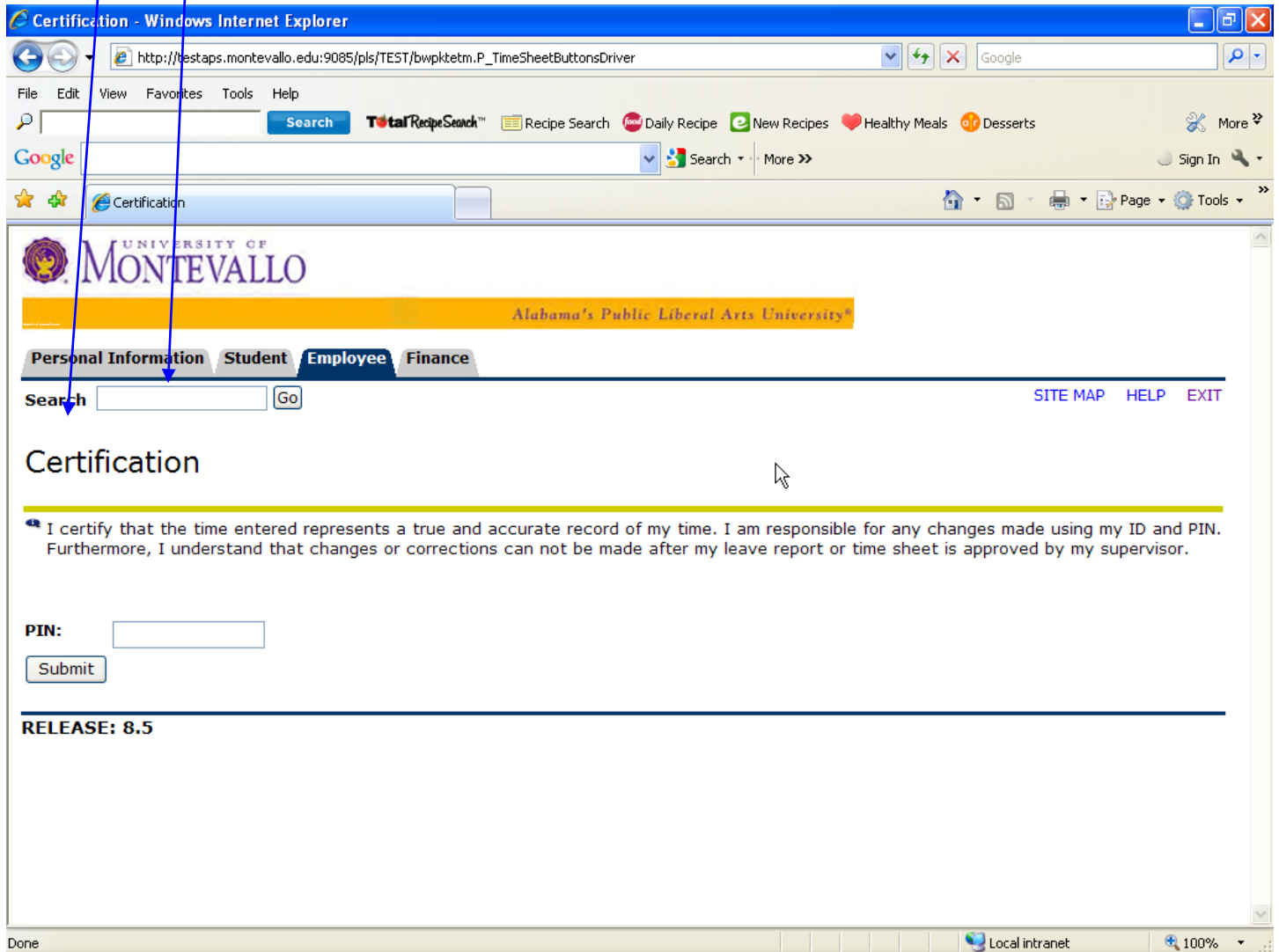
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You will then be asked to verify you are the one submitting this information and that everything entered is correct. To certify the time and submit the information for approval:

- >Enter your PIN and
- >Click **Submit**



Once it is submitted the employee can not access the report to make changes. The supervisor will need to return it for corrections in order for the employee to correct an error.

When your leave report has been submitted successfully, it will indicate the date it was submitted for approval and the status of that approval. Your supervisor will go in to review the report. Once it has been approved it is ready for the payroll process.

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**▲ Your leave report was submitted successfully.**

**Leave Report**

**Title and Number:** Payroll Specialist -- T04118-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Aug 01, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 05, 2011 by 11:59 PM

Earning	Total Hours	Total Units	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
Sick Pay	8			8 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	8			8	0	0	0	0	0
<b>Total Units:</b>		0		0	0	0	0	0	0

Position Selection   Comments   Preview   Next

**Submitted for Approval By:** You on Aug 09, 2011  
**Approved By:** Susan Hayes  
**Waiting for Approval From:**  
**RELEASE: 8.5**

When it is approved, it will indicate who approved it and the date it was approved. If the information is incorrect, the supervisor can disapprove the leave report which sends it back to the employee to make corrections. The employee will then follow the previous steps to correct the time and submit the report for approval again. **As an employee, it is important to check the status of your leave report to verify that the report has been approved.** If your supervisor returns it for correction and you do not re-submit it correctly for approval, you will not be paid. **ONLY APPROVED LEAVE REPORTS RECEIVE A PAYCHECK.**

When you are finished, click one of the other tabs to navigate to another part of Banner Self Services or click on **Exit** in the upper right hand corner to exit.

Example of a leave report that has not been submitted for approval.

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Payroll Technician -- O01730-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Aug 01, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 05, 2011 by 11:59 P.M.

Earning	Total Hours	Total Units	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
Regular Earnings	32		8	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	32		8	0	0	0	8	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
**RELEASE: 8.3**

Exempt leave report pending approval.

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

▲ **Your leave report was submitted successfully.**

**Leave Report**

**Title and Number:** Payroll Specialist -- T04118-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Aug 01, 2011 to Aug 31, 2011  
**Submit By Date:** Sep 05, 2011 by 11:59 PM

Earning	Total Hours	Total Units	Monday Aug 01, 2011	Tuesday Aug 02, 2011	Wednesday Aug 03, 2011	Thursday Aug 04, 2011	Friday Aug 05, 2011	Saturday Aug 06, 2011	Sunday Aug 07, 2011
Sick Pay	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	8		8	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Next**

**Submitted for Approval By:**  
**Approved By:** You on Aug 09, 2011  
**Waiting for Approval From:** Susan Hayes  
**RELEASE: 8.5**

Approved leave report.

Time and Leave Reporting - Windows Internet Explorer

http://testaps.montevallo.edu:9085/pls/TEST/bwpkteis.P\_SelectTimeSheetDriver

File Edit View Favorites Tools Help

Search TotalRecipeSearch™ Recipe Search Daily Recipe New Recipes Healthy Meals Desserts More

Google Search More Sign In

Time and Leave Reporting

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Payroll Technician -- 001730-00  
**Department and Number:** Business Office -- 13631  
**Leave Report Period:** Jun 01, 2011 to Jun 30, 2011  
**Submit By Date:** Jul 15, 2011 by 11:59 PM

Earning	Total Hours	Total Units	Wednesday Jun 01, 2011	Thursday Jun 02, 2011	Friday Jun 03, 2011	Saturday Jun 04, 2011	Sunday Jun 05, 2011	Monday Jun 06, 2011	Tuesday Jun 07, 2011
Regular Earnings	56		8	8	8	Enter Hours	Enter Hours	Enter Hours	8
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	56		8	8	8	0	0	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

**Submitted for Approval By:** You on Jul 08, 2011  
**Approved By:** Mitzi Bentley on Jul 08, 2011  
**Waiting for Approval From:**

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Local intranet 100%



*Sick Leave Hours:* the number of sick leave hours; these will deduct from the number of sick leave hours you have accrued; these can viewed at any time by clicking on the **Employee** tab and then click on **Leave Balances**

*Vacation Hours:* the number of vacation hours; these will deduct from the number of vacation hours you have accrued; these can be viewed at any time by clicking on the **Employee** tab and then click on **Leave Balances**

*Bereavement Hours:* the number of hours that you use for bereavement in accordance with Policy 04:100

*Jury Duty Hours:* the number of hours that you missed work due to serving on a jury.