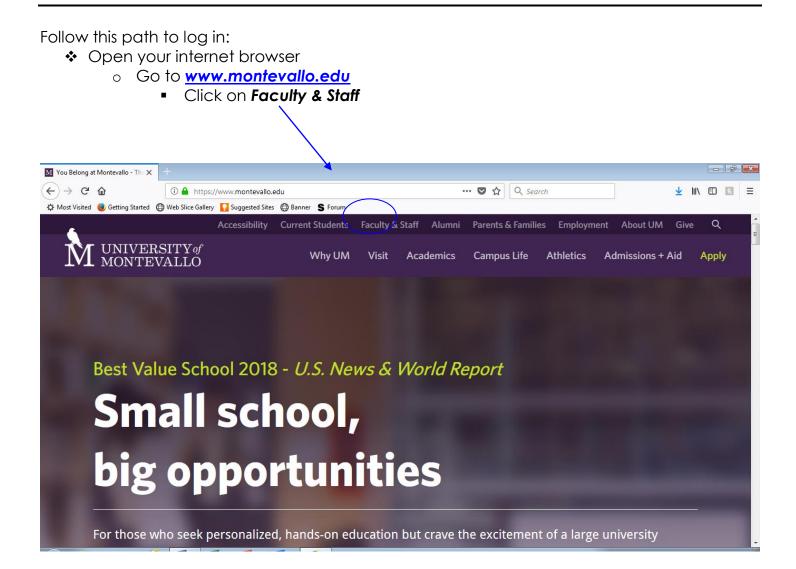
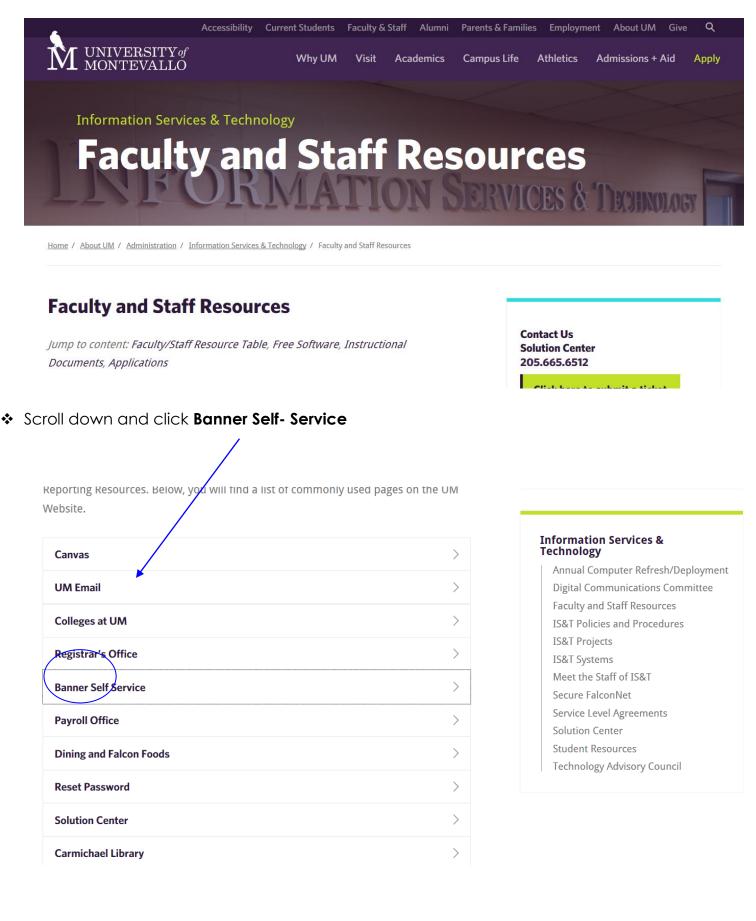


Leave Reporting Instructions

UNIVERSITY OF MONTEVALLO LEAVE REPORTING FOR EXEMPT STAFF AND FACULTY



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



- 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.

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ellucian。	
Please enter your User Identification Number (ID) and your Personal Identificatio	n 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	id.
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© 2018 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or it Use of this software is limited to Ellucian licensees, and is subject to the terms licensees.	s subsidiaries. and conditions of one or more written license agreements between Ellucian and such

- 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

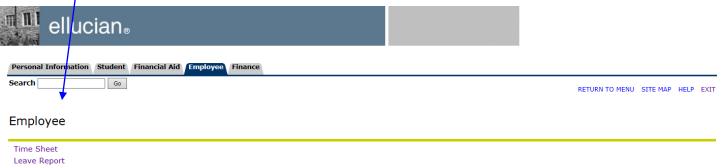
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Select the Employee Tab

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Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.	
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Select 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
Winformation, W2 Form or T4 Form.
Jobs Summary
Leave Balances
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Enter Parking Permit Request
RELEASE: 8.8.3

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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.

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Payroll Technician, 001730-00 Business Office, 13631		
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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.

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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.

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Feb 01, 2019	Saturday Feb 09, 2019 Saturday Feb 16, 2019	Sunday Feb 10, 2019 	Monday Feb 11, 2019	Tuesday Feb 12, 2019 Tuesday Tuesday Feb 19, 2019	Wednesday Feb 13, 2019 Wednesday Feb 20, 2019	Thursday Feb 14, 2019 Thursday Feb 21, 2019
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Feb 01, 2019	Saturday Feb 09, 2019 Saturday Feb 16, 2019	Sunday Feb 10, 2019 	Monday Feb 11, 2019	Tuesday Feb 12, 2019 Tuesday Tuesday Feb 19, 2019	Wednesday Feb 13, 2019 Wednesday Feb 20, 2019	Thursday Feb 14, 2019 Thursday Feb 21, 2019

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.

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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.

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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 9th of the month.

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

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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**

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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.

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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.

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Exempt leave report pending approval.

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Title and Numb	Title and Number:				Payroll Technician 001730-00					
Department and	Department and Number:			\mathbf{k}	Busines					
Leave Report Period:				45	Jun 01, 2011 to Jun 30, 2011					
Submit By Date:				Jul 15, 2011 by 11:59 PM						
Earning					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	8	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			
Other	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours				
Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours				
Total Hours:	56		8	8	8	0	0	-		
Total Units: 0 <t< th=""><th></th></t<>										
								📢 Local intranet	100%	-
								Scocarinerariec	~ 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.