Leave Reporting Instructions

Follow this path to log in:
- ❖ Open your internet browser
  - o Go to ***www.montevallo.edu***
    - ▪ Click on ***Faculty & Staff***
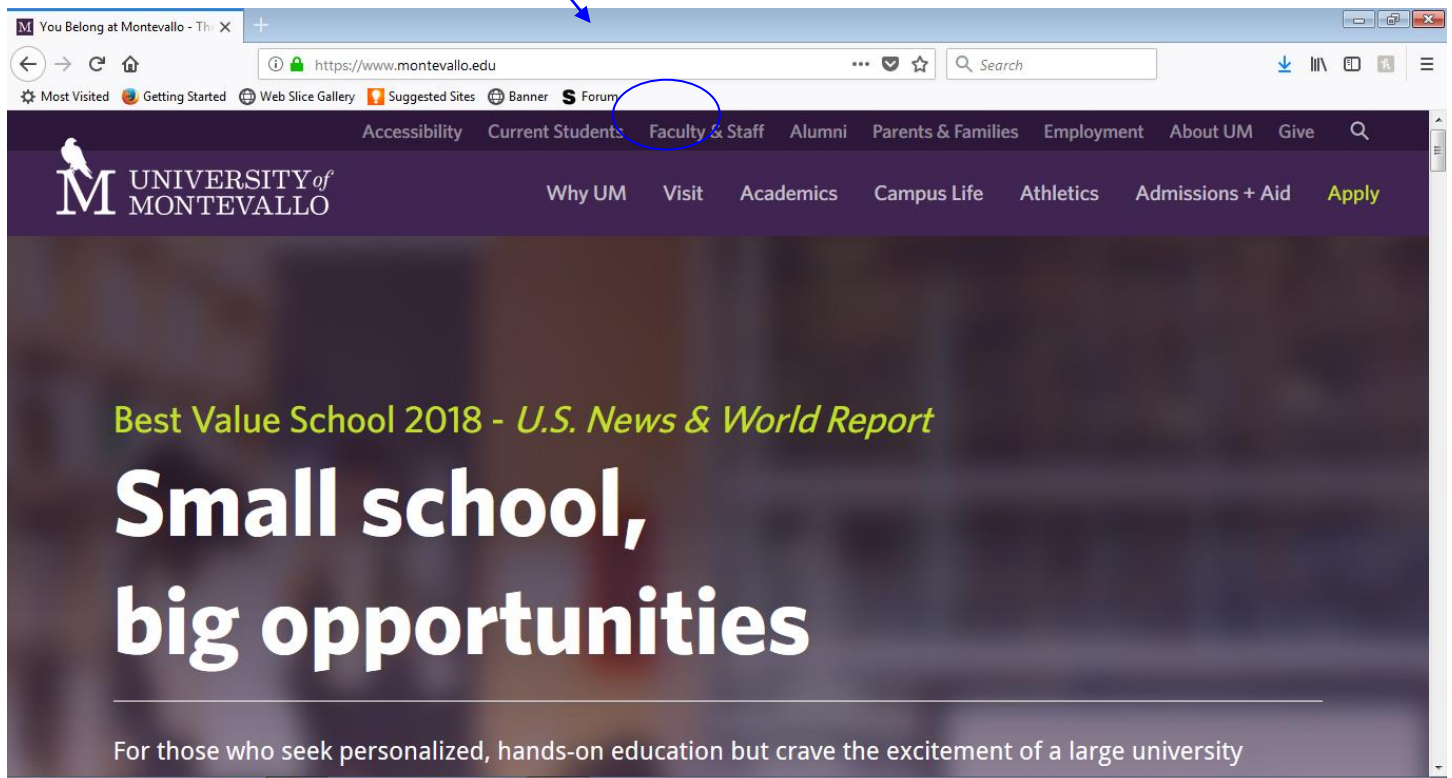
❖ once you've clicked Faculty & Staff, it will take you to the Faculty & Staff Resources page
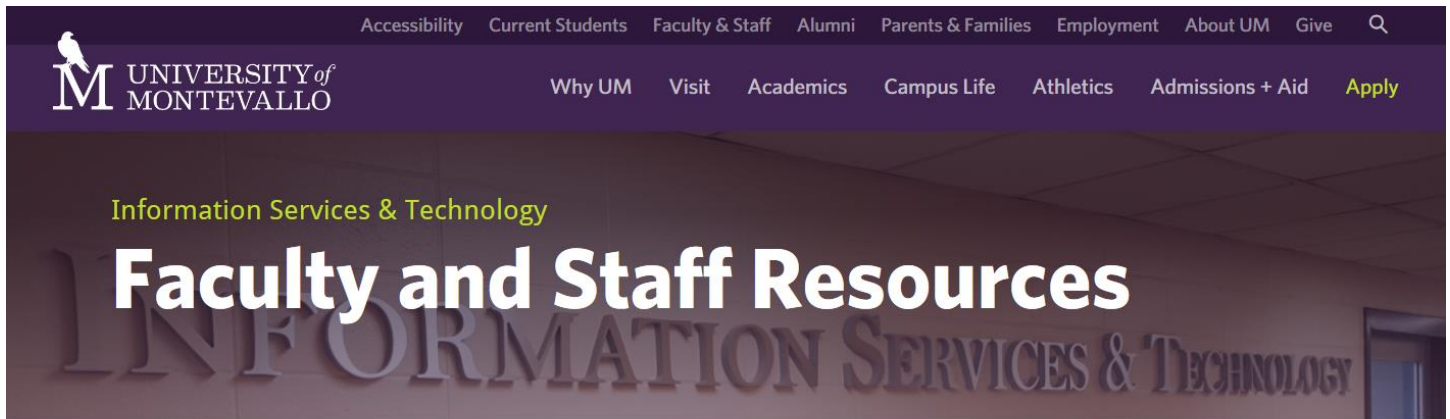
❖ Scroll down and click **Banner Self- Service**

❖ Enter your User ID (M#) and PIN – You MUST use a capital M with your ID number.
   o If you are a new employee, your pin information is given at the orientation appointment.
   o Click Login
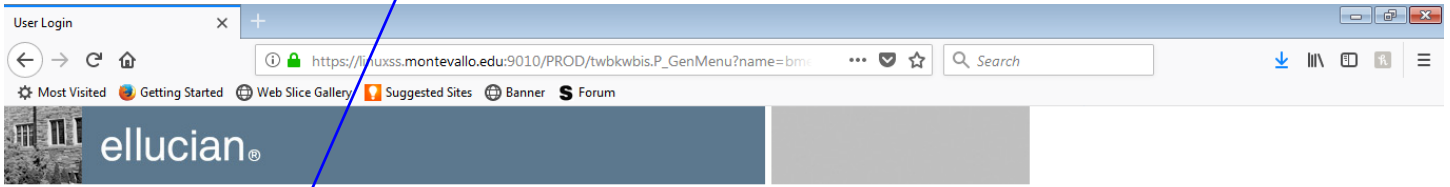
Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

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

User ID:

PIN:

Login   Forgot 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
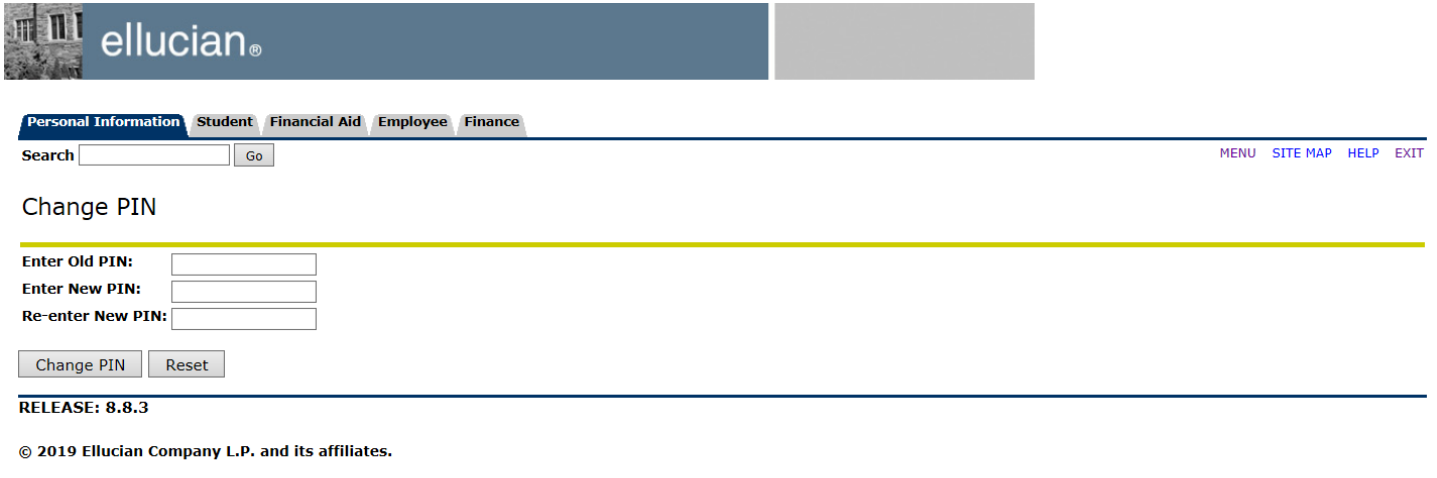
- ❖ Select the **Employee Tab**
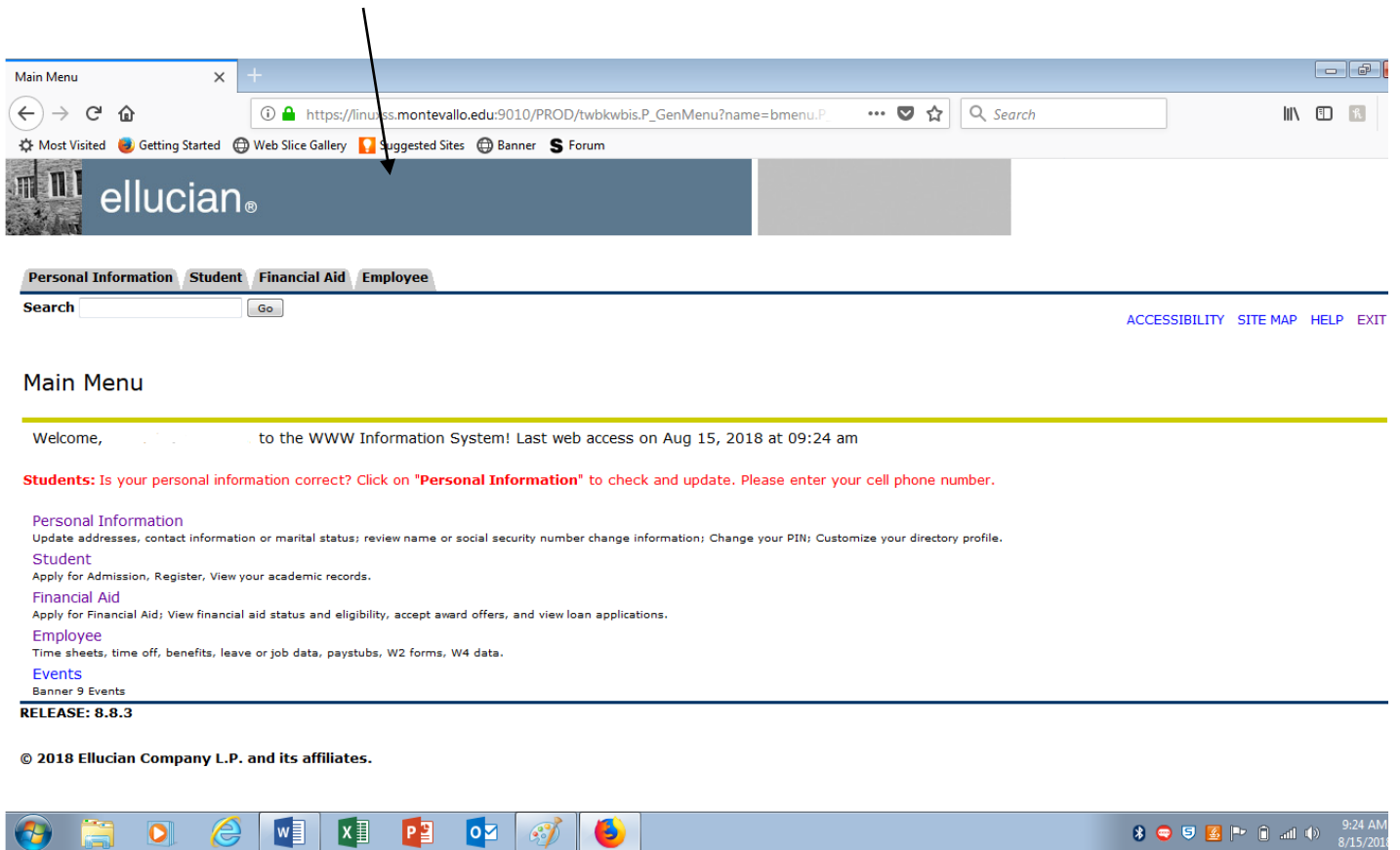
❖ Select **LEAVE REPORT**

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| Personal Information | Student | Financial Aid | Employee | Finance |

Search [_____] [Go]

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.

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.

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.

Personal Information | Student | Financial Aid | **Employee** | Finance

Search [_____] Go

SITE MAP HELP EXIT

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:				Vacation Hours, Shift 1
Date and leave time to copy:				Feb 02, 2019, 0 Hours
Copy from date displayed to end of the leave period:				☐
Include Saturdays:				☐
Include Sundays:				☐

Copy by date:

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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐

[Leave Report] [Copy]

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.

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.
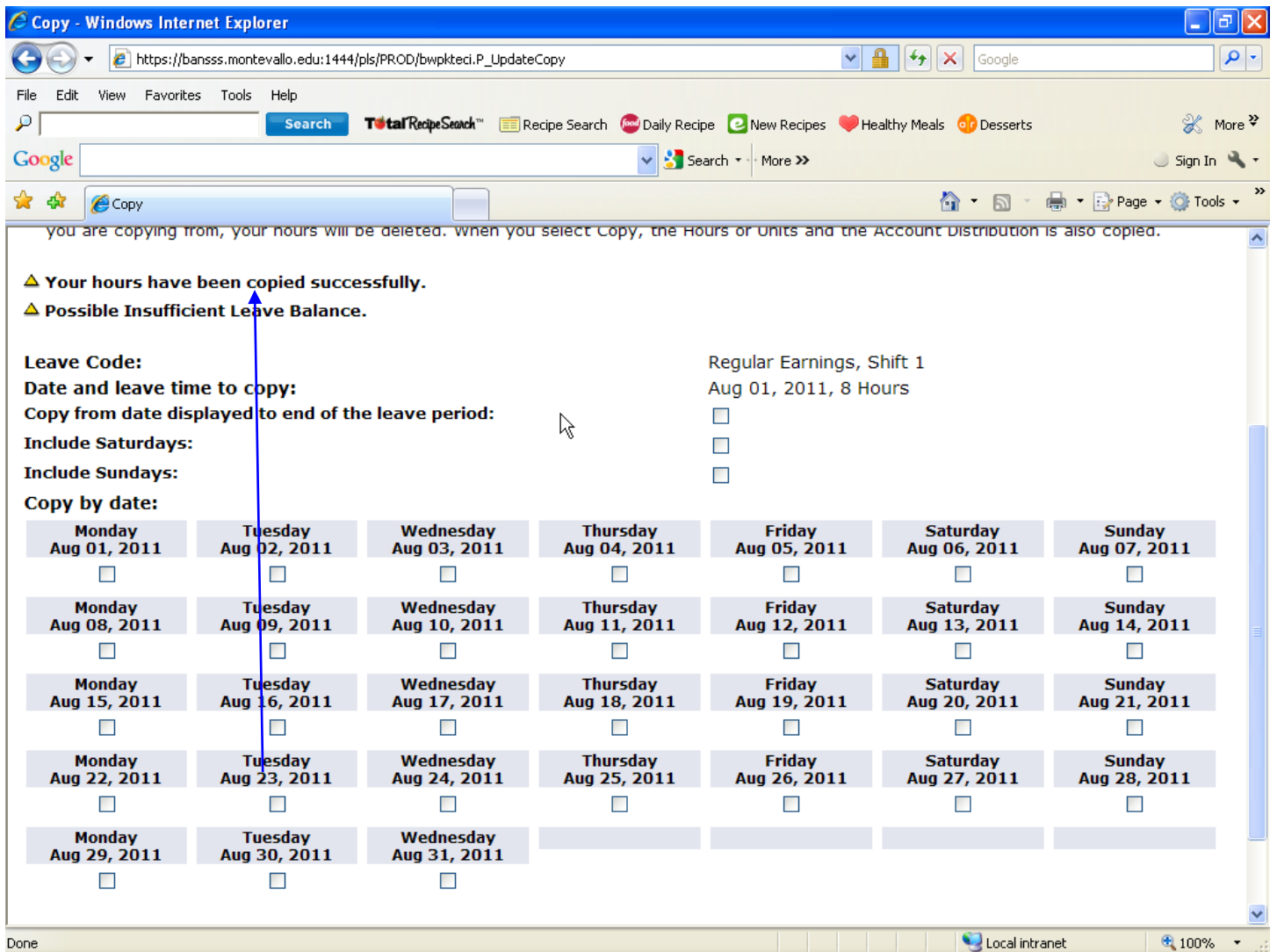
You will get confirmation that your hours have been copied successfully. Click the leave report button at the bottom of the screen to return to your leave report. You will see your hours that you copied are filled in on your leave report. Continue entering time for the rest of the month by clicking next 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 9th of the month.

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

Screenshot of Time and Leave Reporting web page:

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:	8

Save   Copy

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
Total Hours:	8		8	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

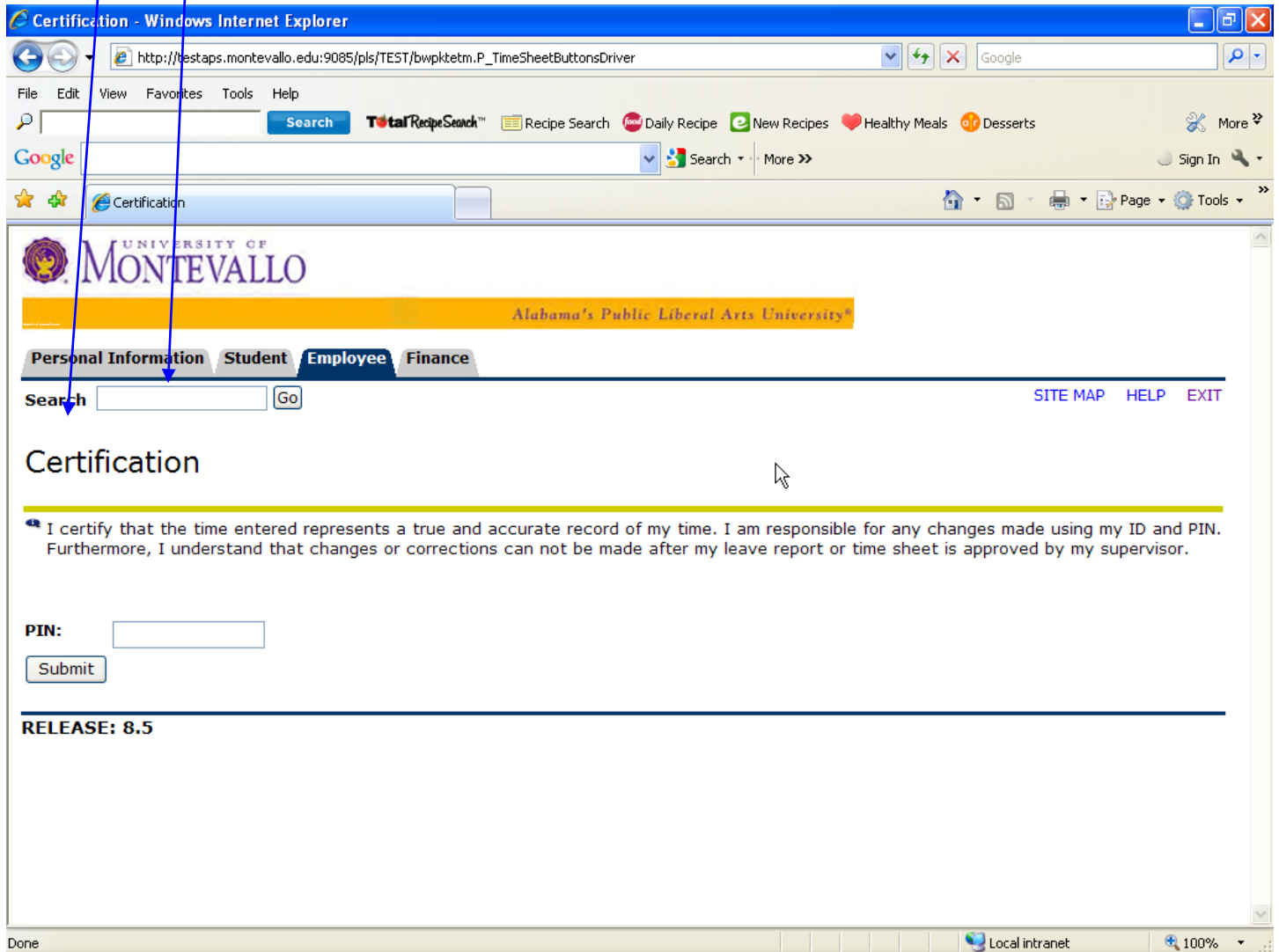**Submitted for Approval By:**
Approved By:
Waiting for Approval From:

RELEASE: 8.5

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.

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.

Exempt leave report pending approval.

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

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:	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	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	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
Total Hours:	56		8	8	8	0	0	8	8
Total Units:		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:	

RELEASE: 8.5

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.