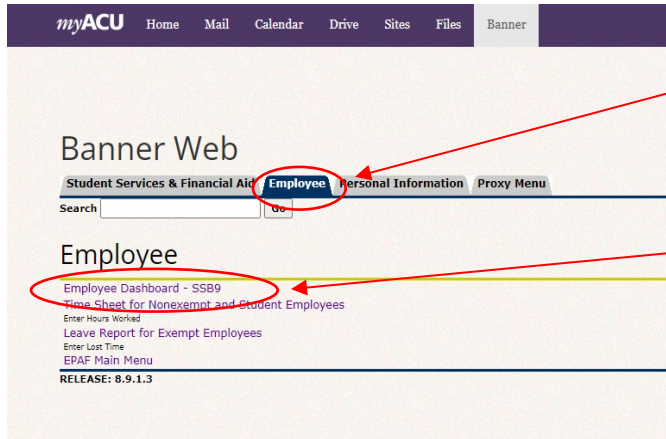


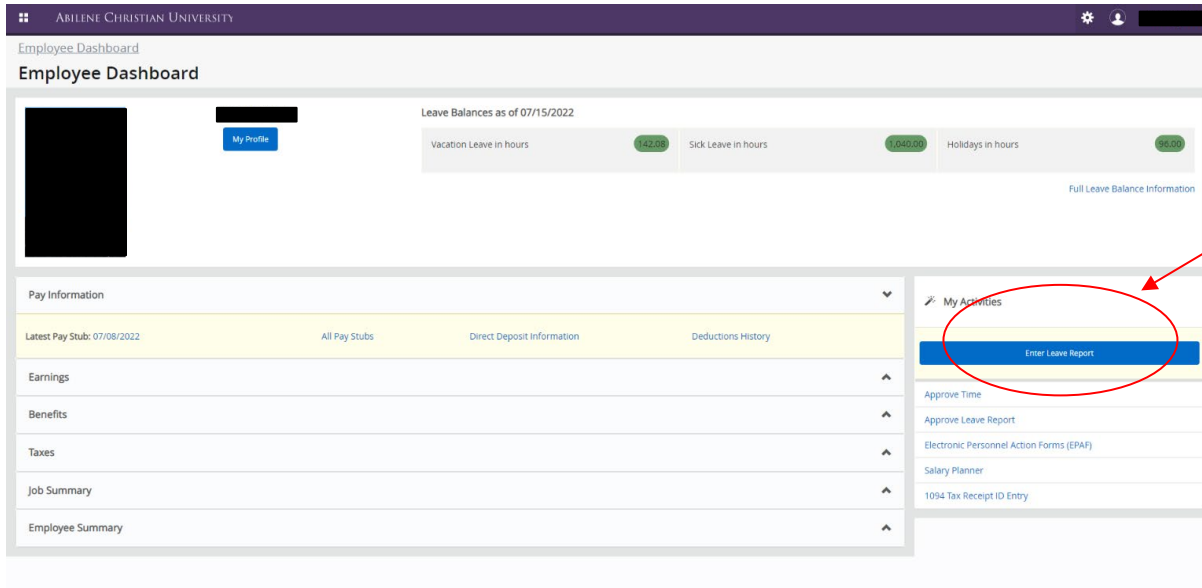
Entering Leave on Banner Web

Accessing your Leave Report

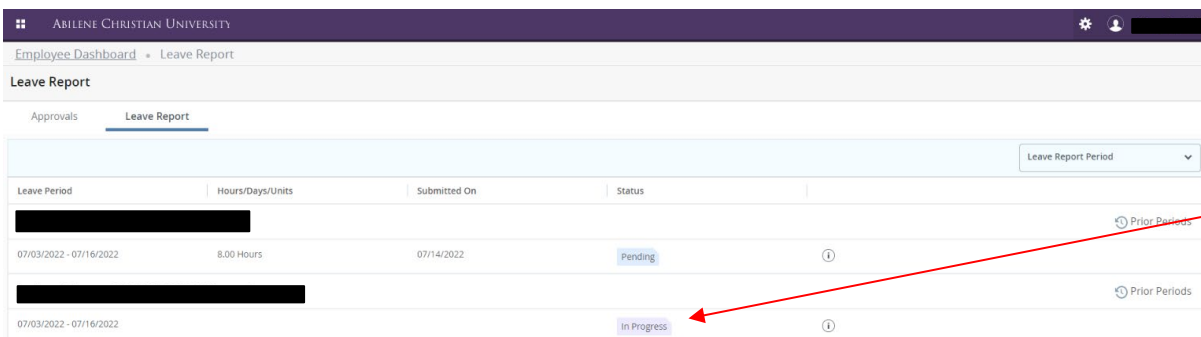


Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



Select "Enter Leave Report" under the "My Activities" section of the employee dashboard.



Select the leave report that you would like to enter time for.

*If you have no leave hours to report, go straight to **“Preview.”**
Then you will need to certify your hours to be able to submit.

To enter leave hours, first select the correct calendar date. Each pay period is two weeks and will begin on a Sunday and end on a Saturday.

ABILENE CHRISTIAN UNIVERSITY

Employee Dashboard • Leave Report • Assistant Director, 988648-01, 1, 41200, Human Resources

Restart Leave Report Leave Balances

07/03/2022 - 07/16/2022 In Progress Submit By 07/18/2022, 11:59 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |

Add Earn Code

Earn Code

Select Earn Code

Exit Page Cancel Save Preview

To enter your hours of leave, select an **Earn Code** from the drop-down menu.

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Employee Dashboard • Leave Report • Assistant Director, 988648-01, 1, 41200, Human Resources

Restart Leave Report Leave Balances

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|--------|--------|---------|-----------|----------|--------|----------|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |

Add Earn Code

Earn Code

Select Earn Code

- Vacation Pay
- Sick Leave Pay
- Sick Leave Family
- Disability Sick Leave Pay
- Holiday Pay

Then, enter the number of hours that you had not worked.

Remember to click **Save** after entering hours under each Earn Code and before moving to a new calendar day.

After all of your time for the pay period is entered, click **Preview** in the bottom right corner.

A Preview box will pop up. This will display a summary of leave hours entered by Earn Codes as well as a weekly summary of total hours spent away from the University.

| Date | Earn Code | Shift | Total |
|------------|---------------------|-------|------------|
| 07/15/2022 | 135, Sick Leave Pay | 1 | 8.00 Hours |

| Earn Code | Shift | Week 1 | Week 2 | Total |
|---------------------|-------|--------|--------|------------|
| 135, Sick Leave Pay | 1 | 8.00 | 8.00 | 8.00 Hours |
| Total Hours | | 8.00 | | |

You may have to scroll down to see all of your details.

When you are ready to submit your leave report, **check the box** to certify that the report is accurate and click **Submit**.