## **Entering Leave on Banner Web**



Abilene Christian University				* 2
Employee Dashboard Employee Dashboard				
	Leave Balances as of 07/15/2022			
My Profile	Vacation Leave in hours	142.08 Sick Leave in hours	1.040.00 Holiday	ays in hours
				Full Leave Balance Informatic
Pay Information			* × My Age	Honties
Latest Pay Stub: 07/08/2022 All Pay Stubs	Direct Deposit Information	Deductions History		Enter Leave Report
Earnings				
Benefits			Approve Lear	ave Report
Taxes			Electronic Pe	ersonnel Action Forms (EPAF)
Job Summary			Salary Plann 1094 Tax Rec	ner rceipt ID Entry
Employee Summary			^	

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Employee Dashboard • Lea	ave Report				
Leave Report					
Approvals Leave Rep	ort				
					Leave Report Period 🗸
Leave Period	Hours/Days/Units	Submitted On	Status		
					1 Prior Parieds
07/03/2022 - 07/16/2022	8.00 Hours	07/14/2022	Pending	<b>(i)</b>	
					S Prior Periods
07/03/2022 - 07/16/2022			In Progress	(i)	

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 Un	IVERSITY				* 🔎	
Em	ployee Dashboard 🔹 Leav	ve Report	tor, 988648-01, 1, 41200, Huma	n Resources			
						🔿 Restart Leave Report 🕤 Leave Ba	alances
07/0	3/2022 - 07/16/2022 i ) 🦻					In Progress Submit By 07/18/2022, 11:	:59 PM
<	SUNDAY 10	MONDAY 11	TUESDAY 12	WEDNESDAY 13	THURSDAY 14	FRIDAY SATURDAY	>
-				Add Earn Cada			_
				() Add Earn Code			
E	arn Code						0
	Select Earn Code	~					
Exit F	Page					Cancel Save Previo	ew
					To enter	your hours of leave,	
					select an	Earn Code from the	
					drop-dow	n menu.	
					./		
	ABILENE CHRIS	itian University				* 🔹	
	Employee Dashboard	• <u>Leave Report</u> • Assistan	t Director, 988648-01, 1, 41200, F	Human Resources			
						🔿 Restart Leave Report 👔 Leave Balan	ces
	07/03/2022 - 07/16/2022	() 🖘				In Progress Submit By 07/18/2022, 11:59	PM
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/03/2022 - 07/16/2022   (i) (ii)					In Progress Submit By 0	7/18/2022, 11:59 PM
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Remembe entering h Code and	er to click s ours unde	<b>Save</b> after er each Ear	'n		Cancel Save	Preview

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

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.

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							E
ay Period: 07/03/2022	- 07/16/2022 8.0	0 Hours In Pro	ogress Submit	By 07/18/2022, 11:59 PM			1
lime Entry Detail							
Date	Earn Code			Shift	Total		
7/15/2022	135, Sick Le	eave Pay		1	8.00 Hours		
Summary							
arn Code	Shift	Week 1	Week 2	Total			
35, Sick Leave Pay	1		8.00	8.00 Hours			
otal Hours			8.00				
Routing and Status							
lame		Action	n	Date & Time			
		Origin	ated	07/15/2022, 08:58 AM			
		In the	Queue				
omment (Optional):							

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**.