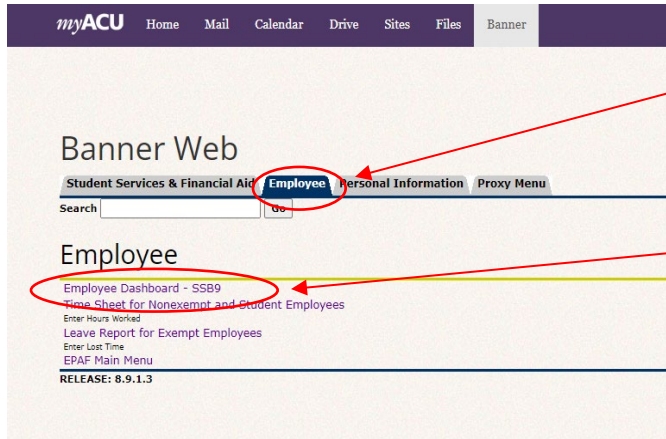


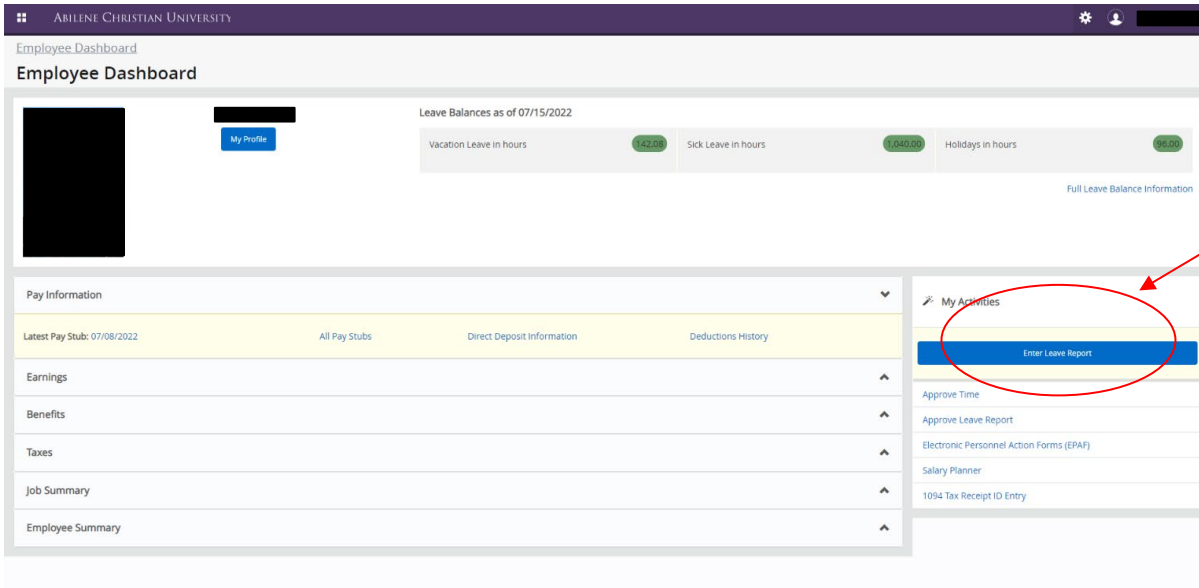
Entering Leave on Banner Web

Accessing your Leave Report

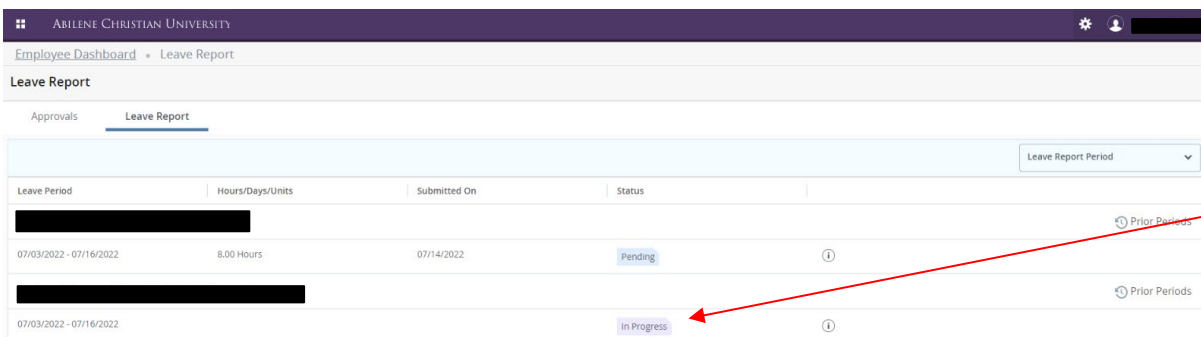


Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"

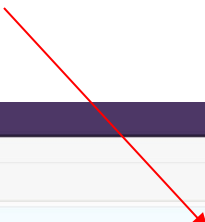


Select "Enter Leave Report" under the "My Activities" section of the employee dashboard.



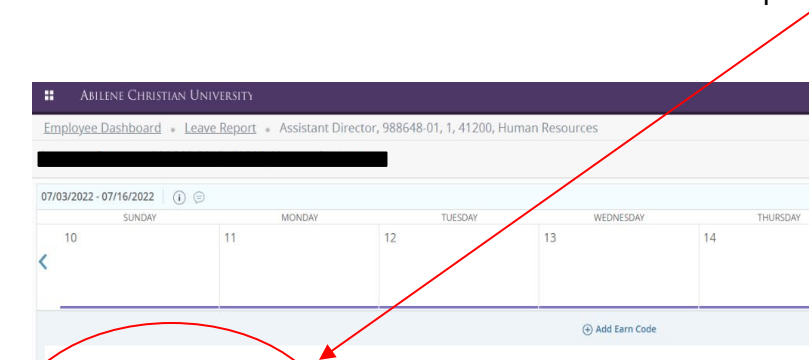
Select the leave report that you would like to enter time for.

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



The screenshot shows the 'Leave Report' interface for Abilene Christian University. At the top, the breadcrumb trail reads 'Employee Dashboard > Leave Report > Assistant Director, 988648-01, 1, 41200, Human Resources'. Below this is a calendar for the period '07/03/2022 - 07/16/2022'. The calendar shows days from Sunday (10) to Saturday (16). The Friday (15) and Saturday (16) cells are highlighted in blue. Below the calendar is a section titled 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'. At the bottom of the page are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

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



This screenshot is similar to the one above, but the 'Add Earn Code' dropdown menu is open, showing a list of options: 'Select Earn Code', 'Vacation Pay', 'Sick Leave Pay', 'Sick Leave Family', 'Disability Sick Leave Pay', and 'Holiday Pay'. The 'Vacation Pay' option is highlighted in blue. A red circle is drawn around the dropdown menu.

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**.

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.