

FACULTY LEAVE REPORTING

What is Web Leave Reporting (WLR)?

You can access WLR from any computer or mobile device connected to the internet. WLR is found in Self-Service Banner (SSB) on the Employee tab. WLR replaces processing paper “Request for Leave Forms.” Full-time Faculty will report leave electronically at the end of each pay period during the Academic year.

Why am I required to do leave reporting on Self-Service Banner (SSB)?

WLR improves efficiency by eliminating the multi-step paper process of leave reporting. Leaves will be recorded more timely and leave balances will be updated into the Banner system and will be available for Faculty to view through Self-Service Banner (SSB).

Can I request leave in advance?

Follow your current departmental protocol for requesting leave. If your Department Chair/Director requires a form be completed, please do not submit “Requests for Leave Forms” to the Office of Human Resources. These forms are no longer necessary; leave will now be updated electronically. It will be at the discretion of the approver how leave requests in advance will be considered (i.e. email, paper request).

When do I submit my leave report to my Department Chair or Director?

Leave Report must be submitted within three (3) business days following the pay period end date. Please see the Leave Reporting Submit Deadline column on the [Semi-Monthly Payroll Calendar](#) (available on the Payroll Department website).

Will I need a PIN for submission? What if I do not know my PIN?

Yes. You need a PIN to submit your leave report. See the [Change PIN and Security Question](#) (found on the Organizational Development website, Training) instruction sheet for details. Contact the YSU Tech Desk (x1595) for a PIN reset when you do not have a security question.

FACULTY LEAVE REPORTING

Can another person enter my leaves for me?

No. Leaves are reported from your own Banner Self-Service account using a confidential PIN.

What if the deadline to submit the Leave Report to the approver is missed?

If you miss the deadline, print the leave report and make appropriate entries in writing. Both you and your approver must sign the printed report. Once approved, hand deliver or send the report to Payroll Office via intra-office mail.

What if my approver misses the deadline to approve the Leave Report?

If your approver misses the deadline, either you or the approver may print the leave report. Once printed, your approver must sign the printed report. The approver should hand deliver or send the report to Payroll Office via intra-office mail.

If I haven't taken any leave, am I still required to submit zero leave taken?

Yes. You are required to submit a leave report whether or not you have taken leave. If no leave is taken, open your leave report and click "Submit for Approval".

What leaves are available to me?

See Article 7 of the OEA Bargaining Agreement regarding paid and unpaid leaves. Please note: Not all available leaves appear on the web leave report due to preapproval requirements. Please contact Linda Moore (ext. 2137 or lmoore@ysu.edu) in the Office of Human Resources to answer questions regarding preapproval.

FACULTY LEAVE REPORTING

How many hours should I submit on my leave report if I missed class time?

Sick time is earned based on a 40 hour work week. If you miss class and do not come to campus for any other work obligations such as scheduled office hours, you must submit 8 hours of leave. If you miss class but keep office hours or attend other work obligations, submit leave only for the class time missed.

Do I need to take leave if I am not scheduled to teach or have no work obligations on a specific day?

No, unless you are unable to attend a work obligation or that day falls between two sick or personal days.

If I arrange for a substitute to teach my class, do I still need to report leave for that day?

Yes.

If I cancel class, do I need to report leave for that class?

Yes.

If I am not sick, can I use sick time for personal reasons?

No. However, you may convert up to 32 hours of sick leave to personal leave per year.

What if I make an error or need to make a change to the leave report?

If you have not submitted your leave report for approval and it is before the "Submit by Date", you can make changes to your WLR.

If you submitted your leave report and it is still pending approval, ask your supervisor to return the leave report for corrections.

FACULTY LEAVE REPORTING

If your leave report has been approved, print the report and make the appropriate corrections in writing. Both the employee and the supervisor must initial any changes. Once printed and corrected, both you and your approver must sign the printed report. The approver will then hand deliver or send the report to Payroll Office via intra-office mail.

What happens if I exceed my available leave balance?

If you *use more leave than you have available*, the WLR system will respond “possible insufficient leave balance”. WLR will accept your entry even if you do not have leave available.

Exceeding your available leave balance may result in a pay adjustment. You will be contacted by Human Resources if this occurs.

You are able to access and review your leave balances in the WLR system. Leave balances are located in Banner Self-Service, Employee Tab option, Leave Balance. Your leave balance accrues on the pay date. Leave taken for the pay period is deducted after your leave report is in Banner, approved by your Department Chair/Director and Payroll runs the update process.

Do you have additional questions about Web Leave Reporting?

Please contact the Office of Human Resources or Payroll Office:

Alisha Greco-Yanniello, HRIS Manager at aayanniello@ysu.edu or Ext. 2363
Theresa VanSuch, Payroll Coordinator at tdvansuch@ysu.edu or Ext. 2355