

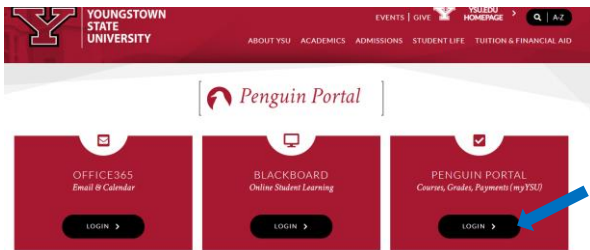
# Leave Reporting in Banner Self Service

## Enter the *Penguin Portal*

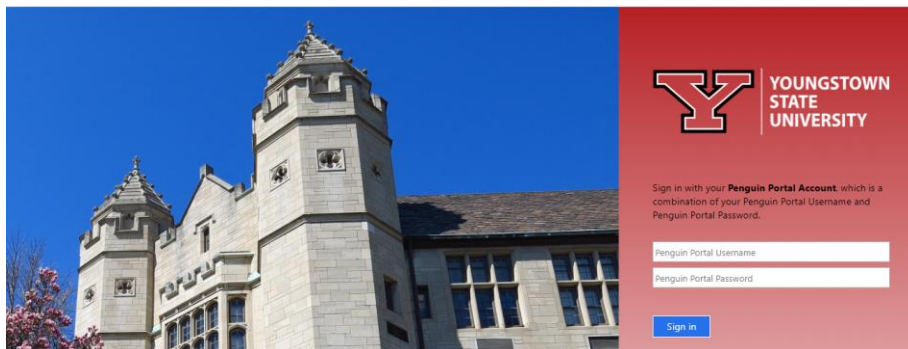
1. Click the Penguin Portal Link



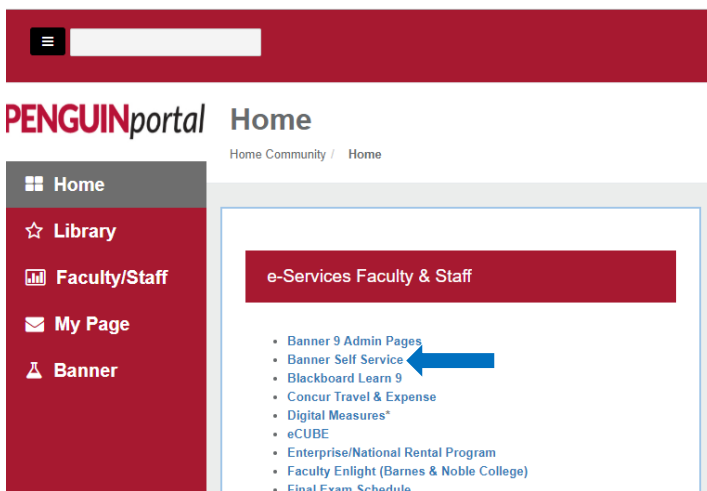
2. Sign into the Penguin Portal using your Username and Password.



3. Enter your login credentials.



4. Click Banner Self Service under e-Services for Faculty and Staff.

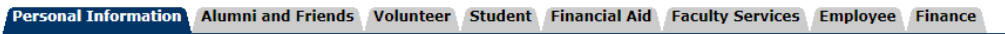


# Leave Reporting in Banner Self Service

## Set PIN & Security Question (one-time setup)

A PIN and Security Questions must be set prior to your first leave report. If you have established a PIN and Security Question, skip to **Submitting a Leave Report**.

Click the **Personal Information** tab to **Change your PIN** and **Security Question**.



### Personal Information

[View/Update Faculty & Staff Directory Information](#)

View/Update campus directory and email display information.

[Update Addresses and Phones](#)

[View E-mail Addresses](#)

[Update E-mail Addresses](#)

[Update Emergency Contacts](#)

[Change your PIN](#)

Need to update your PIN? Change it here.

[Change Security Question](#)

[Forgot your PIN?](#)

Reset your PIN using your security question

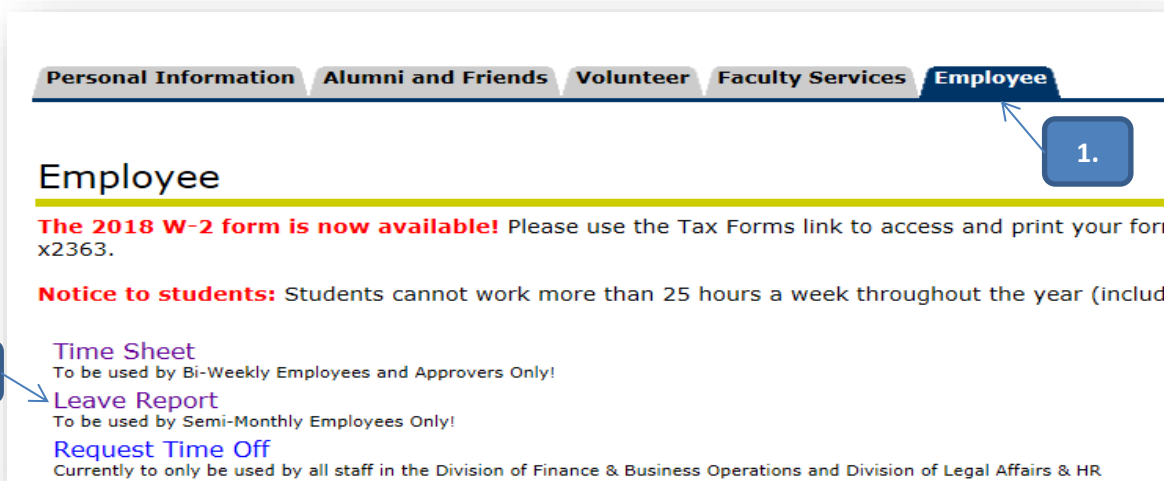
[YSU Parking System](#)

Purchase/Request your parking permit here! Please note that online payments are applied to oldest charges first; please pay ALL prior term charges in full before purch



## Submitting a Leave Report

1. Click the **Employee** tab.
2. Click the **Leave Report** menu option to approve or report time.



# Leave Reporting in Banner Self Service

## Access my Leave Report

3. Click the **Access my Leave Report** radio button. Click the **Select** button to continue.

Personal Information Alumni and Friends Volunteer Student Financial Aid

SITE MAP HELP EXIT

### Time Reporting Selection

Selection Criteria

**My Choice**

Access my Time Sheet:

Access my Leave Report:  **3.**

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy\_Set\_Up

## Enter Leave Report

4. Click the **Leave Report** button to enter your Leave Report after choosing the period.

Personal Information Alumni and Friends Volunteer Faculty Services Employee

### Leave Report Selection

Title and Department: Associate Professor, 999419-00  
Biological Sciences, 140703

My Choice Leave Report Period and Status: Mar 14, 2019 to Mar 31, 2019 Not Started

Leave Report **4.**

RELEASE: 8.12.1.5

5. To record your leaves taken during the Leave Report Period, Click **Enter Hours** on the date and type of leave taken.

Leave Report

Title and Number: Associate Professor -- 999419-00

Department and Number: Biological Sciences -- 140703

Leave Report Period: Mar 14, 2019 to Mar 31, 2019

Submit By Date: Apr 03, 2019 by 11:59 PM

Earning	Total Hours	Total Units	Thursday Mar 14, 2019	Friday Mar 15, 2019	Saturday Mar 16, 2019	Sunday Mar 17, 2019	Monday Mar 18, 2019	Tuesday Mar 19, 2019	Wednesday Mar 20, 2019
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal From Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMI A Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

## Leave Reporting in Banner Self Service

6. Enter the number of hours taken for the day.

Click the **Save** button after each entry. **-OR –** Click **Submit for Approval** when no leave is taken.

*Leave Report*  
 Title and Number: Associate Professor -- 9  
 Department and Number: Biological Sciences -- 14  
 Leave Report Period: Mar 14, 2019 to Mar 31  
 Submit By Date: Apr 03, 2019 by 11:59  
 Earning: Sick Leave  
 Date: Mar 15, 2019  
 Hours:

Save Copy

Earning	Total Hours	Total Units	Thursday Mar 14, 2019	Friday Mar 15, 2019	Saturday Mar 16, 2019	Sunday Mar 17
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7. Click the **Next/Previous** button to move from week to week. See other button actions below.

Buttons	Action
<b>Position Selection</b>	Returns to the Leave Report Selection page.
<b>Comments</b>	Opens a free form text box for typing comments.
<b>Preview</b>	Displays the Leave Report for the reporting period.
<b>Submit for Approval**</b>	Submits your Leave Report to your approver.
<b>Restart</b>	Clears all entries in the Leave Report.
<b>Next/Previous</b>	Moves throughout the weeks of the Leave Reporting Period.

### Copy a Series of Dates

8. To enter multiple dates at a time, for example a week of vacation, enter one day (see step 6) then click the **Copy** button to select the series of dates.

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: Technology and Training Coord -- 998560-00  
 Department and Number: Human Resources -- 120201  
 Leave Report Period: Feb 01, 2014 to Feb 15, 2014  
 Submit By Date: Feb 19, 2014 by 11:59 PM  
 Earning: Vacation Pay  
 Date: Feb 03, 2014  
 Hours: 8

Save Copy

## Leave Reporting in Banner Self Service

9. Click the checkboxes for your selected dates.

10. Click the **Copy** button to copy your selection to the Leave Report. Click the **Leave Report** button to return to the Leave Report page.

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 Pay, Shift 1  
Feb 03, 2014, 8 Hours  
 Date and leave time to copy:  
 Copy from date displayed to end of the leave period:  
 Include Saturdays:  
 Include Sundays:  
 Copy by date:

Saturday Feb 01, 2014	Sunday Feb 02, 2014	Monday Feb 03, 2014	Tuesday Feb 04, 2014	Wednesday Feb 05, 2014	Thursday Feb 06, 2014	Friday Feb 07, 2014
Saturday Feb 08, 2014	Sunday Feb 09, 2014	Monday Feb 10, 2014	Tuesday Feb 11, 2014	Wednesday Feb 12, 2014	Thursday Feb 13, 2014	Friday Feb 14, 2014
Saturday Feb 15, 2014						

### Preview and Submit\*\*

11. On the Leave Report page, click **Preview** to verify all dates are entered and correct in your Leave Report.

MILITARY VACATION PAY	0		
Military Leave w/Pay	0		
Personal From Sick	0		
Worker's Comp SM	0		
<b>Total Hours:</b>	39		
<b>Total Units:</b>		0	

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 8.14.0.1

12. Click **Submit for Approval** to send your Leave Report to your supervisor by the *Submit by Date*.

Worker's Comp SM	0		
<b>Total Hours:</b>	0		
<b>Total Units:</b>		0	

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 8.14.0.1

## Leave Reporting in Banner Self Service

### 13. Enter your PIN and submit to complete the Certification of the Leave Report.

Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services **Employee** Finance

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Certification

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 and PIN.  
For Student Employees: I also certify that I did not work while my scheduled classes were in session.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

13.

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RELEASE: 8.12.1.5

### Important Facts to Know about Web Leave Reporting (WLR)

- ❖ Do not submit paper *Request for Leave Forms* to Human Resources. There are some exceptions to when you must contact HR for instructions or approval.
- ❖ **Leave without Pay** and **Family and Medical Leave (FMLA)** require prior approval from HR. **Family and Medical Leave (FMLA)**: Please contact Linda Moore at [lmoore@ysu.edu](mailto:lmoore@ysu.edu) or x2137 for more information.  
**Leave without Pay**: Submit a paper *Request for Leave Form* to the AVP/Chief HR Officer. The form should be signed by you and your supervisor before sending it to HR. See the OEA Collective Bargaining Agreement, for details.
- ❖ You are required to submit a Web Leave Report by the *Submit by Date*, whether you have taken leave or not.
- ❖ **Please manage your leave balances.** WLR allows you to report more leave hours than you have accumulated. **Using more leave than you have accumulated may result in an adjustment in your pay.**
- ❖ Leave balances accrue on the pay date and leaves taken are subtracted after the pay date.
- ❖ After submission, using the back arrow can cause an “error” status on the report. Your supervisor will still be able to approve.
- ❖ If you need to make changes and have already submitted your leave report, prior to approval your supervisor can return the leave report for corrections.
- ❖ You will receive an email reminder to submit your leave report on the date the leave report is due.