Web Leave Reporting FAQ

YOUNGSTOWN STATE UNIVERSITY
Training & Development

What is Web Leave Reporting (WLR)?

WLR is found in Banner Self-Service on the Employee tab. WLR replaces processing paper Request for Leave Forms. Employees will report leave electronically at the end of each pay period.

Why am I required to do leave reporting on SSB?

All Professional /Administrative employees will use WLR to replace paper submissions to HR.

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.

Can I request leave in advance?

Follow your current departmental protocol for requesting leave. Please do not submit Requests for Leave Forms to the Office of Human Resources for leaves requested in advance.

When and how do I submit my leave report to my supervisor/manager?

Please see the **Semi-Monthly payroll calendar** for deadlines to submit and approve leave reports.

Leave Reporting is found on the Employee Tab in Banner Self Service.

Can another person enter my leaves for me?

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

What if I forget to submit my leave report? Or I'm unavailable to submit?

You can access WLR from any computer or mobile device connected to the internet. Failure to report leaves violates labor agreements and University policy.

What if I don't take leave? Am I still required to submit zero leave taken?

You are required to report no leave taken when you have not taken leave. Open your leave report and click "Submit for Approval".

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

You need a PIN to submit your leave report. See the *Change PIN and Security Question* instruction sheet for details.

Contact the YSU Tech Desk (x1595) for a PIN reset when you do not have a security question.

Sick and Bereavement Leaves require a comment in the leave report.

Bereavement Leave: See Section 7:19 of the APAS Bargaining Agreement or University Guidebook, Section 7.

Sick Leave: See Section 7.10 of the APAS Bargaining Agreement or University Guidebook, Section 7.

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 the "Leave Entry Leave Status Date" has not passed, ask your supervisor to return the leave report for corrections.

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What if my approver misses the deadline?

Your approver will receive a friendly reminder of the pending deadline. After the deadline, the supervisor must use an alternate method designated by the Office of Human Resources.

What happens if I exceed my available leave balance?

It is your responsibility to know your leave balance. Please review your leave balances on Banner Self-Service, Employee Tab option, Leave Balance. Your leave balance accrues on the pay date then leave taken for the period is subtracted.

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 to take.

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

What happens when I reach the maximum allowed to accrue of vacation?

If you are close to accruing the *maximum allowable leave balance*, you will accrue leave to the maximum amount before your leave for the period is subtracted.

More questions about Web Leave Reporting?

Contact the **Office of Human Resources at X1508, Option 1**