

Leave Reporting in Banner Self Service

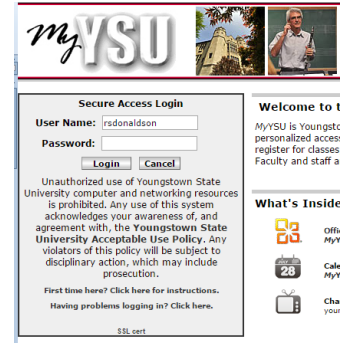
Enter the MyYSU Portal

1. Sign into the My YSU Portal using your Username and Password at my.yzu.edu.
2. Click Banner Self Service under **e-Services for Faculty and Staff**.

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 **Enter or Approve a Leave Report**.

1. Click the **Personal Information** tab to **Change your PIN** and **Security Question**. See the **"Change PIN and Security Question"** document for further instructions.



Enter or Approve a Leave Report

1. Click the **Employee** tab.
2. Click the **Leave Report** menu option to approve or report time.
3. Click the radio button to select **Approve** or **Access my Leave Report**.
4. Click **Select** to continue to approve or report leaves.

Personal Information Alumni and Friends Volunteer **Employee** Finance

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Employee

1.

The 2012 W2 form is now available! Please use the Tax Forms link to access and print your W2. Copies were mailed. Use the Pay Information link to obtain detailed information summarized on the W2. From the Pay Information link, use detailed information provided in summary form on the W2.

Notice to students: During Spring and Fall semester, students cannot work more than 20 hours a week (including dual

[Time Sheet](#)

To be used by Bi-Weekly Employees and Approvers Only!

[Leave Report](#)

To be used by Semi-Monthly Employees Only!

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information or W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

RELEASE: 8.10.1

2.

Personal Information Alumni and Friends Volunteer **Employee** Finance

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Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>

Select

4.

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Access my Leave Report

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

- Click the **Next/Previous** button to move from week to week. See other button actions below.

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

Enter Leave Report

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

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

- 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.

Copy a Series of Dates

- 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.

- Click the checkboxes for your selected dates.
- Click the **Copy** button to copy your selection to the Leave Report. Click the **Leave Report** button to return to the Leave Report page.

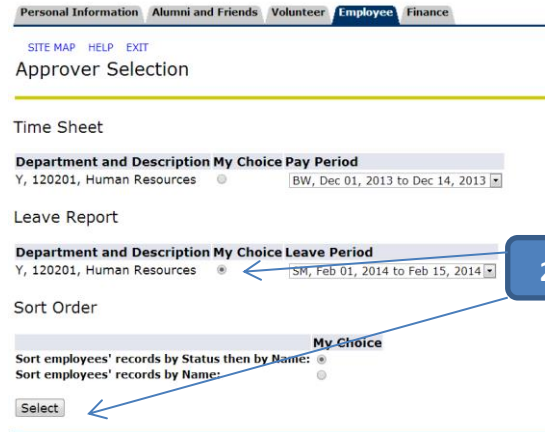
Preview and Submit**

- On the Leave Report page, click **Preview** to verify all dates are entered and correct in your Leave Report.
- Click **Submit for Approval** to send your Leave Report to your supervisor by the *Submit by Date* shown in the header.

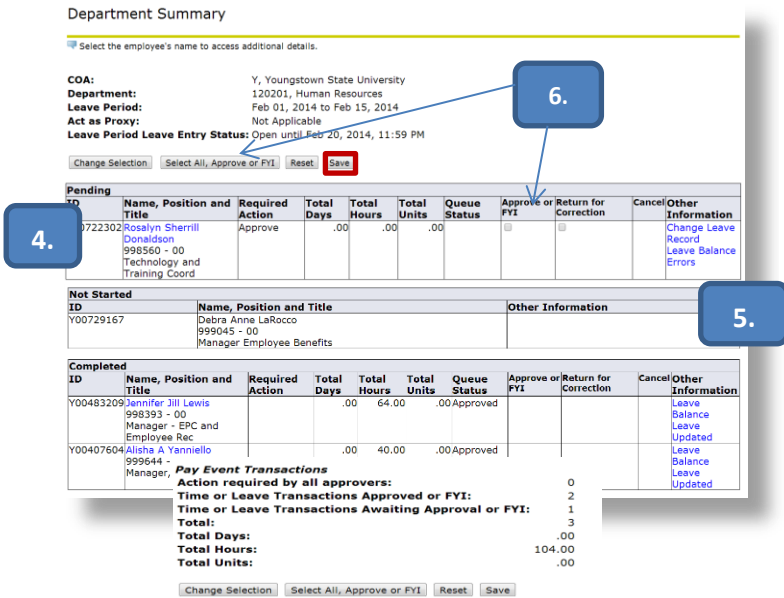
Approve or Acknowledge Time

Beginning on the Time Reporting Selection page:

1. Click the **Approve or Acknowledge Time** radio button. Click the **Select** button.
2. On the **Approver Selection** page, click the **Leave Report** radio button to approve leaves.
3. If you have several departments to approve, they will be listed by ORG code. Click the “My Choice” radio button for the department you are selecting to approve.



The image shown below is of a department’s employees in various states of the reporting process. See the table below.



4. Click the employee’s name link to view their leave report.
5. Click the **Leave Balance** or **Errors** to view details or view them by clicking the name.

NOTE: NEVER change an employee’s Leave Report. Return the report to the employee for correction.

Leave Balance displays the employee’s available leaves at the time of the report.

Errors display warnings of more leave being reported than is available to take. Every employee should manage their own leaves balances. Over use of leaves may result in an adjustment in pay.

Employees are unable to return their Leave Report once it is submitted to the approver. If the **Leave Period Leave Entry Status** has not expired, the approver may click **Return for Correction** then the **Save** button to send it back to the employee for correction.

6. Click the **Approve/FYI** check box to approve the Leave Report. You may also approve multiple employees by clicking **Select All, Approve or FYI**.
7. Click **Save** to complete the process.

Leave Report Status	Description
Not Started	Report unopened by the employee
In Progress	Report opened but not submitted for approval
Pending	Report pending the supervisors’ approval
Returned for Correction	Returned to the employee for corrections by the supervisor
Approved	Approved by the supervisor
Completed	Report updated the leave balance in Banner

Important Facts to Know about Web Leave Reporting (WLR)

- ❖ Do not submit your *Request for Leave Form* 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 x2137 for more information.
Leave without Pay: Submit a paper *Request for Leave Form* to the Chief HR Officer. The form should be signed by you and your supervisor before sending it to HR. See the University Guidebook or the APAS 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. If you are at the maximum accrual allowed you will not accrue more leave on the pay date.
- ❖ When you have an error in your leave report,
- ❖ If you have not submitted your leave report for approval and it is before the “Submit by Date”, please change 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.

Important Facts to Know about Approving Leave Reports

- ❖ If an employee requests **Leave without Pay** in advance, please submit the completed Request for Leave Form to the Chief HR Officer for prior approval.
- ❖ Your department may choose how employees request leave in advance. Please explain your method to your employees for clarification.
- ❖ Please designate a Proxy to approve your employee’s leaves when you are absent. The Proxy for Web Time Entry may serve as your Proxy for Leave Reporting as long as employees do not approve their own Leave Report.
- ❖ Review an employee’s leave balance before approving a leave request. The *Personnel Report* allows you to view the leave balances of your employees. Once an employee opens their Leave Report, you may also review their leave balances from your Department Summary page.
- ❖ Every employee must submit a Web Leave Report by the *Submit by Date*. A zero should appear in the report when no leaves are taken.
- ❖ Follow-up with employees who have not started their Leave Report to assure compliance.
- ❖ Leaves are to be “approved or acknowledged” by the *Leave Period Leave Entry Status* date. If you miss the deadline you will be asked to use an alternative method to report your employees’ leaves. Please strive to approve by the deadline. You will be notified by email of the alternate method if you miss the deadline.
- ❖ Please review all Leave Reports. Your approval initiates the process to update the employee’s leave balance in the Banner system.