

## Exempt Staff Leave Reporting

### **GENERAL:**

Exempt employees are expected to report their vacation and personal time off in a timely manner. Since the University no longer uses the Banner "Leave Request" functionality, we encourage employees to request time off through email, and supervisors to track it on their calendars. Banner Leave Reports will be available the first day of the time period and close the last day of the next pay period. Supervisors will have an additional 5 days to approve the time.

Example: Employee uses five vacation days between 8/12 and 8/16. The 8/1-8/15 leave report will be available 8/1, and the 8/16-8/31 leave report will be available 8/16. The employee will have until 8/31 to report the 8/12-8/15 vacation time and until 9/15 to report the 8/16 vacation time. (However, nothing would prevent the employee from reporting all of the time off upon returning from vacation on 8/17.)

### **RECORDING LEAVE TIME:**

Log into Banner Self-Service and navigate to the 'Employee' tab. Select the 'Leave Report' hyperlink.

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Online Electronic Personnel Action Forms; Find approver and originator manuals [HERE](#).

[Benefits and Deductions](#)

CT-W4-Information that determines the amount of State Tax withheld from your pay.

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

View W-4 information; Print your W-2 form.

[Leave Balances](#)

View your leave balances as recorded. Time taken is recorded based on submission of attendance roster/time sheet to payroll.

[Salary Planner](#)

[Current and Past Jobs](#)

[Validate Student](#)

Check student level and enrollment, and FWS eligibility

[Choose Pay Stub Employee Admin](#)

[Make online credit card and electronic payments.](#)

Payment will be made using CASHNet E-Billing System.

If you are an approver (of either time sheets or leaves), you will see this screen. Select the 'Access my Leave Report' radio button and hit 'Select'.

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### Time Reporting Selection

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Selection Criteria

	<b>My Choice</b>
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 type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/> ▼
Act as Superuser:	<input type="checkbox"/>

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If you are not an approver, or if you are an approver and have selected 'Access my Leave Report', you will be directed to this screen.

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### Leave Report Selection

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Title and Department	My Choice	Leave Report Period and Status
AVP, Controller, 998905-00 OFFICE OF VP FINANCE & ADMIN., 1400	<input checked="" type="radio"/>	06/01/2018 to 06/15/2018 Pending ▼

All time periods open for leave reporting will be displayed in the date drop down. Select the date for which you want to report leave time, click the "My Choice" radio button and click on the 'Leave Report' button.

This screen will now show. REMEMBER: Exempt staff are paid on a semi-monthly schedule. The drop down will be semi-monthly. You may have to use two pay periods to report a week off. Click on the blue 'Enter Hours' for the day you are requesting (either Vacation or Personal time). Type the number of hours in the Hours box. Hit "Save". Use the "Next" button to get to the next group of days in the pay period.

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### Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

#### Leave Report

**Title and Number:**

AVP, Controller -- 998905-00

**Department and Number:**

OFFICE OF VP FINANCE & ADMIN. -- 1400

**Leave Report Period:**

04/01/2018 to 04/15/2018

**Submit By Date:**

07/17/2018 by 11:59 AM

**Earning:**

Vacation Exempt

**Date:**

04/01/2018

**Hours:**

Earning	Total Hours	Total Units	Sunday 04/01/2018	Monday 04/02/2018	Tuesday 04/03/2018	Wednesday 04/04/2018	Thursday 04/05/2018	Friday 04/06/2018	Saturday 04/07/2018
Vacation Exempt	0		<a href="#">Enter Hours</a>						
Personal Exempt	0		<a href="#">Enter Hours</a>						
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

**IMPORTANT:** We recommend you do not 'Submit for Approval' until the time period is over. If you do 'Submit for Approval' and need to adjust your leave time, you will have to have the Leave Report returned to you by your Approver or Payroll.

Once the time period is complete and your Leave hours are correct, 'Submit for Approval'. At that point, you will see that it is "Waiting for Approval From" your supervisor. (If the supervisor is not correct, please contact Human Resources Development to make corrections.) At this time, your Leave Report will show as "Pending". Once the Leave Report has been approved, it will be "Complete".

Leave time reported will be deducted from your leave bank immediately upon approval (not submission).

## APPROVING LEAVE TIME:

Log into Banner Self-Service and navigate to the 'Employee' tab. Select the 'Leave Report' hyperlink. Select the 'Approve or Acknowledge Time" radio button. Hit 'Select'.

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#### Time Reporting Selection

##### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input 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:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

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#### Approver Selection

##### Leave Report

Department and Description	My Choice	Leave Period
A, 1470, CONTROLLER	<input type="radio"/>	SM, 07/01/2018 to 07/15/2018 <input type="button" value="v"/>

##### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

All time periods open for leave reporting will be displayed in the date drop down. Select the date for which you want to approve leave time and click on the 'My Choice' radio button. Hit 'Select'. This screen should show all of your direct reports and the status of their Leave Reports. NOTE: IF YOU HAVE MULTIPLE DIRECT REPORTS WITH MULTIPLE ORGS, HRD CAN CONSOLIDATE THEM INTO ONE. THIS SIGNIFICANTLY SIMPLIFIES THE APPROVAL PROCESS.

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### Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** A, University of Hartford  
**Department:** 1470, CONTROLLER  
**Leave Period:** 07/01/2018 to 07/15/2018  
**Act as Proxy:** Not Applicable  
**Leave Period Leave Entry Status:** Open until 08/05/2018, 11:59 AM

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	999054 - 00 Director, Fin Acctg Services	Approve	.00	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Leave Record</a> <a href="#">Leave Balance Warning</a>

Not Started		
ID	Name, Position and Title	Other Information
	999172 - 00 Payroll Manager	
	999147 - 00 Financial Analyst	
	999008 - 00 Bursar	
	999148 - 00 Budget Analyst	

Click on the employee's name in blue and view the Leave hours reported. NOTE: A status of "Pending" means the employee has submitted the leave report for approval. "In Progress" indicates the employee started the leave report but did not submit for approval. The employee will have to submit the leave report before you can proceed.

## Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Employee ID and Name:** [Redacted] **Department and Description:** A 1470 CONTROLLER  
**Title:** 999054-00 Director, Fin Acctg Services **Transaction Status:** Pending

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### Leave Report

Earnings	Total Hours	Total Units	Sunday, 07/01/2018	Monday, 07/02/2018	Tuesday, 07/03/2018	Wednesday, 07/04/2018	Thursday, 07/05/2018	Friday, 07/06/2018	Saturday, 07/07/2018	Sunday, 07/08/2018	Monday, 07/09/2018	Tuesday, 07/10/2018	Wednesday, 07/11/2018	Thursday, 07/12/2018
Vacation Exempt	8							8						
<b>Total Hours:</b>	8							8						
<b>Total Units:</b>		0												

### Leave Balances as of 07/05/2018

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Exempt Negative Balance	Hours	0	03/12/2009	0	0	0	0
Personal Leave	Hours	0	06/10/2009	0	64	0	64
Vacation	Hours	0	06/10/2009	0	160	0	160

### Routing Queue

Name	Action and Date
[Redacted]	Originated 07/05/2018 04:13
[Redacted]	Submitted 07/05/2018 04:13
Laura Whitney (Mandatory)	Pending

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Note the employee's available time is shown in the Leave Balance section.

At this point, you can 'Approve', 'Return for Correction', 'Change Record', 'Delete', or 'Add Comment'. We recommend Approvers do not change Leave Reports. If you do, at a minimum, add a comment to explain why you made a change. Once you hit 'Approve', the time will be deducted from the employee's leave balance.