



**Leave Reporting
Using
Self-Service Banner**

**User Guide for
Monthly EPA**



Table of Contents

Logging on to Self-Service Banner	Page 2
Entering Leave	Page 6
Submit for Approval	Page 19
Important Reminders	Page 24

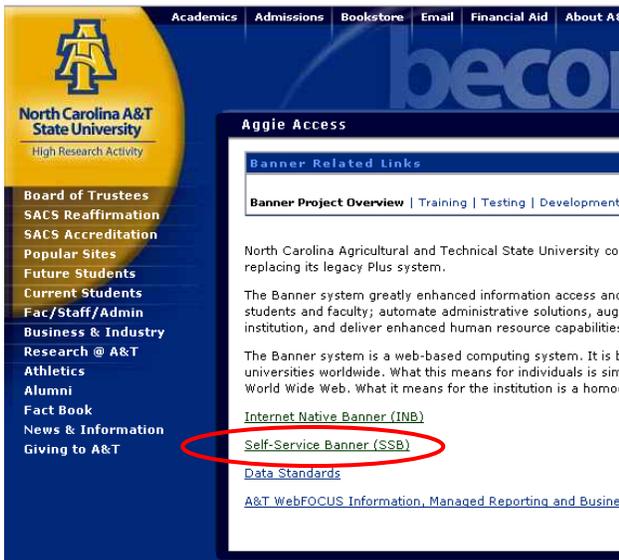


LOGGING ON TO SELF-SERVICE BANNER

1. From the University's website (www.ncat.edu), select **Banner** from the **Fac/Staff/Admin** link on the left side of the screen.



2. Select **Self-Service Banner (SSB)**





3. Click **Enter Secure Area** to access Aggie Access.



- Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends

4. Log into Aggie Access using your Banner ID and password.

User Login

Please enter your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). When finished, click Login.
Multiple failures to enter your correct ID and/or PIN will result in your account being disabled! This will occur on your third attempt.
When you are finished, please Exit and close your browser to protect your privacy.

[First Time Alumni and Donors can create an account here](#)

[Click here for important information regarding
->>> Process for Requesting Book Allowances/Parking Permits Online!](#)

[Click here for important information regarding
->>> Refund Schedule for Spring 2010](#)

Security Agreement: The User ID and PIN assigned to me are for my use ONLY and will not be disclosed to anyone else. By accessing this system, I agree to abide by the University's Computing and Network Usage Policy (<http://www.ncat.edu/~cit/policies/>) and not perform an illegal or unauthorized activity(s) that would violate state and/or federal laws, nor University policies. I will not disclose in verbal, electronic, or in printed format information that I'm not authorized to do so.

User ID:
PIN:

Forgot or Do Not Know Your Banner ID or PIN?

- If you do not know your Banner User ID or Pin, please go to the following site to retrieve it:
 - https://www.ncat.edu/~banner/ID_Request/
 - Or search for "Banner ID request" from the NC A&T homepage, "Search A&T" button
- To reset you PIN online, from the Self-Service Banner login page (pictured above), click on the "Forgot PIN?" button.



First Time Logging Into Banner?

- If you have never logged into Banner before, the default User ID is your birthday, in the following format: **MMDDYY**.
 - When assigning a PIN for yourself: it must be 6 numerical digits, and cannot be your date of birth.
- Click **Login** to continue to security question.



[HELP](#) [EXIT](#)

Login Verification Change PIN

Stop! Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Security Question

- Type your New PIN number in the **Please Confirm your Pin**
- Enter **Question** and **Answer** and click **Submit**



Personal Information **Employee**

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question: Not Selected
Answer:

OR

Question:
Answer:



ENTERING LEAVE

When Banner Self-Service opens, select **Employee** information.



Personal Information **Employee**

Search

[RETURN TO HOMEPAGE](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Elmer Fudd, to Aggie Access! Last web access on Mar 19, 2010 at 12:43 pm

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Select **Leave Report**.



Personal Information **Employee**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Services

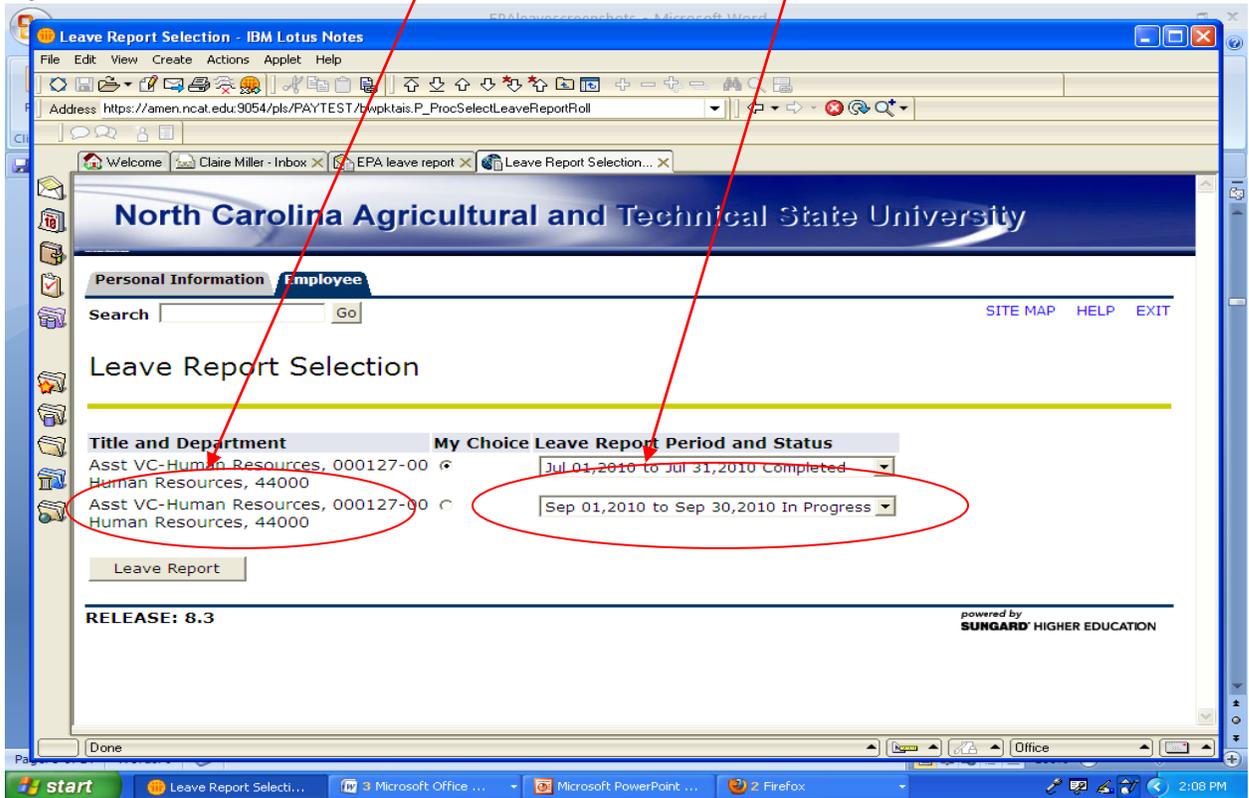
[Time Sheet](#)

[Leave Report](#)

Select **Access my Leave Report**. Click **Select**.



Select the appropriate **Title and Department** and **Leave Report Period and Status**. If there is more than one title contact your supervisor to determine the correct one to use. Then click **Leave Report**.



Note: There are five **STATUS** categories under Leave Report Period and Status in which you could be classified:

1. **In Progress** – You have started your leave report, but not submitted it for approval.
2. **Pending** – You have submitted your leave report for approval.
3. **Completed** – The leave report has been approved by your supervisor and sent to Payroll.
4. **Not Started** – You have not started the leave report process.
5. **Returned for Correction** – There was a problem with your leave report and it was returned to you by the supervisor to correct.



You will see the **Leave Reporting** screen. On the top, you will see your **title, department, and leave reporting period**. Confirm you are on the right leave period.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Notice that the column headings across the top correspond to the first week of the month, starting with the first day of the MONTH on the far left.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0



The far left column, lists the work and leave categories. For complete description of the leave, refer to the "Leave Comparison Chart."

Earning	Total Hours	Total Units	Wednesday Sep 01, 2010	Thursday Sep 02, 2010	Friday Sep 03, 2010	Saturday Sep 04, 2010	Sunday Sep 05, 2010	Monday Sep 06, 2010	Tuesday Sep 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

The first day of the month is given in the next column with fields to enter hours for each work and leave category.

Earning	Total Hours	Total Units	Wednesday Sep 01, 2010	Thursday Sep 02, 2010	Friday Sep 03, 2010	Saturday Sep 04, 2010	Sunday Sep 05, 2010	Monday Sep 06, 2010	Tuesday Sep 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0



For example, for **Wednesday, September 1st**, you have a field to enter “**Sick Leave Taken**”

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

The screen provides data entry fields for all other leave categories, such as **Vacation Leave Taken, Sick Leave Taken, and Bonus Leave Taken.**

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next



Some of the leave categories, such as **Leave Without Pay (LWOP)** or **Military Reserve Training Leave Taken**, you may seldom or never take.

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next



To help you transition to reporting your leave via Banner Self- Service, you may wish to enter your time **FIRST on the PD-110/AT**

Form PD-110/AT (revised)
Oct. 2002

NORTH CAROLINA A&T STATE UNIVERSITY
Office of Academic Affairs
Employee Monthly Leave Record

To be used by employees covered under the leave policy for twelve month EPA personnel.

Record leave daily according to the following codes:

- “A” for Annual leave taken
- “S” for Sick leave taken
- “H” for Holiday
- “O” for all Other leave taken (including Administrative Leave)
- “B” for Special **Bonus** leave taken
- “X” for no Annual or Sick leave taken

This form should be signed by the supervisor and submitted to the Office of Academic Affairs by the 5th day of the month following the month in which leave was taken.

Name: _____
Month: _____

SS #: XXX-XX- _____
Year: _____

Note: Leave is taken in half-days or full days ONLY.

1	2	3	4	5	6	7	8	9	10	11	12	13		
17	18	19	20	21	22	23	24	25	26	27	28	29		

Totals for the Month					
Annual	Sick	Bonus	Holiday	Other	No Sick or Annual

Employee’s Signature: _____

Date: _____

Department: _____

Supervisor’s Signature: _____

Date: _____



You should enter your leave on a WEEKLY basis. To enter your leave, click on the **ENTER HOURS** field corresponding to the type of leave category AND the specific day. For example, if you were out sick on Monday, September 1st, you would click on the **ENTER HOURS** field corresponding to **Sick Leave Taken AND Monday, September 1st**.

Earning	Total Hours	Total Units	Wednesday Sep 01, 2010	Thursday Sep 02, 2010	Friday Sep 03, 2010	Saturday Sep 04, 2010	Sunday Sep 05, 2010	Monday Sep 06, 2010	Tuesday Sep 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Banner will display the **Time Sheet** screen with a **data entry field**. Enter the number of hours of **Sick Leave** taken for September 1st and click **SAVE**.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

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: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning: Sick Lv Taken
Date: Sep 01, 2010
Hours:

Link opens in new window.

Earning	Total Hours	Total Units	Wednesday Sep	Thursday Sep	Friday Sep	Saturday Sep	Sunday Sep	Monday Sep	Tuesday Sep
Sick Lv Taken	0		0	0	0	0	0	0	0



You can use the **COPY** function to enter leave. For example, you take a vacation day the day after Labor Day. Find the **ENTER HOURS** field corresponding to **Vacation Leave** and Tuesday, September 7th.

Earning	Total Hours	Total Units	Wednesday Sep 01, 2010	Thursday Sep 02, 2010	Friday Sep 03, 2010	Saturday Sep 04, 2010	Sunday Sep 05, 2010	Monday Sep 06, 2010	Tuesday Sep 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-Up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		8	0	0	0	0	0	0
Total Units:	0		0	0	0	0	0	0	0

If you also took vacation days on Wednesday, Thursday, and Friday following Labor Day, click on those dates to copy 8 hours of **VACATION LEAVE** into those dates. Click **COPY**.

Leave Code: Vacation Lv Taken, Shift 1
Date and leave time to copy: Sep 07, 2010, 8 Hours
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:
Copy by date:

Wednesday Sep 01, 2010	Thursday Sep 02, 2010	Friday Sep 03, 2010	Saturday Sep 04, 2010	Sunday Sep 05, 2010	Monday Sep 06, 2010	Tuesday Sep 07, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leave Report **Copy**



Every month, you need to enter a “1” in the **LEAVE REPORT CERTIFICATION** field. This will indicate that you have reported leave—even if you haven’t taken any type of leave for the month.

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

Click on **ENTER HOURS** corresponding to **LEAVE REPORT CERTIFICATION** field and the first working day of the month.

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next



On the Time Sheet screen, enter "1" and click **SAVE**.

The screenshot shows the Banner Time Sheet interface. The 'Hours' field is set to 1. The 'Save' button is circled in red. The 'Leave Report Certification' section is also circled in red. The 'Earning' table is visible at the bottom.

Earning	Total Hours	Total Wednesday Sep	Thursday Sep	Friday Sep	Saturday Sep	Sunday Sep	Monday Sep	Tuesday Sep
Done								

After you have completed entering your leave taken for the week and clicked **SAVE**, **EXIT** out of Banner.

The screenshot shows the Banner Time Sheet interface after saving. The 'Hours' field is now 0. The 'EXIT' button is circled in red. The 'Possible Insufficient Leave Balance' warning is visible. The 'Earning' table is visible at the bottom.

Earning	Total Hours	Total Wednesday Sep	Thursday Sep	Friday Sep	Saturday Sep	Sunday Sep	Monday Sep	Tuesday Sep
Done								



When you return to Banner, use the **NEXT** button to navigate to the next week.

	01,2010	02,2010	03,2010	04,2010	05,2010	06,2010	07,2010
Leave Report Certification	0	Enter Hours					
Administrative Leave Taken	0	Enter Hours					
Adverse Weather Taken	0	Enter Hours					
Adverse Weather Make-up	0	Enter Hours					
Vacation Lv Taken	32	Enter Hours					
Sick Lv Taken	8	8	Enter Hours				
Bonus Leave Taken	0	Enter Hours					
Civil Leave Taken	0	Enter Hours					
Comm Serv Lv Taken	0	Enter Hours					
University Closing Worked	0	Enter Hours					
Leave Without Pay (LWOP)	0	Enter Hours					
Military Reserve Trn Lv	0	Enter Hours					
Total Hours:	40	8	0	0	0	0	8
Total Units:	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | **Next** | Link opens in new window.

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.3

powered by SUNGARD HIGHER EDUCATION

To view leave enter from the previous week, click on **PREVIOUS** at the bottom of the page.

	08,2010	09,2010	10,2010	11,2010	12,2010	13,2010	14,2010
Leave Report Certification	0	Enter Hours					
Administrative Leave Taken	0	Enter Hours					
Adverse Weather Taken	0	Enter Hours					
Adverse Weather Make-up	0	Enter Hours					
Vacation Lv Taken	32	8	8	8	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours					
Bonus Leave Taken	0	Enter Hours					
Civil Leave Taken	0	Enter Hours					
Comm Serv Lv Taken	0	Enter Hours					
University Closing Worked	0	Enter Hours					
Leave Without Pay (LWOP)	0	Enter Hours					
Military Reserve Trn Lv	0	Enter Hours					
Total Hours:	40	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | **Previous** | Next | Link opens in new window.

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.3

powered by SUNGARD HIGHER EDUCATION



Banner will display the previous week's reported leave.

	08,2010	09,2010	10,2010	11,2010	12,2010	13,2010	14,2010
Leave Report Certification	0	Enter Hours					
Administrative Leave Taken	0	Enter Hours					
Adverse Weather Taken	0	Enter Hours					
Adverse Weather Make-up	0	Enter Hours					
Vacation Lv Taken	32	8	8	8	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours					
Bonus Leave Taken	0	Enter Hours					
Civil Leave Taken	0	Enter Hours					
Comm Serv Lv Taken	0	Enter Hours					
University Closing Worked	0	Enter Hours					
Leave Without Pay (LWOP)	0	Enter Hours					
Military Reserve Trn Lv	0	Enter Hours					
Total Hours:	40	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Previous, Next

Submitted for Approval By: [Name]
Approved By: [Name]
Waiting for Approval From: [Name]

RELEASE: 8.3

To correct an earlier entry, click on the **ENTER HOURS** corresponding to the date and type of leave you wish to correct, and then re-enter the time and **SAVE**.

North Carolina Agricultural and Technical State University

Personal Information Employee

Search [] Go

SITE MAP HELP EXIT

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.

Possible Insufficient Leave Balance.

Leave Report
Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning:
Date: Sep 01,2010
Hours:

Buttons: Save, Copy



Occasionally, you may wish to explain your **LEAVE** to your supervisor. Click on **COMMENTS** at the bottom of the screen.

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0		0	0	0	0	0	0	0

Buttons: Position Selection, **Comments**, Preview, Submit for Approval, Restart, Next

You will see a **COMMENTS** screen. Enter your comments and then click on **SAVE**.

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Sep 17,2010
Enter or Edit Comment:

Buttons: Save, Previous Menu



After you have completed your monthly **Leave Record**, you may wish to Preview it PRIOR to submitting for approval to your supervisor. Click **PREVIEW** at the bottom of the **Leave Record** page.

Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, **Preview**, Submit for Approval, Restart, Next

Once you have entered your leave for the month, you will want to submit your **Leave Record**, to your supervisor for approval. Click the **SUBMIT FOR APPROVAL** button at the bottom of the page.

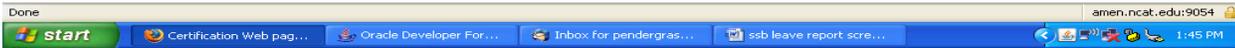
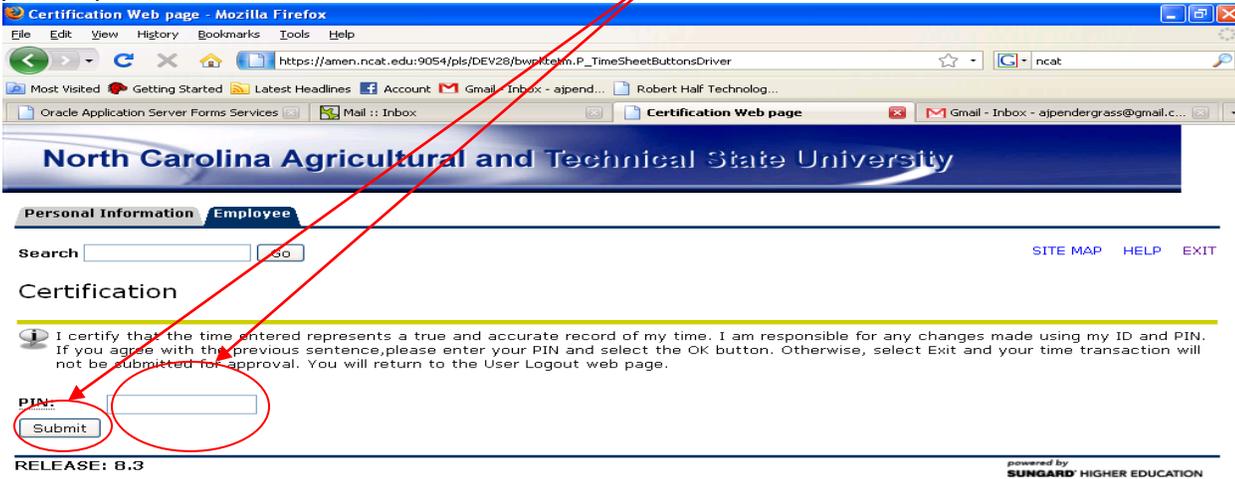
Title and Number: Asst VC-Human Resources -- 000127-00
Department and Number: Human Resources -- 44000
Leave Report Period: Sep 01,2010 to Sep 30,2010
Submit By Date: Sep 30,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Friday Sep 03,2010	Saturday Sep 04,2010	Sunday Sep 05,2010	Monday Sep 06,2010	Tuesday Sep 07,2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

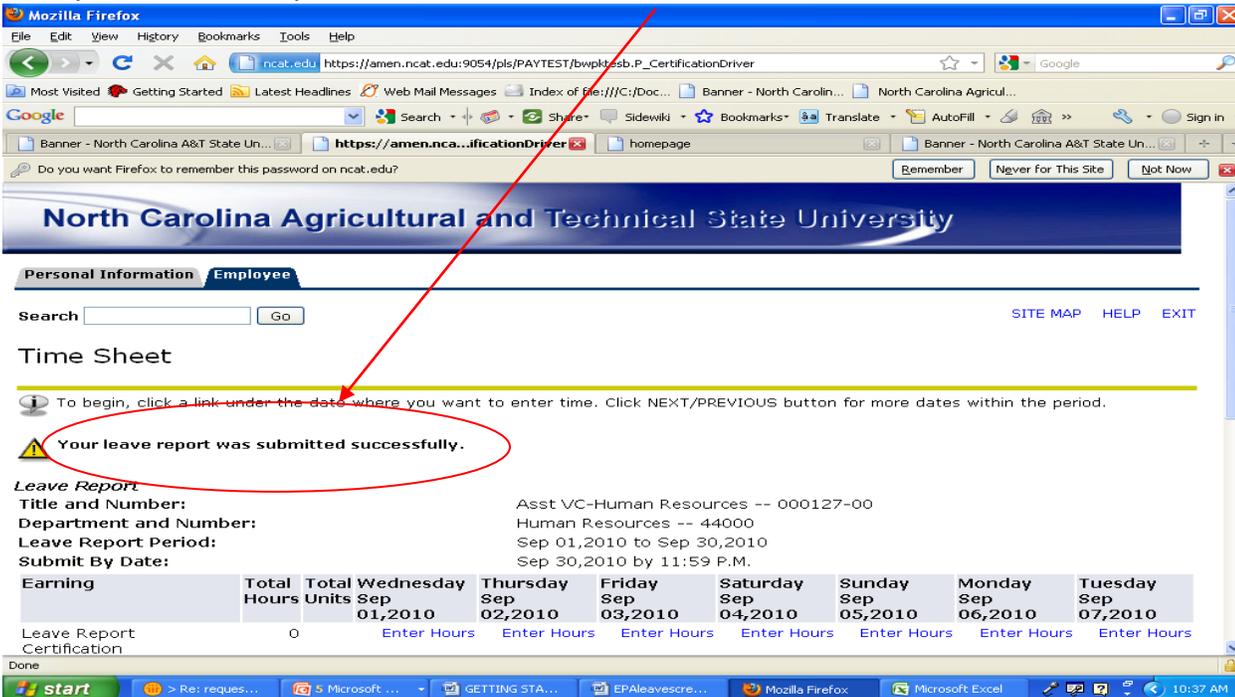
Buttons: Position Selection, Comments, Preview, **Submit for Approval**, Restart, Next



You will enter your six-digit (numbers only) **PIN** and click on **SUBMIT**. Your **Leave Record** will route to your supervisor's Banner account.



Once you hit **SUBMIT**, you will receive a confirmation screen.





Approval Process

Once you hit **SUBMIT**, your **Leave Record** routes to your supervisor for approval, and you cannot change your **Leave Record** via your Banner ID.

- Your supervisor or proxy, will approve your **Leave Record**, and your leave will be recorded in Banner.
- To correct your **Leave Record** after you have submitted it, you can:
 - » Ask your supervisor to return it for correction.
 - » Ask your supervisor to correct your Leave Record on your behalf.

When you log into Banner, you will see that the monthly leave you completed is now in **Pending Status**. **You cannot change your leave when it is in Pending Status.**

Leave Report Selection - Mozilla Firefox

https://amen.ncat.edu:9054/pls/PAYTEST/bwpktais.P_ProcSelectLeaveReportRoll

North Carolina Agricultural and Technical State University

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Jul 01, 2010 to Jul 31, 2010 Completed
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Sep 01, 2010 to Sep 30, 2010 Pending

Leave Report

RELEASE: 8.3 powered by SUNGARD HIGHER EDUCATION

Done

start > Re: reques... 5 Microsoft... GETTING STA... EPAleavescre... Leave Report ... Microsoft Excel 10:39 AM



After your supervisor approves your **Leave Report**, it will move into **Completed** Status

The screenshot shows the 'Leave Report Selection' page in a Mozilla Firefox browser. The page title is 'Leave Report Selection - Mozilla Firefox'. The URL is 'https://amen.ncat.edu:9054/pls/PAYTEST/bwpktais.P_SelectLeaveReportRoll'. The page header includes the North Carolina Agricultural and Technical State University logo and navigation tabs for 'Personal Information', 'Alumni and Friends', and 'Employee'. A search bar is present with a 'Go' button. The main content area is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01, 2010 to Jul 31, 2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01, 2010 to Oct 31, 2010 Completed

Below the table is a 'Leave Report' button. At the bottom of the page, it says 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'. A red arrow points from the text above to the 'Completed' status in the second row of the table.

At times, your supervisor may have you correct your **Leave Report**. You will see **Returned for Correction w/comments**.

The screenshot shows the 'Leave Report Selection' page in a Mozilla Firefox browser. The page title is 'Leave Report Selection - Mozilla Firefox'. The URL is 'https://amen.ncat.edu:9054/pls/PAYTEST/bwpktais.P_SelectLeaveRequestRoll'. The page header includes the North Carolina Agricultural and Technical State University logo and navigation tabs for 'Personal Information', 'Alumni and Friends', and 'Employee'. A search bar is present with a 'Go' button. The main content area is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01, 2010 to Jul 31, 2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01, 2010 to Oct 31, 2010 Return for Correction

Below the table is a 'Leave Report' button. At the bottom of the page, it says 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'. A red arrow points from the text above to the 'Return for Correction' status in the second row of the table.



View the comments, and make the corrections. Then re-submit your corrected **Leave Report**.

Comments - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ncat.edu https://amen.ncat.edu:9054/pls/PAYTEST/bwplctm.P_TimeSheetButtonsDriver

Most Visited Getting Started Latest Headlines Web Mail Messages Index of file:///C:/Doc... Banner - North Carolin... North Carolina Agricul...

Google Search Share Sidewiki Bookmarks Translate AutoFill Sign in

North Carolina Agricultural and Techni... Banner - North Carolina A&T State Un... Comments User Logout

Personal Information Alumni and Friends Employee

Search Go SITE MAP HELP EXIT

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Sep 27, 2010
Enter or Edit Comment:

Save Previous Menu

Made By: Katherine Burckley
Comment Date: Sep 27, 2010
Comment: Thought you took a vacation day on September 7th.

RELEASE: 8.3 powered by SUNGARD HIGHER EDUCATION

Done start > Re: FW: Power pol... Microsoft Office P... Microsoft Office ... Comments - Mozilla Fi... 5:32 PM



IMPORTANT REMINDERS

- Employees must complete their **Leave Report** by **Payroll deadlines**.
- Supervisors must approve the **Leave Report** by **Payroll deadlines**.
- Your **Leave Balances** represent your **accrued leave** as of the ***last* Payroll cycle**.
- Enter your time and leave ***accurately***.
- Your Leave Report cannot be changed by you via your Banner ID once it has been submitted. Contact your supervisor (or proxy), if you discover a problem.

IMPORTANT: FAILURE TO MEET A DEADLINE CAN RESULT IN YOUR PAY BEING DEFERRED UNTIL THE NEXT PAY CYCLE!