Leave Reporting
Using
Self-Service Banner

User Guide for
Monthly SHRA Exempt
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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.

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

- [Process for Requesting Book Allowances/Parking Permits Online](http://www.ncat.edu/~banner/ID_Request/)
- [Search A&T for Self-Service Banner login page](http://www.ncat.edu/~banner/ID_Request/)

**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.

Login Verification Change PIN

Stop! Your PIN has expired. Please change it now.
Re-enter Old PIN: [Blank]
New PIN: [Blank]
Re-enter new PIN: [Blank]
Login

Security Question

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

When Banner Self-Service opens, select Employee.

Select 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.

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

The first day of the month is listed in the next column with fields to enter hours for each work and leave category.
For example, for Friday, October 8th, the screen provides an **Enter Hours field** for **Comp Time Earned 1.0x**.

The screen shows all leave categories including: **Comp Time Earned 1.0x**, **Vacation Leave Taken**, **Sick Leave Taken**, **Bonus Leave Taken**, **Comp Time Taken**, **Holiday Hours Worked**, **Civil Leave Taken**, **Comm Serv Lv Taken**, **Administrative Leave Taken**, **Leave Without Pay (LWOP)**, **Military Reserv Tm Lv Taken**, **Adverse Weather Taken**, **Adverse Weather Make-up**, and **University Closing Worked**.
Some of the leave categories, such as Leave Without Pay (LWOP) or Military Reserve Training Leave Taken, you may seldom or never take.

It is suggested that you enter your leave on a WEEKLY basis. To help you transition to the Banner self-service leave reporting, you may wish to record your leave taken first on the PD-110.

INDIVIDUAL EMPLOYEE’S LEAVE RECORD
TO BE USED BY EMPLOYEES COVERED UNDER THE SPA EXEMPT LEAVE POLICY (TWELVE MONTH, NON-TEACHING PERSONNEL)

Return to: Department of Human Resources – Leave Administration
This form is due by the 5th of each month.
To enter leave, click on the **ENTER HOURS** field corresponding to the type of leave AND the specific day. For example, if you took a vacation day on Friday, October 8th, click on **ENTER HOURS** corresponding to October 8 and Vacation Leave Taken.

Banner will display the **Time Sheet** screen with a **data entry field**. Enter the number of hours of leave taken. Then click **SAVE**.
Banner can copy leave into other dates. If you also took vacation on Monday – Tuesday, October 11-12, first enter 8 on October 8, and then click on COPY.

Banner will display the COPY screen. Click on the radio buttons next to 10/11 and 10/12 to copy 8 hours of VACATION LEAVE into those dates. Then click on 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.

Click on **ENTER HOURS** corresponding to **LEAVE REPORT CERTIFICATION** field and the first working day of the month.
On the **Time Sheet** screen, enter “1” and click **SAVE**.

After you have completed entering your leave taken for the week and clicked **SAVE, EXIT** out of Banner.
When you return to Banner, use the **NEXT** button to navigate to the next week.

To view leave from the last week, click on **PREVIOUS** at the bottom of the page.
Banner will display the previous week’s leave.

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

Occasionally, you may wish to explain your **LEAVE** to your supervisor. Click on **COMMENTS** at the bottom of the screen.
You will see a **COMMENTS** screen. Enter your comments and then click on **SAVE**.

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.
The Preview Summary provides a summary of the recorded leave for the month.

SUBMIT FOR APPROVAL

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.
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.

<table>
<thead>
<tr>
<th>Leave Report Certification</th>
<th>0</th>
<th>1</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Earned 1.0x</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Vacation Lw Taken</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Lw Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Bonus Leave Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Comp Time Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Holiday Hours Worked</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Civil Leave Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Comm Serv Lw Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<tr>
<td>Administrative Leave Taken</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Leave Without Pay (LWOP)</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
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</table>
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.

After you submit your Leave Report, it will move into Pending Status.

After your supervisor approves your Leave Report, your monthly Leave Report will move to Completed Status.
At times, your supervisor may have you correct your Leave Report. You will see Returned for Correction w/comments. View the comments, and make the corrections. Then re-submit your corrected Leave Report.
****IMPORTANT REMINDERS****

- Employees must complete their Leave Report by Payroll deadlines.
- Supervisors must approve the Leave Report by Payroll deadlines.
- Use Comments button to send messages to your Approver about your time entered.
- 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.
- Clicking the Restart button will erase all time for the entire pay period.

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