Leave Reporting
Using
Self-Service Banner

User Guide for
Monthly EPA

NC A&T State University
# 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.

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 2018

**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 any illegal or unauthorized activity(ies) 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: [ ]

Login  Forgot 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.

**Login Verification Change PIN**

StopYour PIN has expired. Please change it now.
Re-enter Old PIN: 
New PIN: 
Re-enter new PIN: 

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 information.

Select 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.

<table>
<thead>
<tr>
<th>Leave Report Period</th>
<th>Total Hours</th>
<th>Total Wednesday</th>
<th>Total Thursday</th>
<th>Total Friday</th>
<th>Total Saturday</th>
<th>Total Sunday</th>
<th>Total Monday</th>
<th>Total Tuesday</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Sep 01, 2010</td>
<td>Sep 02, 2010</td>
<td>Sep 03, 2010</td>
<td>Sep 04, 2010</td>
<td>Sep 05, 2010</td>
<td>Sep 06, 2010</td>
<td>Sep 07, 2010</td>
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<td>0</td>
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<td>0</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Administrative Leave Taken</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adverse Weather Taken</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adverse Weather Makeup-up</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vacation Lv Taken</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sick Lv Taken</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bonus Leave Taken</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Civil Leave Taken</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Comm Serv Lv Taken</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
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<td>University Closing</td>
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<tr>
<td>Leave Without Pay (LWOP)</td>
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<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
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</tr>
</tbody>
</table>

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 complete description of the leave, refer to the “Leave Comparison Chart.”

<table>
<thead>
<tr>
<th>Earning</th>
<th>Total Hours</th>
<th>Total Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Report Certification</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>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>Adverse Weather 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>Adverse Weather Make-Up</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 Ly 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>Sick Ly 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>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>
<td>Enter Hours</td>
</tr>
<tr>
<td>Comm Serv Ly 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>University Closing</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>
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</tr>
<tr>
<td>Work</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>
</tr>
<tr>
<td>Leave Without Pay (LWOP)</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>Total Units</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>
</tbody>
</table>

The first day of the month is given in the next column with fields to enter hours for each work and leave category.
For example, for **Wednesday, September 1st**, you have a field to enter “Sick Leave Taken”.

The screen provides data entry fields for all other leave categories, such as **Vacation Leave Taken**, **Sick Leave Taken**, and **Bonus Leave Taken**.
Some of the leave categories, such as Leave Without Pay (LWOP) or Military Reserve Training Leave Taken, you may seldom or never take.
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: _____________________________________  SS #:    XXX-XX-
Month:_____________________________________ Year: ____________________

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

<p>| | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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<td>17</td>
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<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

Totals for the Month

<table>
<thead>
<tr>
<th>Annual</th>
<th>Sick</th>
<th>Bonus</th>
<th>Holiday</th>
<th>Other</th>
<th>No Sick or Annual</th>
</tr>
</thead>
</table>

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.

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.
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.

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

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**.
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.

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.
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.
After your supervisor approves your Leave Report, it will move into 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.

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

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

RELEASE: 0.3
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!