Leave Reporting Using Self-Service Banner

User Guide for Monthly SPA non-Exempt

NC A&T State University
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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 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(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 Login Form]

**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 your 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.

Security Question

- Type your New PIN number in the **Please Confirm your Pin** and click **Submit**.
When Banner Self-Service opens, select **Employee** information.

Select **Leave Report**. Click **Select**.

**Selection Criteria**

- **Access my Time Sheet**
- **Access my Leave Report**
- **Approve or Acknowledge Time**
- **Approve All Departments**
- **Act as Proxy**: Self
- **Act as Supervisor**: }

**Proxy Set Up**
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 complete description of the leave, refer to the “Leave Comparison Chart.”

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 Friday, October 1st, the screen provides an **Enter Hours field** for **Regular Hours Worked**.

The screen shows all leave categories including: **Regular Hours Worked**, **Extra Hours Worked (40 or less)**, **Extra Hours Worked (over 40)**, **Vacation Leave Taken**, **Sick Leave Taken**, **Bonus Leave Taken**, **Comp Time Taken**, and **Paid Holiday**.
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 the Banner Self Service Leave Reporting, you may wish to capture your hours worked and leave on the PD-113.

**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

**Employee Time Record (Form PD-113)**

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Time Worked</th>
<th>Total Hours Worked</th>
<th># Hrs Leave Taken</th>
<th>List Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Columns:**

Comp/Overtime Earned: 0
You should enter your Hours Worked and leave on a WEEKLY basis. To enter your leave, click on the ENTER HOURS field corresponding to the type of work/leave category AND the specific day. For example, if you worked on Friday, October 1st, you would click on the ENTER HOURS field corresponding to Regular Hours Worked AND Friday, October 1st.

Banner will display the Time Sheet screen with a data entry field. Enter the number of hours you worked. Then click SAVE.
You can copy the hours worked into other dates. Click the COPY button.

The COPY screen allows you to copy data entered into other fields. For example, if you worked 8 hours every working day of the month, Banner will copy the 8 hours you entered on October 1st to all other days of the month.
Or you can copy into individual dates. For example, if you worked 8 hours each day of the week, October 4-8, then click each of these dates to copy the 8 hours worked into each day. Hit the COPY button.

You can enter leave the same way. For example, you take a vacation day the day before Homecoming. Find the ENTER HOURS field corresponding to Vacation Leave and October 8th.
On the Time Sheet screen, enter 8 hours and click COPY.

If you also took VACATION LEAVE on the Monday and Tuesday following Homecoming, click on those two days to COPY 8 hours of VACATION LEAVE into those days. Click on COPY.
After you have finished entering hours worked or leave taken for the week and clicked on SAVE, EXIT.

***Note: Click Exit to logout without submitting time.***

When you return to Banner, click on NEXT button to enter the next week’s hours worked and leave taken.
***Note: DO NOT click the Restart button. Clicking the Restart button, will clear all information that was entered during the pay period!***

**Position Selection Button** - Displays the Selection page.

**Comments Button** - Displays the Comments page. The employee can enter freeform comments on this page.

**Preview Button** - Displays the Preview page. This page shows all time entered for the pay period.

**Restart** – clears all the information that was entered during the pay period

**Submit for Approval Button** - Saves the data to the time entry tables, sets the status to *Pending*, and places the data into the approval queue.

**Next Button** - Displays the information for the following week in the pay period.
To view the leave entered from the previous week, click **PREVIOUS**.

Banner will display the previous week’s hours worked and leave taken.
To correct an earlier entry, click on **ENTER HOURS** corresponding to the date and the type of leave you wish to correct, then enter the right hours (such as **0** if you did not take leave), and then click **SAVE**.

After you enter your leave for the week, you will want to **EXIT Banner**.

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**Maurice Warren**  
Technology Support Specialist, 005715-00

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**Leave Report**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked</td>
<td>168</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Vacation 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>Sick 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>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>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Paid Holiday</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>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>
<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>
<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>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>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Reserv 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>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>
</tbody>
</table>

**Total Hours:** 168

**Total Units:** 0
Occasionally, you may wish to explain your leave record to your supervisor. Click on **COMMENTS** at the bottom of the screen.

```
Enter your comments and click 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:  
Comment Date:  
Enter or Edit Comment:
```

```
Save  Previous Menu
```
After you complete your LEAVE REPORT for the month, you may wish to PREVIEW.

The PREVIEW screen displays the hours worked and reported leave for the month. Ensure your leave record is accurate.
SUBMIT FOR APPROVAL

By the Payroll deadline, **SUBMIT** your **Leave Record** for **APPROVAL**.

The **Certification** screen gives you the opportunity to confirm your entry. To agree with the terms on the Certification page, **Enter your PIN** and click on **SUBMIT**. Your **Leave Record** will route to your supervisor.
Banner will display a **Confirmation** screen.

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

***Note: DO NOT click the “Submit for Approval” until all leave has been entered for the period.***

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.
The Pay Period and Status will now show as **Pending**. Changes cannot be made when the Leave Report is in **Pending** status.

Once your supervisor (or proxy) approves your Leave Report, the Pay Period and Status will show as **Completed**.
If your supervisor returns your **Leave Record** to you for correction, the Pay Period and Status will show as **Return for Correction**.

Click **Comments** to review comments for correction. 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