



Leave Reporting Guidelines

Leave Earning EHRA and SHRA-Exempt Employees

OPENING YOUR LEAVE REPORT

1. Log into Employee Self Service using your Banner ID and PIN.
2. Click the **Employee** Tab.
3. Click the **Leave Report** Hyperlink.
4. Choose **Access My Leave Request** under My Choice and then click Select at the bottom of the page.
5. Next to the My Choice radio button pick the correct **Pay Period and Status** from the dropdown menu and then click Leave Report at the bottom of the page.

ENTERING LEAVE USED EACH DAY YOU TAKE LEAVE

1. Click on the **Enter Hours** Hyperlink under the date you took leave and in the row for the appropriate leave code.
2. Record Hours **Absent** Only for the day you took leave under the corresponding leave code.
Note: Leave time is to be reported in hours, not days; i.e. report "8" hours, not "1" day.
3. Click **Save** to record the hours for that specific day.
4. Now you will see your total leave hours taken for that specific day.
5. Click **EXIT** at the top of the page to close the leave report.

AFFIRMING NO LEAVE TAKEN FOR THAT SPECIFIC MONTH

1. Click on the **Leave Certification Report** Hyperlink. You may select the 1st day of the calendar month.
2. Enter "**1**" for this leave type.
3. Click **Save** to record that you did not take any leave for the month.
4. Click **Exit** at the top of the page to close the leave report.

CORRECT LEAVE YOU ALREADY ENTERED

You may correct any hours entered as long as your leave report has not been submitted for approval.

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type the correct number.
3. Click the **Save** button.

ENTER A COMMENT ON YOUR LEAVE REPORT

You can enter a comment on your leave report that your supervisor will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. *Note: Comments on your leave report are only visible to you in **Preview** mode.*

SUBMITTING YOUR LEAVE REPORT

You are responsible for submitting an accurate leave report. Review your leave report to ensure the dates, hours reported, and leave codes are correct.

1. Click the **Submit for Approval** button at the bottom of your leave report.
*Note: Once you click on Submit for Approval your leave report becomes "view only" and it cannot be altered. You can contact your supervisor and ask them to **return** your leave report **for corrections**. At any point you can make corrections and resubmit.*