Banner Self-Service Leave Report Employee & Supervisor Instructions and FAQs

HUMAN RESOURCES

> **REMINDER:**
>
> It is the employee's responsibility to follow leave rules and laws when using leave. If medical leave was used and the employee accrues personal leave, 8 hours of personal leave must be used before each use of medical leave. Follow this link for leave rules:
> https://www.muw.edu/hr/employees/handbook/information/benefits/#leaveallowances
> **If you need assistance, please contact Human Resources.**

CAUTION: Use the function keys in Banner Self-Service to navigate the leave report instead of the browser back arrow key, which may result in lost entries or cause a submission error. Instructions are for desktop and could vary if using a mobile device or tablet.

Leave report deadlines:

1. Employees will receive an email from hrinfo@muw.edu with the deadline to submit the leave report.
2. Leave reports are due every month, generally two working days after the last day of the month.
3. Supervisors (leave approvers) generally have three working days after the leave report deadline to approve. Supervisors with outstanding approvals will receive reminders from hrinfo@muw.edu with the deadline date.

To enter leave used:

1. Go to WConnect from MUW Homepage and log in.
2. Select Banner Self-Service.
   - *If prompted with Enhance your Experience pop-up box - select No Thanks.*
3. Select Employees Tab.
4. Select Leave Report.
5. Select Start Leave Report. (The current reporting month should be the only available report.)
6. Use the arrow buttons to move through the days of the month to select the day leave was used. When selected, the day box will be blue.
7. Select the type of leave you are using from the Earn Code drop down menu.
8. Enter the hours used in the Hours Box.
9. Select Save. (You must save each entry before proceeding to another entry.)
10. To add Comments (ex: FMLA, med cert, bereavement, etc.) select the Speech Bubble, located above the days of the week, to bring up the comment box. After entering the comment, select Save. A yellow number will appear by the bubble indicating comments have been added. You can edit comments by clicking on the speech bubble and selecting the Edit tool.
11. Select Preview to see all hours entered.
12. Verify that all time used has been entered on the correct day for Personal, Medical and Comp Time (if appropriate).

13. If incorrect, select the Return tab to make changes.
14. If correct, select Submit.
   o *If submitted in error, you can select the Recall Leave Report tab to cancel the submission ONLY IF it has not been approved by the supervisor. Once changes are made, you will need to re-submit your leave report.*

To submit a leave report when no leave was used:
1. Follow steps 1-5 from "to enter leave used" section.
2. Click the arrow to scroll through the days to activate the leave report.
3. Select the Preview tab.
4. Select Submit.

Accessing a leave report after it's started but not submitted:
1. Follow steps 1-4 from "to enter leave used" section.
2. For the monthly calendar view, select Leave Report Period drop down menu, select Month and then select the current reporting month.
3. For a weekly view, select the date range under Leave Period.

Supervisor leave approval:
1. Go to WConnect from MUW Homepage and log in.
2. Select Banner Self-Service.
   o *If prompted with Enhance your Experience pop-up box - select No Thanks.*
3. Select Employee Dashboard.
4. Select Approve Leave Report.
5. Select the Employee Name to open the leave report in a Detail Summary View. You can also view the status of each employee's leave report on this page. To view who hasn't started, select Not Started from the drop down menu.
6. From this screen you have the option to:
   a. Select Approve tab to approve leave report.
      ▪ *This action is final and cannot be reversed. If a leave report is approved with an error, contact Human Resources for instructions to submit a corrected leave report.*
      ▪ *After approving, select Time Entry Approvals to return to the previous screen to open the next leave report.*
   b. Select Return for Correction tab if the employee has a leave entry error to correct. You will be required to enter a comment before the return for correction action is complete. Please notify the employee their leave was returned – they do not get a notification from the system.
   c. Select Details tab to open a weekly calendar view of the leave report. In this view you can scroll through the days to review leave used.
      ▪ *While Supervisors have the ability to change an employee's leave report before approving; do not take this action prior to consulting with Human Resources as well as providing comments in the leave report for documentation.*
7. Proxy leave approval is available when a supervisor is not able to approve leave reports. The supervisor must assign Proxy access in Banner Self-Service. Proxy will remain active until the supervisor revokes access. Contact Human Resources for additional information.

Frequently Asked Questions:

1. *How do I request to take leave?*
   - You should complete an Application for Leave request form and submit it to your supervisor for approval for <u>any</u> type of leave requested or absence from work. The *Leave – Application for Leave* form is available on the HR forms page: https://www.muw.edu/hr/employees/forms/

2. *Does HR need a copy of my Application for Leave request?*
   - No, after your supervisor approves it, the form is kept on file in your department.

3. *Am I required to do a leave report even if I don't take any leave during the month?*
   - Yes, you need to submit a leave report every month, even when no leave is taken.

4. *How do I record a leave of absence without pay (LWOP)?*
   - Occasional LWOP will be recorded as applicable personal and/or medical leave, which will cause a leave overage that will be deducted from the next monthly payroll. Employees on LWOP for FMLA, other medical reasons, military duty, etc. should meet with HR prior to the extended absence. HR will instruct you how to record your absence. It's imperative for employees to understand the LWOP policy in the employment handbook and how it could affect monthly leave accruals and/or holiday pay.
   https://www.muw.edu/hr/employees/handbook/information/benefits/#leavewithoutpay

5. *I'm non-exempt and I worked more than 40 hours in a workweek. How is comp time credited to my balance and how do I record comp time used?*
   - You will record all hours worked for each day of the week (Sun-Sat). During the monthly leave audit, HR will review hours worked, calculate applicable comp time and credit it to your balance. To record comp time used, select comp time from the earn code drop down menu and enter hours taken on the appropriate day.

6. *What if I'm out of the office when leave reports are due?*
   - Banner Self-Service can be accessed through WConnect on any mobile device and it's not required for you to be on campus to access, complete and submit a leave report. If you have leave planned at the end of the month, remember that you can submit the report on your **last working day**.

7. *I'm less than 12 month faculty. Do I need to submit a leave report when I'm not on contract?*
   - No. However, the months may vary based on your contract start and end dates. Ex: 9 month faculty with contract dates starting in August and ending in May will not complete a leave report in June and July. Faculty should contact HR with questions.

8. *What if I made an error or need to change my leave report after it's submitted?*
   - Notify your supervisor immediately and then notify HR. The supervisor can return the report to you if the approval is still pending. This allows you to make corrections and resubmit the report.

9. *What if I need to make a correction after my supervisor has approved my leave report?*
    o   Once the supervisor approves a leave report, it cannot be changed. It will be required to provide HR with a paper leave correction form signed by: **You, Supervisor, Dean (if applicable) AND Supervising President's Cabinet.** Visit the HR forms page for the appropriate form under *Leave Correction/Late Forms* (https://www.muw.edu/hr/employees/forms/.
        ▪   **Exempt Employee Form**: for staff and 12 month faculty who record personal and/or medical leave
        ▪   **Less Than 12 month Faculty Form**: for faculty who record medical leave only
        ▪   **Non-Exempt Employee Form**: for staff who record daily hours worked

10. *What if I miss the deadline to submit the leave report?*
    o   Notify your supervisor immediately and then notify HR. You will not have access to your report after the deadline and it will be required to provide HR with a paper late leave form signed by**: You, Supervisor, Dean (if applicable) AND Supervising President's Cabinet.** See above for forms information.

11. *I submitted my leave report on time but my supervisor missed the deadline to approve. Am I required to submit a late leave form?*
    o   No, it's the supervisor's responsibility to contact HR for instructions on approving employee reports after the supervisor deadline.