

BANNER HR

APPROVER'S GUIDE



**STUDENT AND EMPLOYEE SERVICES
PAGE HALL 112
(406) 466-3212**

DRAFTED SEPTEMBER 2019

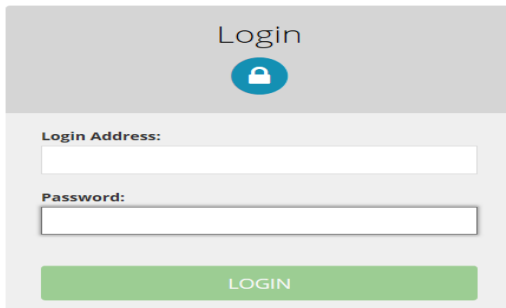
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Monthly Leave Reporting

1. Log into my.langston.edu using your Lion-Key User Name and Password.

Central Authentication Service



The image shows a login form titled "Login" with a lock icon. It contains two input fields: "Login Address:" and "Password:". Below the fields is a green button labeled "LOGIN".

Under Applications in center of the screen click on the **Self Service** icon.



2. Click on the **Employee** tab.



PERSONAL INFORMATION STUDENT FINANCIAL AID **EMPLOYEE** PROXY ACCESS


3. Click on the **Leave Report** link.

Employee

Time Sheet

For Employees Paid on an hourly basis to record time worked.

Leave Report

For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
For Monthly Paid Exempt Employees to record Leave taken. 

- If you get the following message that will mean there is an error with your leave report set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 5.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the

Title and Department **My Choice** **Pay Period and Status**

You have no records available at this time. Please contact your Payroll Administrator if you have any questions.



- Using the drop-down **Pay Period and Status**, select the correct leave report period. Make a selection from My Choice. Choose Access my Leave Report

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

- Using the drop- down Pay Period and Status, select the correct pay period

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Student Payment Svcs Rep, () Director of Human Resources, 743100	<input checked="" type="radio"/>	Jul 16, 2019 to Aug 15, 2019 In Progress <input type="text" value="Jul 16, 2019 to Aug 15, 2019 In Progress"/>
Administrative Specialist, () Director of Human Resources, 743100	<input type="radio"/>	May 16, 2019 to Jun 15, 2019 In Progress <input type="text" value="May 16, 2019 to Jun 15, 2019 In Progress"/>

7. Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.

Leave Report

Name:
Title and Number: CLERK I -- 001553-00
Department and Number: Administrator of Research/Extension -- 751000
Leave Report Period: Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

8. Locate the start date for the leave.

Leave Report

Name:
Title and Number: CLERK I -- 001553-00
Department and Number: Administrator of Research/Extension -- 751000
Leave Report Period: Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0



- Click on the line associated with the type of leave taken (e.g. Paid time off, sick, etc.) and the column associated with this start date.

Leave Report
Name:
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:
Earning:
Date:
Hours:

CLERK I -- 001553-00
 Administrator of Research/Extension -- 751000
 Jul 16, 2019 to Aug 15, 2019
 Aug 17, 2019 by 03:00 PM
 Paid Time Off
 Jul 17, 2019

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

- Enter the number of hours of leave to be reported in the input box that is displayed immediately above the calendar row.

Leave Report
Name:
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:
Earning:
Date:
Hours:

CLERK I -- 001553-00
 Administrator of Research/Extension -- 751000
 Jul 16, 2019 to Aug 15, 2019
 Aug 17, 2019 by 03:00 PM
 Paid Time Off
 Jul 17, 2019

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

- Click **Save**.

- If no additional days need to be recorded, go to Step 16.

13. The leave entry can be copied to additional days, if needed. To do so, click **Copy**.

14. To copy hours from start date to end of pay period check “Copy from date displayed to end of the leave period”, otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).

Leave Code: Paid Time Off, Shift 1

Date and leave time to copy: Jul 17, 2019, 8 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019	Sunday Jul 21, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019	Friday Jul 26, 2019	Saturday Jul 27, 2019	Sunday Jul 28, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select what you want to copy



15. Click **Copy** button.

16. Click **Leave Report** button to return to the leave report.

Submitting your leave report at the end of the leave period.

1. Review your leave report. Click the **Preview** button at the bottom of your leave report.

Leave Report

Name: CLERK I -- 001553-00

Title and Number: Administrator of Research/Extension -- 751000

Department and Number: Jul 16, 2019 to Aug 15, 2019

Leave Report Period: Aug 17, 2019 by 03:00 PM

Submit By Date:

Earning: Paid Time Off

Date: Jul 17, 2019

Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

2. Review the summary of hours if all correct click Previous Menu

- After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet. **Important: You must submit no later than the Submit By Date at the top of the Leave Report.**

Leave Report

Name:
Title and Number:
Department and Number: CLERK I -- 001553-00
Leave Report Period: Administrator of Research/Extension -- 751000
 Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Leave Report must be submitted by the submit by date

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48			0	8
Total Units:		0		0	0

Adjusting Leave entries (Prior to submitting for approval)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

- Click ‘Enter Hours’ or the hours displayed for the date requiring correction.

Leave Report

Name:
Title and Number:
Department and Number: CLERK I -- 001553-00
Leave Report Period: Administrator of Research/Extension -- 751000
 Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48			0	8
Total Units:		0		0	0

2. Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).

Leave Report

Name:
Title and Number: CLERK I
Department and Number: Administrator of Research/Extension -- 751000
Leave Report Period: Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

3. Click Save.

Leave Report

Name:
Title and Number: CLERK I -- 001553-00
Department and Number: Administrator of Research/Extension -- 751000
Leave Report Period: Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning:
Date:
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	12		Enter Hours	8	Enter Hours

Leaving a Comment on Your Leave Report

You can leave a comment on your leave report your approver will see when s/he opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.

Leave Report

Name:
Title and Number: CLERK I -- 001553-00
Department and Number: Administrator of Research/Extension -- 751000
Leave Report Period: Jul 16, 2019 to Aug 15, 2019
Submit By Date: Aug 17, 2019 by 03:00 PM
Earning: Paid Time Off
Date: Jul 17, 2019
Hours:

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	48		0	8	0
Total Units:		0	0	0	0

2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. **Note: Comments on your time sheet are only visible to you in Preview mode.**

Returning Your Leave Report to Make Corrections

To 'recall' a leave report for correction, contact the approver and have him/her click the **Return for Correction** button.

1. Once returned, make the required corrections. (Follow the steps for adjusting entries on the bottom of page 8)
2. Save the leave report.
3. Click **Submit for Approval**.