



## **Banner Leave Requesting for Non-Exempt Staff**

4. Review your Leave Request for accuracy before submitting it for approval.
5. Submit your Leave Request in advance of the start of the affected pay period and allow adequate time for supervisor review.
6. ESS will not notify your supervisor a Leave Request has been submitted. It is recommended you notify your supervisor that you have submitted a Leave Request.

### **Approver Responsibilities**

1. Review all submitted Leave Requests in detail. It is the responsibility of the approver to verify request

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4. Your current leave balances (effective as of the most recent pay date) are displayed at the top. Under “My Activities” click “**Request Time Off**” to enter new requested leave.

*A Leave Request can be entered up to 12 months in advance.*

5. After you’ve clicked “Request Time Off”, the periods that are open for leave requesting are displayed under the bar with your title. Prior Leave Requests can be viewed by clicking on “**Prior Periods**”. Click “**Start Leave Request**” for the pay

## Bar [redacted] Requesting for Non-Exempt Staff

6. On the next screen:

Navigate to the day you want to request.

Click the drop-down for "Earn Code" to select the appropriate code for the staff member requesting.]TETQq0.00000912 0 612 792 reWNB16.2 504.43od[re

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After you click “Save”, the hours of leave time are displayed on the date selected.

***Please note: you must click “Save” after each entry.***

8. You can copy (e.g., to copy one day, in order to record a week of vacation), delete, or modify an entry as described below.

Click on the day you are copying from.

- Click the “pages” icon (found on the right side of the screen, near the middle) to copy.
  - A new window will open displaying the full pay period.
  - Click the box for each of the days you want to copy to, and then click “**Save**”.
- If you need to edit your submission after you’ve clicked Save, click the “

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## SUPERVISOR APPROVAL

### Logging on to ESS for Leave Request Approval

Access to the Leave Requesting system is through the MyIWU portal, which is accessible from any computer with access to the Internet.

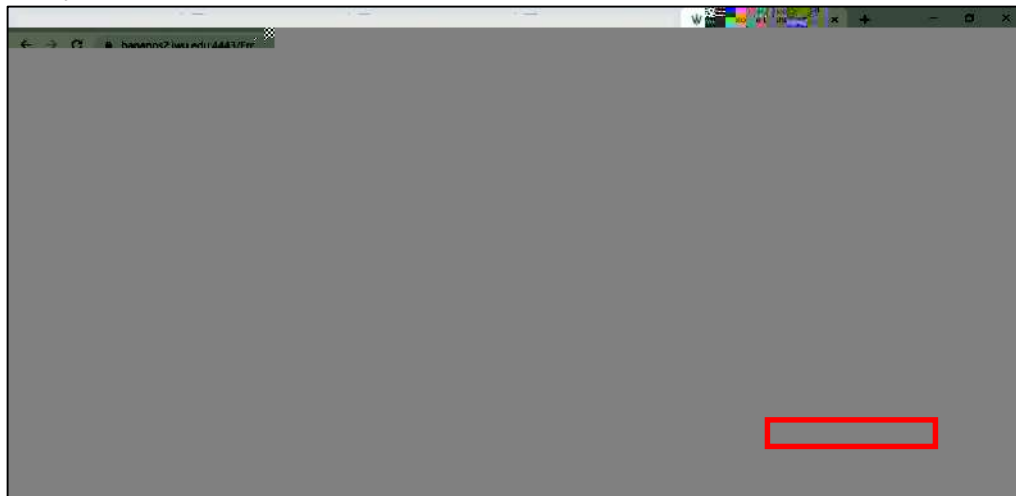
1. **Access the Employee Dashboard** in Banner Employee Self-Serve.

Access the MyIWU portal at <https://my.iwu.edu>.

Enter your network username and password. This is the same username and password that you use to access your email.

Click on "**Banner Self Service**" under MYIWU (left hand side), and then in the drop-down click "**Employee Dashboard**".

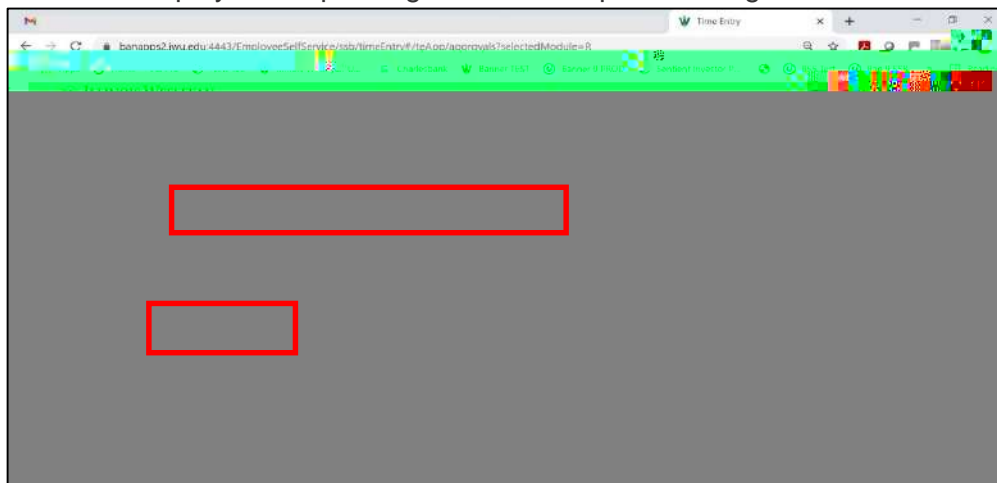
2. Under "My Activities" click "**Approve Leave Request**" to access the Leave Requests that you need to act on.



3. This screen will show the status of Leave Requests for your team.

There are drop-downs that allow you to filter periods to view.

Click on the calendar day that shows "Awaiting" to display bar graph and list of employees requesting leave for the period being reviewed.



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4. A bar graph and list of employees requesting leave for the period is displayed.  
You can click on the bar graph to pull up the list of Leave Requests ready for you to approve.  
Or you can scroll down until you see the name(s) of employees who have Leave Requests “Pending” (Awaiting).
  - By clicking on the ellipsis, you can view current leave balances.
  - Leave balances are updated when the applicable pay period is processed by payroll.
  - Leave Requests do not impact leave balances.

5. Navigate to an employee name. Either click on the name or the ellipsis to open the Leave Request.  
A preview window will open.  
The first section, titled “Earning distribution”, displays a summary of all the leave types requested for the pay period.  
The second section, “Weekly Summary”, displays the



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If you want to enter a confidential comment (that the employee will not be able to see), check that box.

Click **Details** to see the actual leave requested by the employee.

7. The pay period for the requested leave displays.

Use the directional arrows to scroll through the pay period and verify that accurate leave information has been requested.

Click **Preview** to return to the Preview screen.

8. Scroll down to the bottom of Preview screen.

If you noticed an error in the Leave Request, enter a comment indicating what needs to be corrected and click "**Return for Correction**" (the Confidential Comment box should not be selected, otherwise an error will be generated that the comment should not be marked as confidential).

- The Leave Request status will change to Returned for Correction and it will then be returned to the employee to correct.
- The employee will receive an email notification and your comments will be viewable to the employee

To approve the Leave Request, click "**Approve**".

Once

