

Banner Leave Reporting (BLR) for Exempt Staff

Banner Leave Reporting is the new process for exempt staff, eligible instructional staff and 12-month faculty to enter Leave Reports through the Banner Employee Self-Service (ESS) portal. The leave reporting period will be from the first day of the month through the last day of the month. Reporting for each month will be due from the employee by the 5th of the following month, and supervisors will approve the leave report by the 10th of the month. Here are [Instructions](#) with screen shots, or you can jump to the [Quick Guide](#).

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Leave time will no longer be tracked via submission of a Google form
Leave usage will be applied in Banner (e.g. deducted from leave balances) upon supervisor approval

Leave time taken can be reported any time during the month the absence occurs, until the 5th of the following month.

Monthly leave reports are required whether or not leave time is taken either confirming that no leave time was taken, or recording the leave time that was taken.

Supervisors will be responsible to approve the leave report by the 10th of the month.

Roles

Exempt Employees

Exempt staff, eligible instructional staff and 12-

Responsibilities

Employee Responsibilities

1. Record accurate hours and days on your Leave Report, submitting no later than the 5th of the following month (to allow time for supervisor review/correction).
2. Select the appropriate leave codes to ensure accurate reporting.
- 3.

Proxy Responsibilities

1. Understand the required steps to approving Leave Reports and related policies.
2. Assume the role of an approver.

Timeframes and Deadlines

We ask that employees submit their electronic Leave Report to their approver by the 5th of each month for the preceding month, to allow time for the supervisor to review and return for correction, if necessary. **Leave Reports must be submitted to either document time taken, or to document that no time was taken.**

logged in, you will be prompted to enter your NetID and Password.





2. Your current leave balances (effective as of the most recent pay date) are displayed at **Enter Leave Report**

4. On the next screen,

navigate to the day you need to report leave for, and click on that day.

click the drop-down menu next to **Earn Code**

If you need to edit your submission  to edit your submission, and then click .

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comments to your supervisor.

8. 7`jW_`h\\Y`Í=:WYfh]ZmÎ`Vi hcb, and click **Submit** to submit your leave report to your supervisor for approval.

SUPERVISOR APPROVAL Ë BY 10TH OF MONTH

Logging On to ESS for Leave Reporting

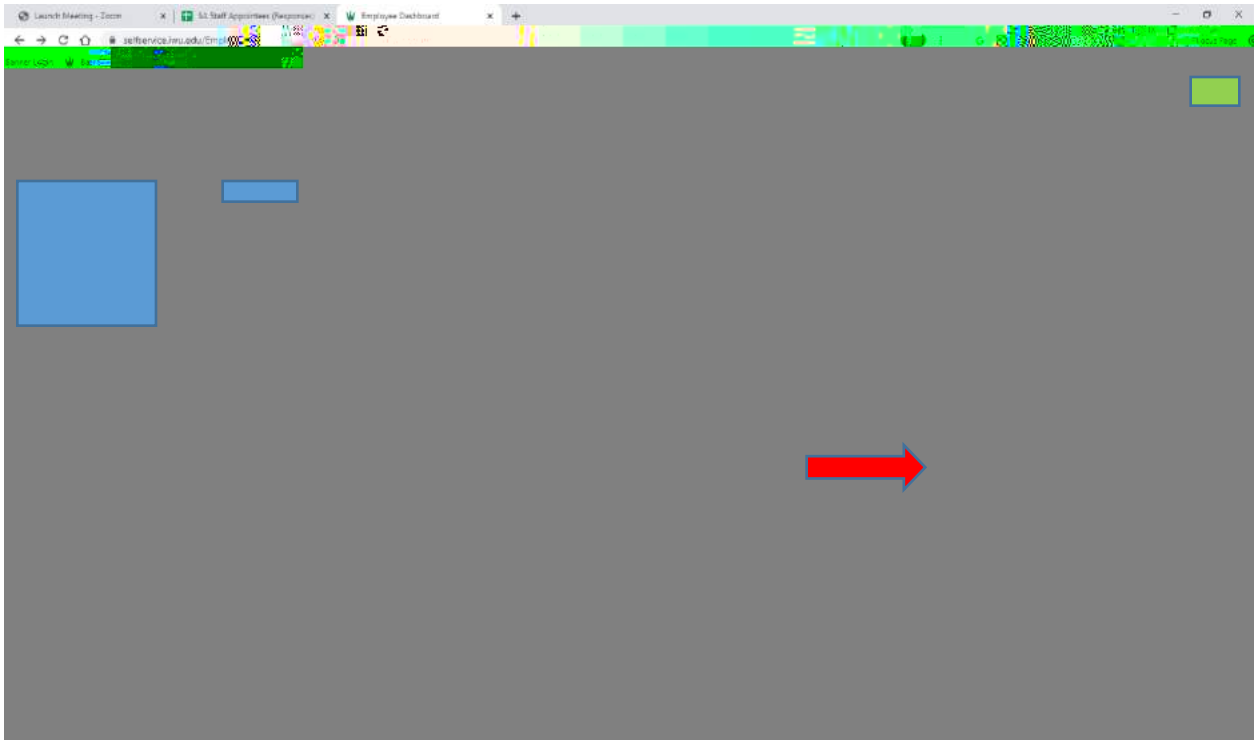
Access to the Leave Reporting system is through the MyIWU portal which is accessible from any computer with access to the Internet.

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

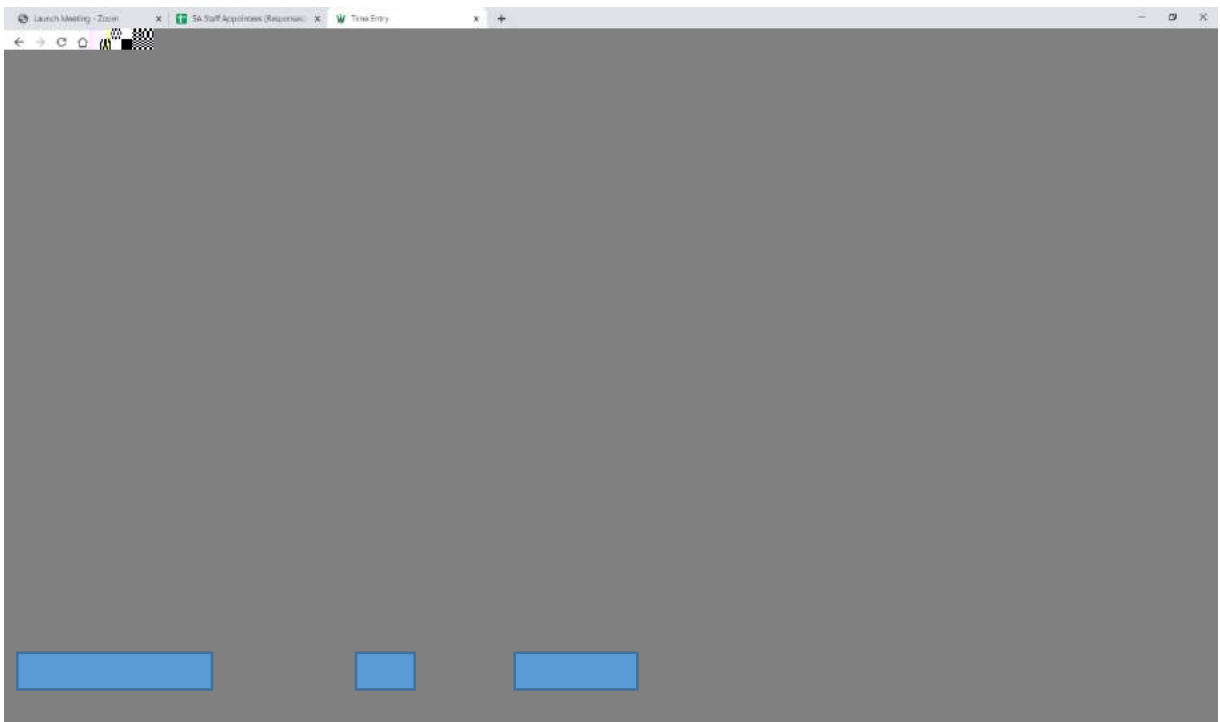
Access the MyIWU portal at <https://my.iwu.edu>

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-
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3. This screen will show the status of leave reports for your team. There are drop-downs that allow you to filter results. You can either click on the bar graph to pull up the list of leave reports ready for you to approve, or scroll down until you see the name(s) of employees who have leave reports in process.





































6. Click **Details** to see the actual leave recorded by the employee

7. Use the directional arrows to scroll through the month and verify that accurate leave information has been reported.
































8. Click **Preview**

Quick Guide

Enter & Submit Leave Report (by 5th of the month)

1. Access Employee Self Service
2.   [!c+
3. Select the appropriate month/leave reporting period
4. Complete report to:
 - a. report leave taken:
 - i. Navigate to and click on date the leave was taken
 - ii. Select earn code from drop-down
 - iii.  {  [- @ [~!• }  P [~!• à [ (consistent with non-exempt reporting, leave time can be recorded in ¼ hour increments)
 - iv.    ^+
 - v. Once all time taken has been entered for the month:
 1.    ^, +
 2.   [ à [cc [{  [-  ^ ^, + , à [,
 3. (Optional) Add comments you want your supervisor to read
 4.   @ ^ Q& ^!câ- ^ ò È+ Ücæc^ { ^ }c
 5. Click Submit
 - b. report no leave taken:
 - i. Click    ^, +
 - ii. Add comments you want your supervisor to read
 - iii.   @ ^ Q& ^!câ- ^ ò ÈÈ+ •cæc^ { ^ }c
 - iv. Click Submit

Return for Correction (Before 10th of the month) /Approve Leave Report (By 10th of the month)

1. Access Employee Self Service
2.   [!c+
3. Navigate to the employee to be reviewed.
4.    ^cæä] •+ [ ^ çâ^ ,  @ ^ | ^ çâ { ^!^ } [!câââ^  @ ^ ^ { } [[^ È Ü^çâ^ ,  ^- [! æ&& ~!æ& ^È
 - a. If you find errors on the employee submission:
 - i.   [ à [cc [{  [-  ^ ^, + , à [,
 - ii. Add comments (i.e. you forgot to  ^& [! â| ^ çâ { ^!^ }  ^ @ ^ çâæc^D