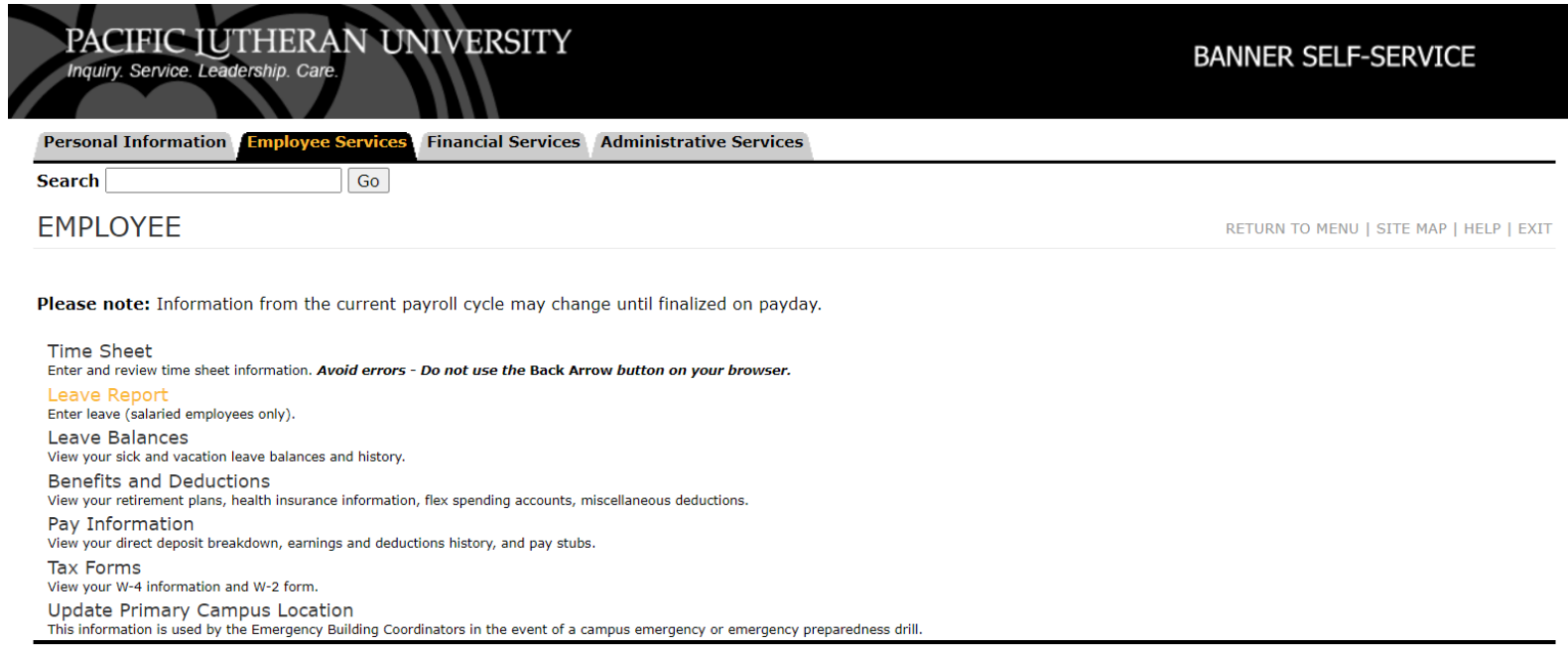


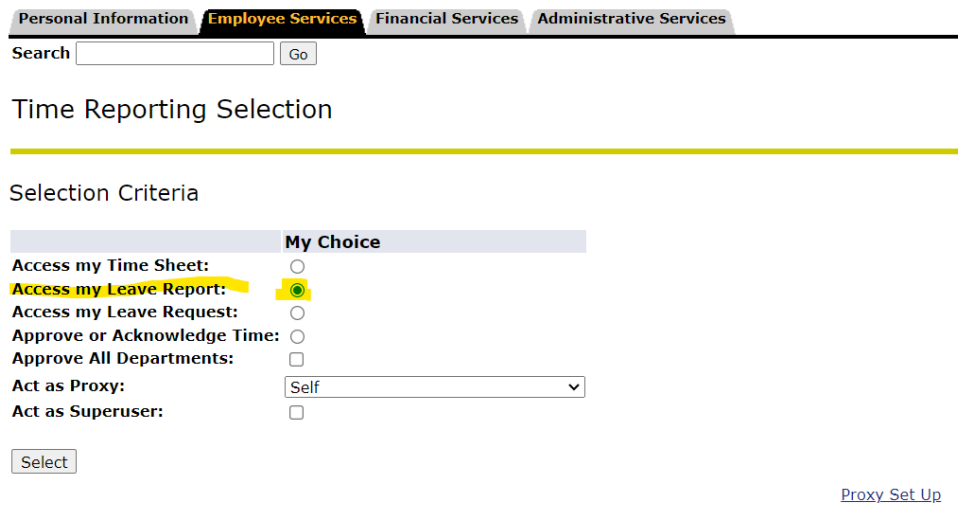
## How to Complete/Submit a Leave Report –

- 1) Go to **Banner Self-Service**
- 2) Click on the **Employee Services Tab/Leave Report**



The screenshot shows the Banner Self-Service interface for Pacific Lutheran University. The header includes the university logo and the text "BANNER SELF-SERVICE". Below the header is a navigation menu with tabs for "Personal Information", "Employee Services" (highlighted), "Financial Services", and "Administrative Services". A search bar with a "Go" button is present. The main content area is titled "EMPLOYEE" and includes a "RETURN TO MENU | SITE MAP | HELP | EXIT" link. A "Please note" section states: "Information from the current payroll cycle may change until finalized on payday." Below this are several menu items with descriptions: "Time Sheet" (Enter and review time sheet information. **Avoid errors - Do not use the Back Arrow button on your browser.**), "Leave Report" (Enter leave (salaried employees only).), "Leave Balances" (View your sick and vacation leave balances and history.), "Benefits and Deductions" (View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.), "Pay Information" (View your direct deposit breakdown, earnings and deductions history, and pay stubs.), "Tax Forms" (View your W-4 information and W-2 form.), and "Update Primary Campus Location" (This information is used by the Emergency Building Coordinators in the event of a campus emergency or emergency preparedness drill.).

- 3) Next click on **Access my Leave Report/Select**




The screenshot shows the "Time Reporting Selection" page in Banner Self-Service. It features the same navigation menu as the previous page, with "Employee Services" highlighted. A search bar with a "Go" button is present. The main content area is titled "Time Reporting Selection" and includes a "Selection Criteria" section. This section contains a list of options with radio buttons and a dropdown menu: "Access my Time Sheet:" (radio button), "Access my Leave Report:" (radio button, highlighted with a yellow arrow), "Access my Leave Request:" (radio button), "Approve or Acknowledge Time:" (radio button), "Approve All Departments:" (checkbox), "Act as Proxy:" (dropdown menu with "Self" selected), and "Act as Superuser:" (checkbox). A "Select" button is located at the bottom left of the selection criteria. At the bottom right, there is a link for "Proxy Set Up".

- 4) Click on the period to the right. This is a drop-down menu, you will want to click on the date range that pertains to the current period. Next, click on **Leave Report**.

Personal Information **Employee Services** Financial Services Administrative Services

Search

## Leave Report Selection

 Salaried employees who do not submit a leave report on time will need to complete a paper period (16th-15th).


**Title and Department** My Choice **Leave Report Period and Status**  
 Payroll Manager, 630504-00  **06/16/2023 to 07/15/2023 Not Started** ▼  
 Business Office, 6305

**Leave Report**

RELEASE: 8.12.1.5

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- 5) From here, fill out only the days you had/have leave and the leave type.  
 Time Sheet/Leave Report

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Leave Report

**Title and Number:** Payroll Manager -- 630504-00  
**Department and Number:** Business Office -- 6305  
**Leave Report Period:** 06/16/2023 to 07/15/2023  
**Submit By Date:** 07/17/2023 by 11:59 PM

Earning	Total Hours	Total Units	Friday 06/16/2023	Saturday 06/17/2023	Sunday 06/18/2023	Monday 06/19/2023
Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
Sick Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
FMLA Vacation-Preapprv by HR	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
FMLA Sick Leave-Preapprv by HR	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
Bereavement	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
Jury Duty	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
Leave Without Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
Summer Flex For Salaried	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hc</a>
<b>Total Hours:</b>	0		0	0	0	0
<b>Total Units:</b>		0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

RELEASE: 8.20

- 6) Find the day that you took leave and the leave type and click on **'Enter Hours'** for that leave type.

# Time Sheet/Leave Report

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

## Leave Report

**Title and Number:** Payroll Manager -- 630504-00  
**Department and Number:** Business Office -- 6305  
**Leave Report Period:** 06/16/2023 to 07/15/2023  
**Submit By Date:** 07/17/2023 by 11:59 PM

**Earning:** Vacation  
**Date:** 06/16/2023  
**Hours:** 8

Earning	Total Hours	Total Units	Friday 06/16/2023	Saturday 06/17/2023	Sunday 06/18/2023	Monday 06/19/2023
Vacation	0		1 Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Vacation-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
FMLA Sick Leave-Preapprv by HR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Summer Flex For Salaried	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0
<b>Total Units:</b>		0	0	0	0	0

Submitted for Approval By:

- 7) Once you have entered your leave, click on **Save**.
- 8) Once you have entered all of your Leave for the period, click on **'Submit for Approval'**.
- 9) If you did not take any leave in the period, click on 'Comment' and type **'No Leave Taken'**.
- 10) As soon as your timesheet has been submitted to your Supervisor you are good to go.

## To check your leave balances –

- 1) In Banner Self-Service, click on **Employee Services tab/Leave Balances**.
- 2) The next screen will tell you, how much leave you currently have and what leave types are available to use.  
Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

### List of Leave Types

TYPE of Leave	Hours or Days Banked	Date Available	Available Beginning Balance	Earned as of 06/20/2023	Taken as of 06/20/2023	Available Balance as of 06/20/2023
<a href="#">Bereavement</a>	Hours	.00 07/23/2017	.00	.00	.00	.00
<a href="#">Jury Duty</a>	Hours	.00 04/24/2017	.00	.00	.00	.00
<a href="#">Kept on Salary</a>	Hours	.00 04/24/2017	.00	.00	.00	.00
<a href="#">Exempt Leave With No Pay</a>	Hours	.00 04/24/2017	.00	.00	.00	.00
<a href="#">Sick Leave, Regular</a>	Hours	.00 07/23/2017	265.41	.00	.00	265.41
<a href="#">Summer Flex</a>	Hours	.00 04/24/2017	40.00	.00	.00	40.00
<a href="#">University Closure Non Worked</a>	Hours	.00 07/23/2017	-2.00	.00	.00	-2.00
<a href="#">Vacation Leave, Regular</a>	Hours	.00 07/23/2017	196.68	.00	.00	196.68