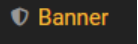
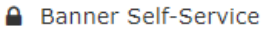
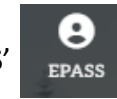


Salaried Staff Leave Report Instructions – Banner Self-Service Employee Dashboard


Please follow the instructions below to Enter your Leave Report:

1. Go to the PLU landing page www.plu.edu and on the right-hand side click on 'EPASS'
2. Next click on 'Banner' 
3. Click on 'Banner Self-Service' 
4. Once logged in you should be on the **Employee Services** tab.
5. Click on '**Employee Dashboard**', from here you can see your:
 - a. Current and past pay stubs
 - b. Year-to-date earnings
 - c. Benefits that are assigned to you (Medical, Dental, Life Insurance & Retirement)
 - d. Current federal tax withholding (W4 form) or make changes
 - e. Prior years W2's and/or 1095-C Health Insurance forms
 - f. Current job title, department and supervisor information
 - g. Current hire date
 - h. Leave balances for Vacation, Sick & Flexible Time Off
 - i. Leave Report for current and previous pay periods



[Employee Dashboard](#)

Employee Dashboard



Lute, Lance

[My Profile](#)

[My Team](#)

Leave Balances as of 07/31/2024

Vacation Leave, Regular in hours	179.38	Sick Leave, Regular in hours	300.00	Flexible Time Off in hours	40.00
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Full Leave Balance Information

Pay Information ▼

Latest Pay Stub: 07/30/2024 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)


Earnings ▲

Benefits ▲

Taxes ▲

Job Summary ▲

Employee Summary ▲

 My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Pay Stub Administrator](#)


[1094 Tax Receipt ID Entry](#)

[Employee Menu](#)

[Position Description](#)

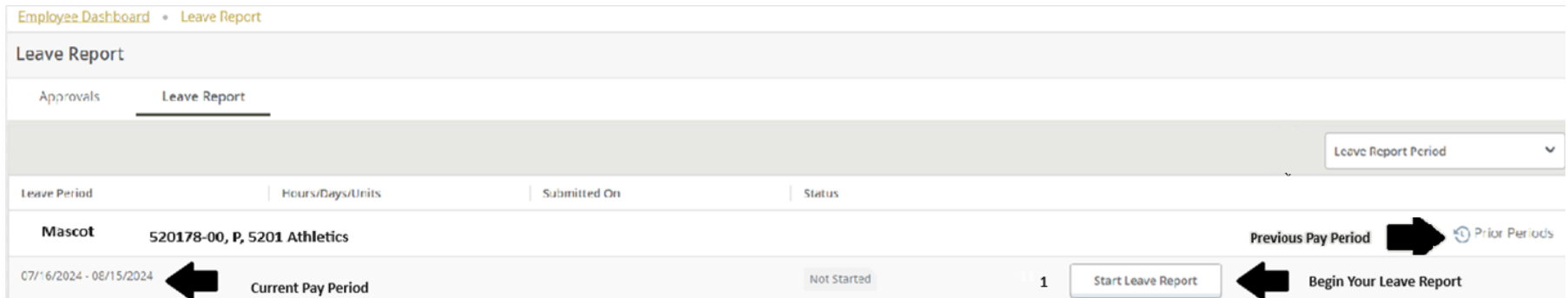
To Access Your Leave Report:

1. Click on 'Enter Leave Report' as shown here. You will see your current job title, position number and department.

 My Activities

Enter Leave Report

2. Click on 'Start Leave Report'. After you open your leave report for the first time, the status will update to 'In Progress'.




Employee Dashboard • Leave Report


Leave Report

Approvals Leave Report

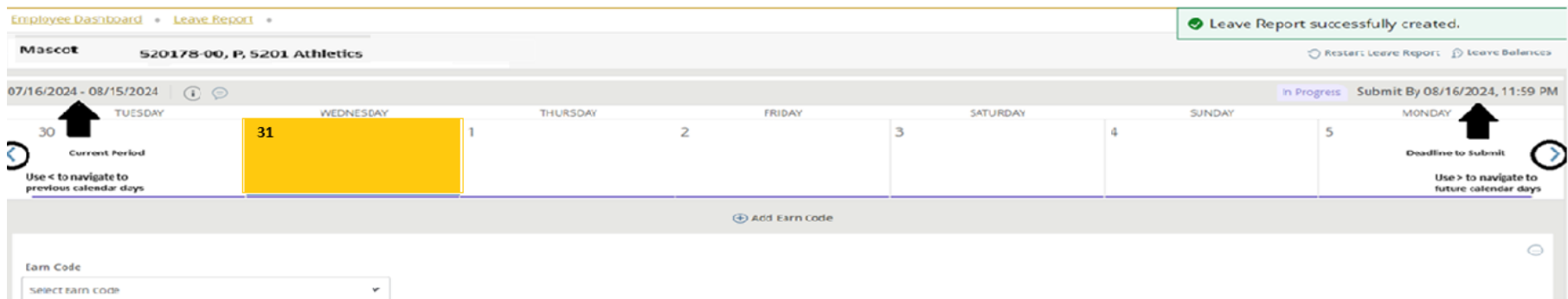
Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
Mascot 07/16/2024 - 08/15/2024	520178-00, P, 5201 Athletics		Not Started

Previous Pay Period  Prior Periods

Start Leave Report  Begin Your Leave Report




3. On the next screen you will see a calendar. The calendar will always highlight the day that you log in. You will need to use the navigation arrows on the sides to go to previous or future dates that are not shown.




Employee Dashboard • Leave Report • Leave Report successfully created.

Mascot 520178-00, P, 5201 Athletics Restart Leave Report Leave Balances

07/16/2024 - 08/15/2024 In Progress Submit By 08/16/2024, 11:59 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
30 Current Period  Use < to navigate to previous calendar days	31 	1	2	3	4	5 Deadline to Submit  Use > to navigate to future calendar days

 Add Earn Code

Earn Code
Select earn code

To Enter Hours on Your Leave Report:

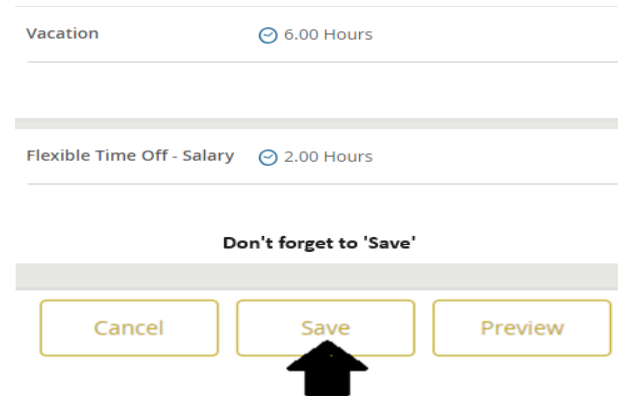
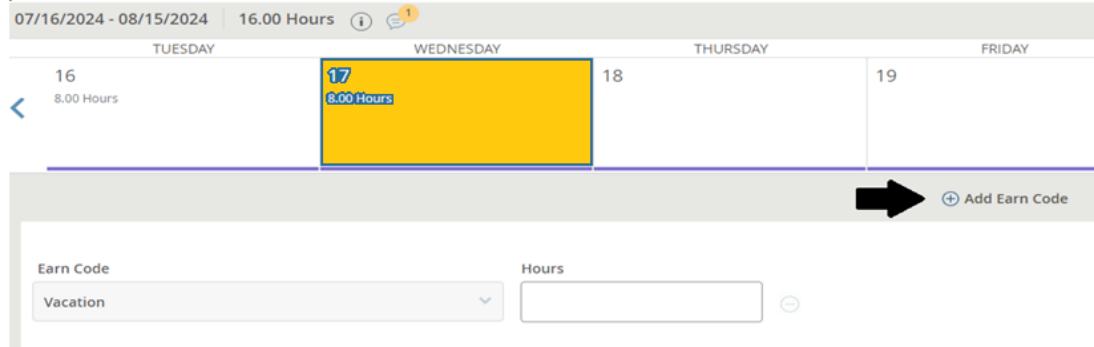
1. Click on the desired day. The day that is highlighted is the day you are currently on and will highlight.
2. Click on the drop down under Earn Code to select your leave code used for this day.

The screenshot shows the top portion of a leave report interface. At the top, it displays 'Mascot', '520178-00, P, 5201', and 'Athletics'. Below this is a date range '07/16/2024 - 08/15/2024' with information and chat icons. A calendar view shows 'TUESDAY' (16), 'WEDNESDAY' (17), and 'THURSDAY' (18, 19). The Tuesday cell is highlighted in yellow, with an arrow pointing to it from the text 'Click on desired day. When clicked the day will highlight'. Below the calendar is an 'Earn Code' dropdown menu with the text 'Select Earn Code' and a downward arrow. An arrow points to this dropdown from the text 'Click dropdown to select leave code to be used for this day'.

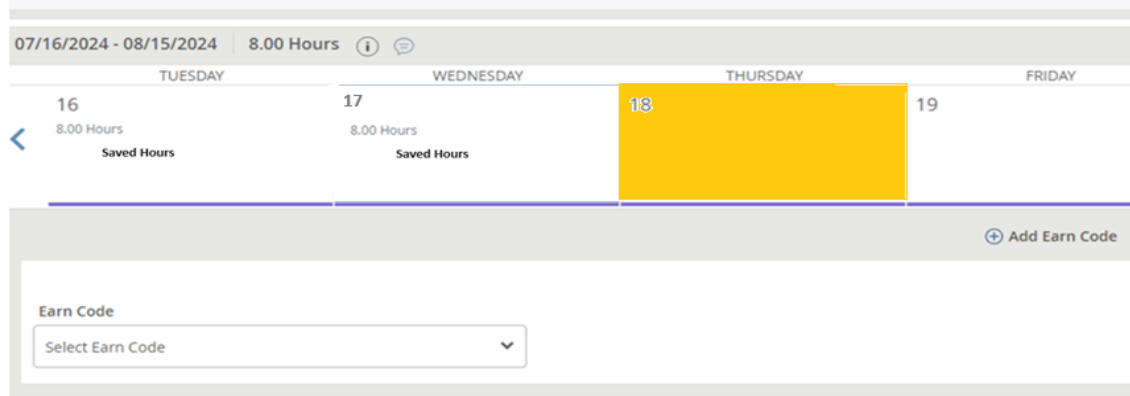
3. Select your leave code using the dropdown menu under 'Earn Code'.
4. Place the number of hours used on this day in the box to the right labeled 'Hours'.
5. Click 'Save' on the bottom right-hand corner, after entering each leave code for each day. Save often.

This screenshot shows the 'Earn Code' dropdown menu expanded, listing options: 'Vacation', 'Sick Leave', 'Flexible Time Off - Salary', 'FMLA Vacation-Preapprv by HR', and 'FMLA Sick Leave-Preapprv by HR'. An arrow points to the dropdown from the text '3 Select leave type'. To the right, the 'Hours' input field contains the number '8', with an arrow pointing to it from the text '4 Amount of hours used for this day'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. An arrow points to the 'Save' button from the text '5 Click 'Save' when complete'.

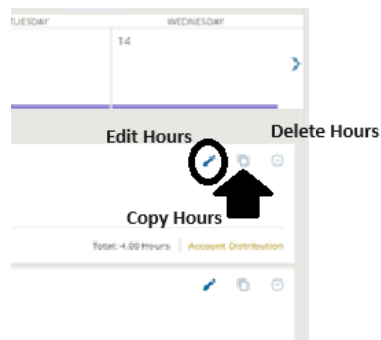
6. If you need to add multiple leave codes to your day, click on 'Add Earn Code' and a new drop down will appear so you can select the next leave code and split the hours used out.



7. To add leave to another day, click on the date on the calendar and repeat the process. You will want to do this for each day you took leave.



8. If you need to edit/reduce hours, click on the date and click on the pencil to edit your leave.



9. If you work a set schedule or take a certain code of leave for more than a day, you can click on the copy button here to repeat hours under the same leave category.
 - a. Click on the days within the period that you used the same leave code and total hours as the entry you are copying, then click **'Save'**.

Copy Leave Report Entry ✕

Vacation : 8.00 Hours (08/16/2024, FRIDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 08/16/2024 - 09/15/2024 ?

SUN	MON	TUE	WED	THU	FRI	SAT
11	12	13	14	15	16 8.00 Hours	17
18	19 Day 1	20 Day 2	21 Day 3	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Cancel
➔ Save

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
16 8.00 Hours	17	18	19 8.00 Hours	20 8.00 Hours	21 8.00 Hours

10. To remove unneeded leave click on the circle with the ⊖ icon:
 - a. You will be prompted to make sure this is the action you wish to take. Click on **'Yes'** to move forward.
 - i. Always make sure to click on **'Save'** after each action.

⚠ Are you sure you want to delete the earning record?

No
Yes

Cancel

Save

Preview

⬆

11. If you **did not** take any leave during the period, click on the **'Comment'** icon , and type in the pop-out **'No Leave Taken'**, and **'Save'**.

1

31

Comments

No Leave Taken ← 2

1986 characters remaining

3

Cancel
Save

Preview your leave report and submit for approval:

1. Once you have finished entering your leave, click on **'Preview'**. This will take you to your summary page.



2. Review all leave entered. If everything looks correct, click on **'Submit'**. If you need to make changes, click on **'Return'**

Leave Report Detail Summary

Mascot 520178-00, P, 5201 Athletics
Pay Period: 07/16/2024 - 08/15/2024 16.00 Hours In Progress Submit By 08/16/2024, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/16/2024	VAC, Vacation	1	8.00 Hours
07/17/2024	VAC, Vacation	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation	1	16.00					16.00 Hours
Total Hours		16.00					

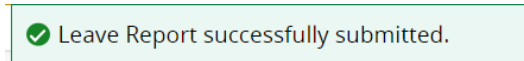
Routing and Status

Name	Action
	Originated On 07/31/2024, 02:15 PM by Iule, Lance
	Submit By 08/16/2024, 11:59 PM
Belton, Allan	In the Queue

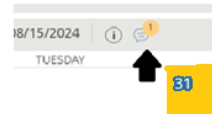
Comment (Optional):
Add Comment

Return Submit

Once your leave report has been submitted, you will see this confirmation message:



3. If you or your supervisor leave a comment you will see this symbol:

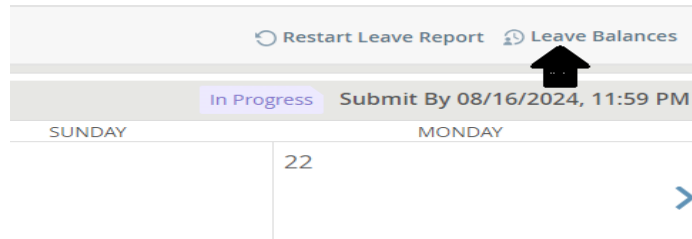


4. Now that your leave report has been completed, your supervisor will have the ability to review and approve your leave report or return it to you with any corrections they may need you to make. Please work with your supervisor to resolve any issues.



To check your leave balances:

1. Click on 'Leave Balances' in the top right corner.



The Employee Leave Balance pop-out will show your leave balances as of the beginning of the current period. Any leave recorded on this leave report has not been deducted from the balances you see. You will only see the amounts change once the payroll has completed processing and all leave hours used and accrued have been applied.

Employee Leave Balance

Leave Balances as of 07/31/2024	
Vacation Leave, Regular	
Beginning Balance	188.02
Banked	0.00
Earned	29.36
Taken	38.00
Vacation Leave, Regular in hours	179.38
Sick Leave, Regular	
Beginning Balance	300.00
Banked	0.00
Earned	7.50
Taken	7.50
Sick Leave, Regular in hours	300.00
Flexible Time Off	
Beginning Balance	56.00
Banked	0.00
Earned	0.00
Taken	16.00
Flexible Time Off in hours	40.00

2. Once you are done in this area, you can click 'Exit Page' in the bottom left-hand corner to bring you back to the beginning of your leave report or you can click on 'Employee Dashboard' in the top left corner to bring you back to your summary page.