



# **Banner Leave Reporting And Approval**

*February 2018*

<b>Title</b>	Banner Leave Reporting and Approval
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<b>Help</b>	Contact the Help desk, 672-HELP (672-4357)

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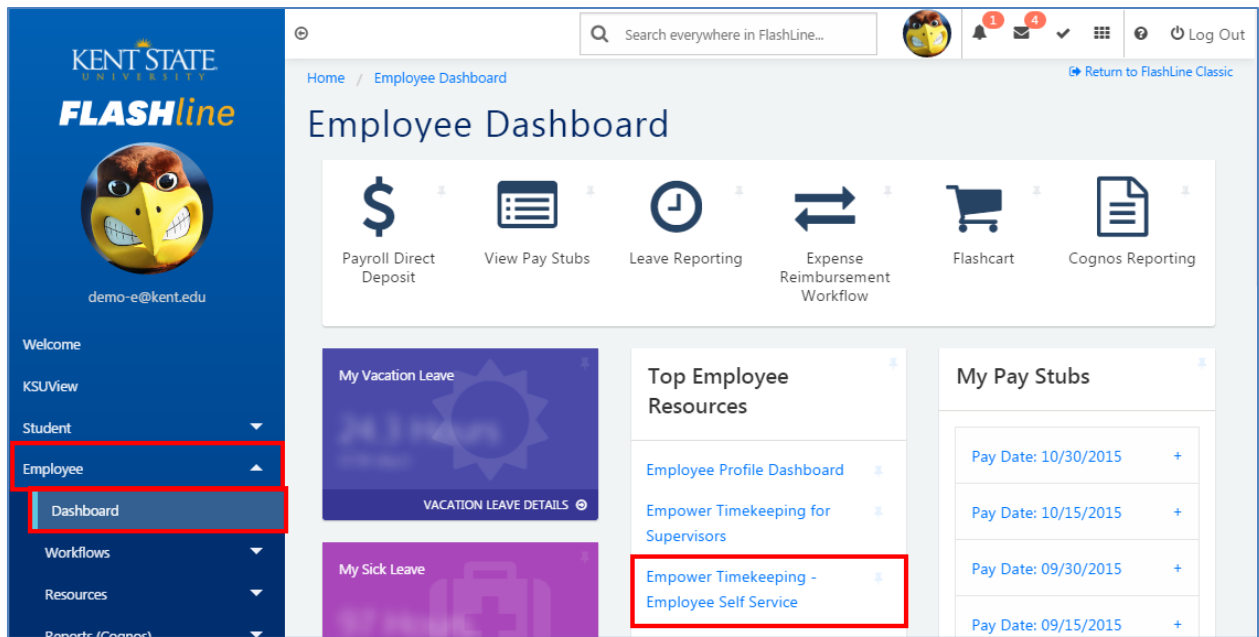
# About Banner Leave Report

Non-Classified staff and faculty at Kent State University use the **Banner Leave Report** to report vacation, sick, and personal time for the current and previous pay periods.

Both past and present pay periods are displayed under Leave Report.

## Classified Employees

Classified, hourly unclassified, and student employees report time in **Empower Timekeeping** instead of the Leave Report tool. A link to empower Timekeeping can be found FlashLine in the Employee Dashboard, in the Top Employee Resources Panel.



## Non-Classified Employees

Non-Classified employees enter leave data through the Leave Reporting application, the link to which is found in the Employee Dashboard Quick Links, or by scrolling to the bottom of the Employee Dashboard Page. Supervisors will also see a panel displaying any pending approvals that need attention.

The screenshot displays the Kent State Flashline Employee Dashboard. The top navigation bar includes quick links for Payroll Direct Deposit, View and Print Pay Stubs, Leave Reporting (highlighted with a red box), Expense Reimbursement Workflow, Flashcart, and Cognos Reporting. The main content area is divided into three sections: My Vacation Leave, My Sick Leave, and Parking Permit. The Top Employee Resources section lists various services like Employee Profile Dashboard, Empower Timekeeping, and Banner INB. The My Pay Stubs section shows a list of pay dates from 10/30/2015 to 08/31/2015. At the bottom, two panels are highlighted with a red box: 'Leave Reporting - New' for Sr Applications Developer and 'Leave Approval (Supervisors) - New' for K, 100776, Systems Development. The approval panel shows two pending items: one for Aug 16 - Aug 31 and another for Aug 01 - Aug 15.

Period	Status	Action
14 Jul 16 - Jul 31	Not Started	+
13 Jul 01 - Jul 15	Not Started	+
12 Jun 16 - Jun 30	In Progress	+
04 Feb 16 - Feb 28	Pending	+

Period	Status	Action
16 Aug 16 - Aug 31	5 Pending	+
15 Aug 01 - Aug 15	1 Pending	+

Three tables are shown on the page for: **Leave Entry**, **Leave Accrual**, and **Leave Balances**. The first week of the selected leave period is displayed. Links listed under individual dates, and for leave types, are shown as **Enter Hours**, and navigation buttons are included below the tables.

**Leave Report**

**Title and Number:** Training Coordinator -- 991839-00  
**Department and Number:** Training and PM -- 100525  
**Leave Report Period:** Aug 16, 2016 to Aug 31, 2016  
**Submit By Date:** Sep 30, 2016 by 06:00 PM

Earning	Total Hours	Total Units	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016	Saturday Aug 20, 2016	Sunday Aug 21, 2016	Monday Aug 22, 2016
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Accrual Rates assume you're working full-time.

**Leave Accrual**

Type of Leave	Frequency	Accrual Hours
Sick Leave	Pay Period	5.00
Vacation Leave	Pay Period	6.67


The leave balances displayed do not include current pay period accruals or adjustment not approved.

**Leave Balances as of Aug 23, 2016**

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Sick Leave	Hours	0	Sep 29, 2014	20	5	8	13
Vacation Leave	Hours	0	Sep 29, 2014	80	5	20	65

**Submitted for Approval By:**  
**Approved By:**  
**Report will be Routed to:** Matthew Jones

**RELEASE: 8.11.1.3 MC:12.0**



## Enter Leave for a Specific Day

Clicking on the [Enter Hours](#) link for a specific day and leave type opens a field to enter the number of hours for the selected date and the type of leave taken.

Earning:	Vacation Pay
Date:	Aug 16, 2016
Hours:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Copy"/>	

Entering the amount and clicking on the **Save** button, adds the leave to the table. Until the report has been submitted for approval, the hours may be edited by clicking on the entered hours to display the entry field once more.

Earning:	Vacation Pay									
Date:	Aug 16, 2016									
Hours:	<input type="text" value="8"/>									
<input type="button" value="Save"/> <input type="button" value="Copy"/>										
Earning	Total Hours	Total Units	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016	Saturday Aug 20, 2016	Sunday Aug 21, 2016	Monday Aug 22, 2016	
Vacation Pay	8		8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Sick Leave Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Personal Leave Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
<b>Total Hours:</b>	8		8	0	0	0	0	0	0	
<b>Total Units:</b>		0	0	0	0	0	0	0	0	

The buttons at the bottom of the page allow for navigation through the application.

<input type="button" value="Position Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
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**Position Selection** – choose between roles as applicable.

**Comments** – Include any supporting comments if they are needed.

**Preview** – View the entries for the entire report span prior to submission.

**Submit for Approval** – send the report to a Supervisor for review and acceptance.

**Restart** – Clear the entries to start from a fresh report table.


**Next** – View the next week in the report time span.

## Certify and Submit the Report

When the **Submit for Approval** button has been clicked, a certification window will appear for users to verify the information is accurate prior to the report being sent to the Approver. The FlashLine password will need to be entered in the data field and the **Submit** button clicked to send the report.

### Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and Flashline Password.

 Enter your Flashline Password and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.


FLASHLINE Passwd:


Once the report has been submitted, hours can be changed by the report approver, or the report may be returned to the user for correction and resubmission.

## Verification Message

When the Leave Report has been successfully submitted, a confirmation message will appear on the screen as verification.

### Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

 **Your leave report was submitted successfully.**

**Leave Report**

**Title and Number:** Mgr, Acad Personnel -- 997534-00  
**Department and Number:** Academic Personnel -- 100075  
**Leave Report Period:** Nov 16, 2006 to Nov 30, 2006  
**Submit By Date:** Dec 31, 2006 by 12:00 A.M.

Earning	Total Hours	Total Units	Thursday Nov 16, 2006	Friday Nov 17, 2006	Saturday Nov 18, 2006	Sunday Nov 19, 2006	Monday Nov 20, 2006	Tuesday Nov 21, 2006	Wednesday Nov 22, 2006



## Corrections

If the Approver should return the report for correction, they must notify the user.

**Notification of return is not automatically generated to the user. The user must be specifically notified.**

Comments from the approver should be included on the return of the report for the user.

If the report for the period has not been approved, the report may be edited by the Approver, or returned to the user for amendment. A returned report should be updated and resubmitted, following the same instructions as initially used.

## Exiting Leave Report

Exiting the Leave Report application can be accomplished by using the links to Home or Employee Dashboard at the top, right side of the window, or by selecting another item in the FlashLine Left Navigation.

**Leave Reporting**

**Leave Report**  
**Title and Number:** Training Coordinator -- 991839-00  
**Department and Number:** Training and PM -- 100525  
**Leave Report Period:** Aug 16, 2016 to Aug 31, 2016  
**Submit By Date:** Sep 30, 2016 by 06:00 PM

Earning	Total Hours	Total Units	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016	Saturday Aug 20, 2016	Sunday Aug 21, 2016	Monday Aug 22, 2016
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Accrual Rates assume you're working full-time.

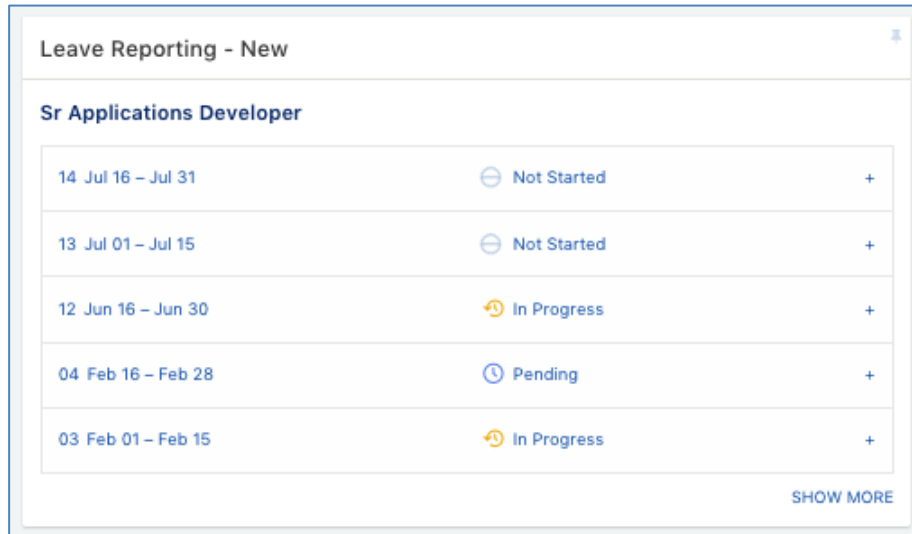
**Leave Accrual**

Type of Leave	Frequency	Accrual Hours
Sick Leave	Pay Period	5.00
Vacation Leave	Pay Period	6.67

## Leave Approval Tool

The Leave Approval period can be selected from a list of recent pay periods, whether bi-weekly or semi-monthly. A link at the bottom of the Leave Approval pane labeled **Show More** is available to view additional pay periods.

Reporting periods will be separated by job title, and labeled according to their entry status of *Not Started*, *In Progress*, *Pending*, or *Completed*.

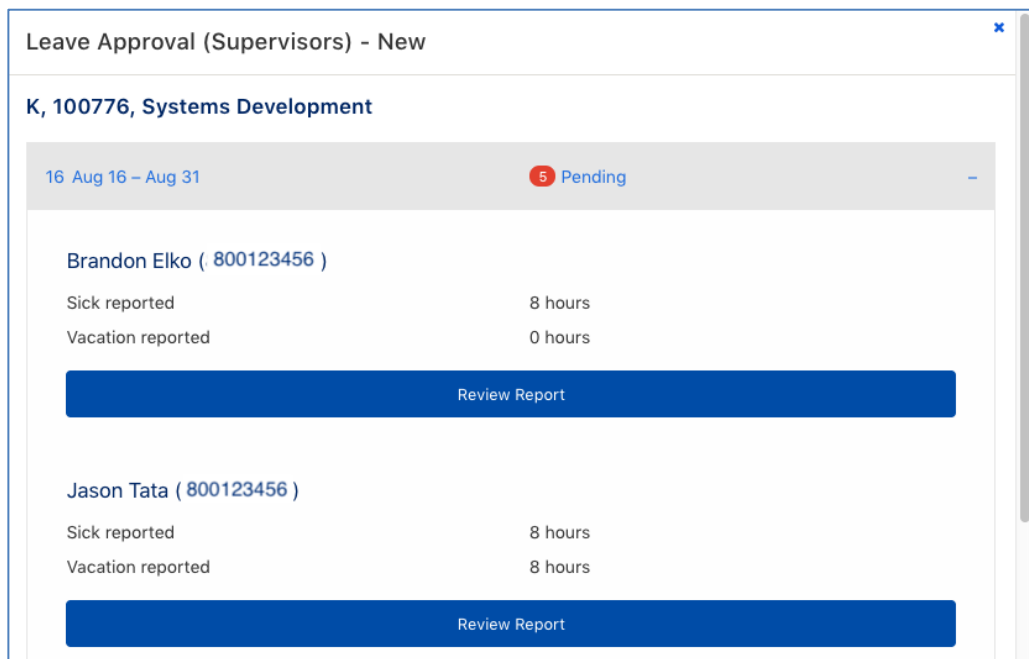


The screenshot shows a window titled "Leave Reporting - New" for the job title "Sr Applications Developer". It displays a list of five reporting periods with their respective statuses and expand/collapse icons.

Period	Status	Action
14 Jul 16 – Jul 31	Not Started	+
13 Jul 01 – Jul 15	Not Started	+
12 Jun 16 – Jun 30	In Progress	+
04 Feb 16 – Feb 28	Pending	+
03 Feb 01 – Feb 15	In Progress	+

A "SHOW MORE" link is located at the bottom right of the list.

To review information in a leave report, click the appropriate time period to show a dropdown list of options. Clicking a Pending or Complete report displays the leave hours submitted. Clicking an **In Progress** report displays the time entered, but not submitted, with a button to choose to report the leave time. For a period labeled Not Started, an option to enter data will be available, to begin the leave time reporting.



The screenshot shows a window titled "Leave Approval (Supervisors) - New" for the job title "K, 100776, Systems Development". It displays a reporting period for "16 Aug 16 – Aug 31" with a status of "5 Pending". Below this, two employee records are shown with their respective leave hours.

Employee	Sick reported	Vacation reported
Brandon Elko ( 800123456 )	8 hours	0 hours
Jason Tata ( 800123456 )	8 hours	8 hours

Each employee record has a "Review Report" button below it.

For each employee who has reported leave taken, a notification for the amount of time and leave type taken is displayed. A **Review Report** button will navigate the supervisor to the Self-Service Banner page for verification of the reported time and approval of the leave.

Brandon Elko ( 800123456 )	
Sick reported	8 hours
Vacation reported	0 hours
<input type="button" value="Review Report"/>	

### Department Summary

In the Department Summary, the information as reported may be reviewed by the Supervisor for accuracy and approved.

#### Department Summary

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Select the employee's name to access additional details.

**COA:** K, Kent State University  
**Department:** 100512, Educational Technology & Distance L  
**Leave Period:** Dec 16, 2006 to Dec 31, 2006  
**Act as Proxy:** Not Applicable  
**Leave Period Leave Entry Status:** Open until Feb 15, 2007, 12:00 A.M.

ID	Name and Position	Transaction Status	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
800320222	Jie Bue 997779 - 00	Pending	Approve	.00	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Leave Record</a>  <a href="#">Leave Balance Errors</a>
800360000	Pat Huang 996632 - 00	Not Started								
800360111	Chris Kenning 997774 - 00	Not Started								

**Pay Event Transactions**

Action required by all approvers: 0  
Time or Leave Transactions Approved or FYI: 0  
Time or Leave Transactions Awaiting Approval or FYI: 1  
**Total:** 1  
**Total Days:** .00  
**Total Hours:** .00  
**Total Units:** .00

In the Department Summary view, you will see the names of unclassified and faculty members in the selected org (department) code. Each record will contain a Transaction Status:

- **Pending** – waiting for your review.
- **In Process** – the employee has opened the leave period and may have recorded hours. This status indicates that they have NOT yet submitted it for approval.
- **Not Started** – the employee has not viewed or entered hours in the pay period.

A report waiting for approval will contain a hyperlink on the employee's name, as well as other links in the Other Information column. Selecting the link on the name of the employee will display a view of the leave report in detail, including leave requested for this pay period, balances, routing actions and dates.

From this screen, you will have the option to:

- Approve
- Return for Correction
- Change the Record
- Delete
- Add Comments

Once action has been taken, the status within the self-service record of the employee will be updated indicating the action. If a view of the summary for a different department is available, it may be accessed by clicking the **Select New Department** button.

### Department Summary

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 Select the employee's name to access additional details.

<b>COA:</b>	K, Kent State University
<b>Department:</b>	100512, Educational Technology & Distance L
<b>Leave Period:</b>	Dec 16, 2006 to Dec 31, 2006
<b>Act as Proxy:</b>	Not Applicable
<b>Leave Period Leave Entry Status:</b>	Open until Feb 15, 2007, 12:00 A.M.

## Employee Leave Report Detail

The approver's view of an employee leave report is almost identical to what the employee sees, with a few exceptions:

- The title above the header information will say Leave Approval instead of Leave Report.
- Instead of Submit for Approval, which is what the employee sees, there is an **Approve** button in the approver view, and a **Return for Correction** button.

Both approver and employee may attach comments to a leave report.

Review the employee's hours, making sure to click the **Next** button to view the additional week/week part in the pay period.

**Should a report be returned for correction, this should be communicated to the employee.**

There is no automatic notification. The employee does not know to correct the report unless they are informed by the supervisor.