MARIST COLLEGE
Banner Employee Self-Service Leave Report
Administrative (Exempt) Employees
User’s Guide
Introduction to Leave Report

Self-Service Leave Report is a web-based time entry software system designed to eliminate loss or delays in paper processing of physical leave reports. It will allow you to log into a secure website and enter your leave hours online from any computer with Internet Access and VPN Client (please refer to Logging On section on page 3). Your leave time is then approved online by your supervisor and sent electronically to Payroll for processing. **Leave Reporting will begin in May 2009.**

Timeframe and Deadlines

*In order to be paid semi-monthly, it is critical that you submit your leave report by the deadline.* You are responsible for submitting your leave report electronically to your supervisor. If you do not submit your leave report on time, your supervisor will be unable to approve your leave time.

*Semi-monthly leave report must be submitted no later than 10 a.m. on the fifth day after the pay period ends.* If the deadline falls on a holiday or a weekend, it will be due no later than 10 a.m. on the last business prior to the holiday. Please refer to the payroll calendar example on the following page.
2009 Semi-monthly Payroll Calendar for Leave Report

Hours must be submitted through Banner Leave Report no later than 10:00 a.m. on the fifth day after the end of the pay period. Approvers have until 12:00 p.m. on the last day of submission to approve the hours.

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<tr>
<th>Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Input Deadline</th>
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* Please continue to follow this pattern through the year or refer to Appendix 1.1 for a complete payroll calendar. You may also go to the Payroll website for complete information at http://www.marist.edu/payroll/formsschedules.html
Logging On

You can access Banner Leave Report through the Marist employee portal which is accessible from any computer on campus with Internet Access. You will use your Marist user account and password to log on to http://my.marist.edu. Because of the sensitive nature of payroll information, you should not share your ID or password with anyone. It is also important to log off of the system when you are finished. If you need to sign on to your account from off campus, please see the note on the bottom of this page regarding VPN Client Access.

Open a web browser, type http://my.marist.edu, and enter your Marist user account and password.

Note: Virtual Private Network (VPN) Access
The purpose of the VPN is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your Internet Service Provider (ISP).
For more information about VPN Client go to http://www.marist.edu/it/network/vpn.html or contact the Help Desk at extension 4357.
Once you are logged on to your account, click on the Employee tab.
Access Leave Report

When you access your leave report, all active positions will appear. Most employees will only have one position. However, some employees may have multiple positions on campus which means that they will have multiple time sheets. Remember, multiple jobs mean multiple time sheets. Please verify that all your active positions are listed here; if they are not, notify your supervisor and/or Human Resources.

On the employee page under Time Reporting, click on “the pay period” link located under your title to access the time sheet for the pay period listed.
Leave Report at a Glance

Here is a glimpse of your leave report.

Time and Leave Reporting

Please refer to Appendix 1.3 to learn more about the functionalities of your time sheet.
Enter Hours

To enter hours, click on the “Enter Hours” link under the day in which time needs to be reported. Time must be entered for each day but may be copied from one day to another.

Here is the following screen.

Once you are done entering hours, click on the “Save” or “Copy” button.

Enter your leave hours here.

Click on the "Enter Hours" link for the earning you want to enter.
Copy Hours

Once the desired hours are entered, you can either “Save” or “Copy” your hours.

➢ Click on “Save” if you are entering the leave for that day.

Saving the hours will bring you back to the time sheet with the number of hours entered appearing on the selected day.

➢ Click on “Copy” if you wish to copy hours from one day to several days.

If you click on “Copy”, it will bring you to another screen where you have 2 options for copying your hours.

Option 1: Select one or more check boxes on the top if you are entering the same leave code for multiple days.

Option 2: Select one or more check boxes by clicking the desired days, and then click on the “Copy” button.

Once you are done selecting the appropriate boxes, click on the “Copy” button. A message confirming the success of the copy will be displayed as shown below. Next, click on the “Leave Report” button to return to your time sheet. If there is more time that needs to be entered (i.e. personal time), you can continue to enter the hours.

Your hours have been copied successfully.
Enter Comments

Banner has an optional feature called “Comments” which only your approver will be able to read when approving your time.

You can add comments to your time sheet by clicking on the “Comments” button on the Time Sheet page. Once you are done, please click on the “Save” button. Your approver will be able to read these comments when approving your time. Comments should be entered before submitting your time for approval.
Once you are finished entering your time, you can click on the “Preview” button to preview your leave report.

You can click on the “Preview” button to preview your time sheet.

Here is your summary report.

| Earning Code | Total Hours | Total Units | Sunday, Mar 01, 2009 | Monday, Mar 02, 2009 | Tuesday, Mar 03, 2009 | Wednesday, Mar 04, 2009 | Thursday, Mar 05, 2009 | Friday, Mar 06, 2009 | Saturday, Mar 07, 2009 | Sunday, Mar 08, 2009 | Monday, Mar 09, 2009 | Tuesday, Mar 10, 2009 | Wednesday, Mar 11, 2009 | Thursday, Mar 12, 2009 | Friday, Mar 13, 2009 | Saturday, Mar 14, 2009 | Sunday, Mar 15, 2009 |
|--------------|-------------|-------------|----------------------|---------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Vacation     | 7.5         | 0           | 0                    | 0                   | 0                    | 0                     | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Total Hours: | 7.5         | 0           | 0                    | 0                   | 0                    | 0                     | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Total Units: | 0           | 0           | 0                    | 0                   | 0                    | 0                     | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
Submit for Approval

After you have clicked on the “Submit for Approval” button, the bottom of the screen will show that you have submitted your leave report. It also indicates that the leave report is waiting for approval by your supervisor. Once your supervisor has approved the time, the name of your approver will be indicated in the Approved By box.

Example:

Once you click on the “Submit for Approval” button, your name and your supervisor’s name should appear on the screen, as seen here, on the bottom of the screen.

Finally, your screen will indicate the time sheet was successfully submitted and the record status will change to Pending after you have logged off.

Your time sheet was submitted successfully.
Logging Off

It is important to log off of your web session, especially when using a public computer. Clicking the “Logout” link at the top right hand corner of your screen will log you out of the system.

Additional Notes:

- DO NOT USE your browser Back button to navigate or you may lose any work you have completed.
- Use the leave report’s Next and Previous buttons to navigate between all weeks of the pay period.
- Contact the Help Desk at 845.487.2120 for questions and help with Marist account usernames and passwords.
- Contact Payroll at 845.575.3000 x 2425 for help entering and approving time sheets and leave reports.
Frequently Asked Questions

Q: What if I missed the submission deadline?
A: It is important that you plan ahead and it is imperative to meet all the leave report submission deadlines. However, under some circumstances, if you miss a submission deadline, you will need to go to the Payroll Department to get a temporary paper leave report and have your supervisor sign and submit it back to Payroll. For complete payroll calendars and other related information, please go to http://www.marist.edu/payroll/formsschedules.html.

Q: What if I did not take any days off on the current pay period? Do I still need to submit my leave report?
A: Yes, absolutely. Even though you didn’t take any days off, you still need to submit your leave report for your supervisor to approve. There is no exception for this matter. You will need to sign on to your account and enter 0 hour for the leave code and submit for approval.

Q: What if my time sheet is not listed or my position(s) (Title and Department) is not listed on the Position Selection screen?
A: Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

Q: What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?
A: Contact your supervisor. If you leave report has not yet been approved. Your supervisor can return it to you electronically for changes or he/she can make changes for you up to 12:00 pm on the day the leave report is due.

Q: What if I submitted my hours, but I made a mistake?
A: If you have clicked on the “Submit for Approval” button and your leave report has not yet been approved, contact your supervisor immediately; he/she can make changes up to 12:00 pm the day the leave report is due. If you submitted incorrect hours and your supervisor has already approved your time sheet, please contact the Payroll Department.

Q: Can anyone else access my hours?
A: Only your supervisor, his/her proxy, and the Payroll Office can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

Q: If my supervisor is not available when leave reports are due, what happens?
A: Supervisors must designate individuals as their proxies who will approve leave reports in their absence. However, employees should know who their supervisor’s proxies are.
# Appendix

## Appendix 1.1

### 2009 Complete Semi-Monthly Payroll Calendar for Leave Report

Hours must be submitted through Banner Leave Report no later than 10:00 a.m on the fifth day after the end of the pay period. Approvers have until 12:00 p.m on the last day of submission to approve the hours.

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* You may also go to Payroll website [http://www.marist.edu/payroll/formsschedules.html](http://www.marist.edu/payroll/formsschedules.html) for complete information or further updates.
**Leave Report Status Definitions**

- **Not Started:** The employee has not yet started to enter hours on the time sheet.
- **In Progress:** The time sheet has been started by the employee, but has not been submitted for approval.
- **Pending:** The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send back for a correction and therefore, could be in the queue pending further action from the employee.
- **Approved:** The time sheet has been approved and has been electronically sent to the Payroll Department.
- **Completed:** Payroll received and processed your timesheet.

**Other Functionality Found on the Time Sheet Screen**

- **Copy:** Use this function if you work the same number of hours on multiple days. You’ll want to be careful to not select the same date to copy to that you are copying from because if you do this, your hours will be deleted.
- **Position Selection:** Returns you to the Position Selection screen.
- **Comments:** Comments to your supervisor/proxy may be added to your time sheet by clicking here. Comments are required when submitting hours for retro pay. Comments entered through Web Time Entry will only be seen by your supervisor and/or proxy; comments are not visible by anyone in the Payroll Department.
- **Preview:** Displays the entire pay period and will show the hours or leave entered for each day. You may print it if you want a hard copy of what you have entered.
- **Restart:** If the timesheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to make corrections.
- **Previous / Next:** Each pay period is a one month period but not all the days can fit on the width of one screen. Click on **Previous** or **Next** to toggle back and forth between each week.