

MARIST COLLEGE

**Banner Employee Self-Service
Leave Report**

**Administrative (Exempt) Employees
User's Guide**

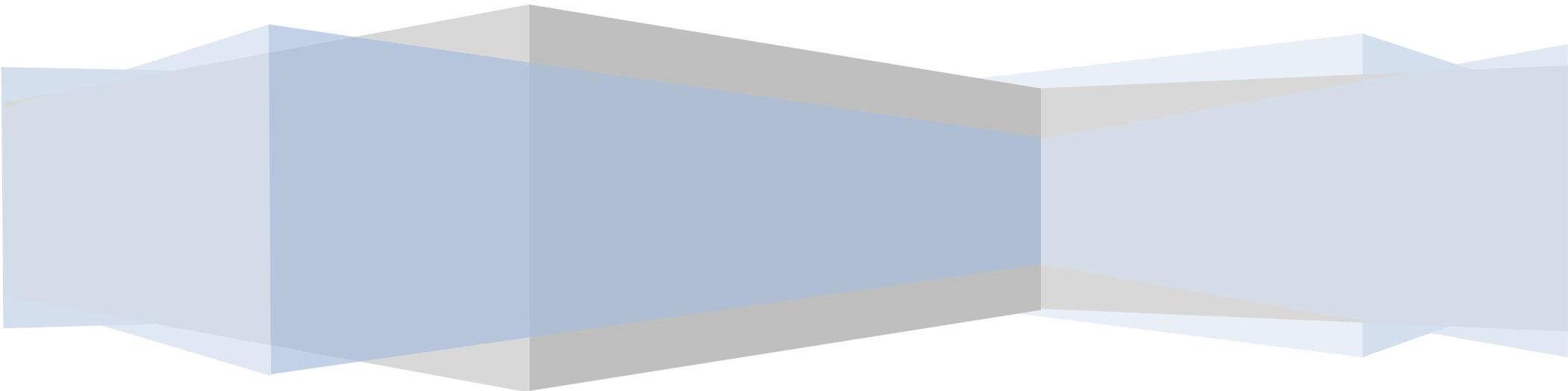


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Introduction to Leave Report

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.

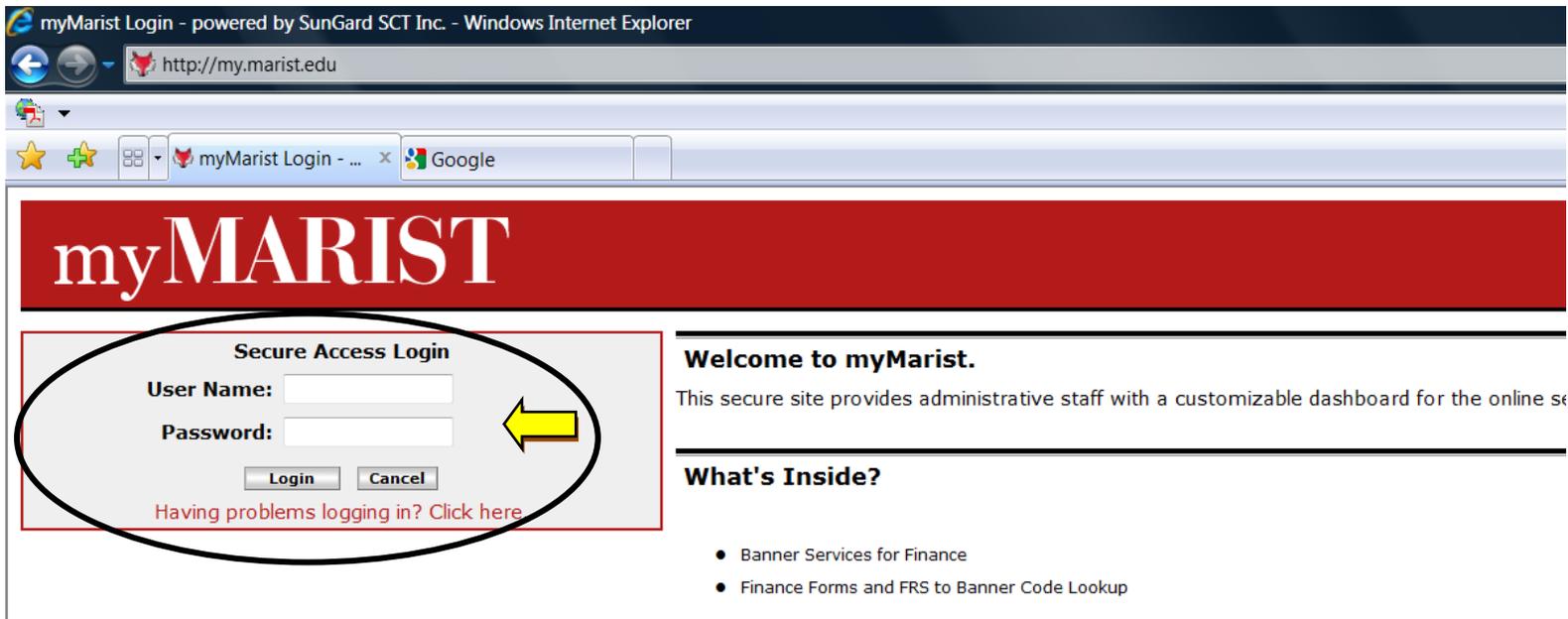
Year	Start Date	End Date	Input Deadline Employee - 10 am Approver - 12 pm	Check Date
2009	1-May-09	15-May-09	22-May-09	15-May-09
2009	16-May-09	31-May-09	5-Jun-09	29-May-09
2009	1-Jun-09	15-Jun-09	22-Jun-09	15-Jun-09
2009	16-Jun-09	30-Jun-09	3-Jul-09	30-Jun-09
2009	1-Jul-09	15-Jul-09	22-Jul-09	15-Jul-09
2009	16-Jul-09	31-Jul-09	7-Aug-09	31-Jul-09
2009	1-Aug-09	15-Aug-09	21-Aug-09	15-Aug-09
2009	16-Aug-09	31-Aug-09	7-Sep-09	31-Aug-09

*** 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.



myMARIST Login - powered by SunGard SCT Inc. - Windows Internet Explorer

http://my.marist.edu

myMARIST Login - ... x Google

myMARIST

Secure Access Login

User Name:

Password:

Login Cancel

Having problems logging in? [Click here](#)

Welcome to myMarist.

This secure site provides administrative staff with a customizable dashboard for the online se

What's Inside?

- Banner Services for Finance
- Finance Forms and FRS to Banner Code Lookup

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.

myMARIST - Windows Internet Explorer

http://my.marist.edu/tag.a0e9c659dd4d91ad.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u111s2&uP_tparam=frm&frm=

myMARIST

Google

myMARIST

Welcome Ying Huang

My Account | Content Layout

Welcome Employee Finance

Campus Announcements

There are no announcements

Personal Announcements

There are no announcements

Marist Weather

Poughkeepsie, NY

19°F
Sunny

Hour-by-hour | 10-day

The Weather Channel

weather.com

Enter city or U.S. zip

GO

Headlines

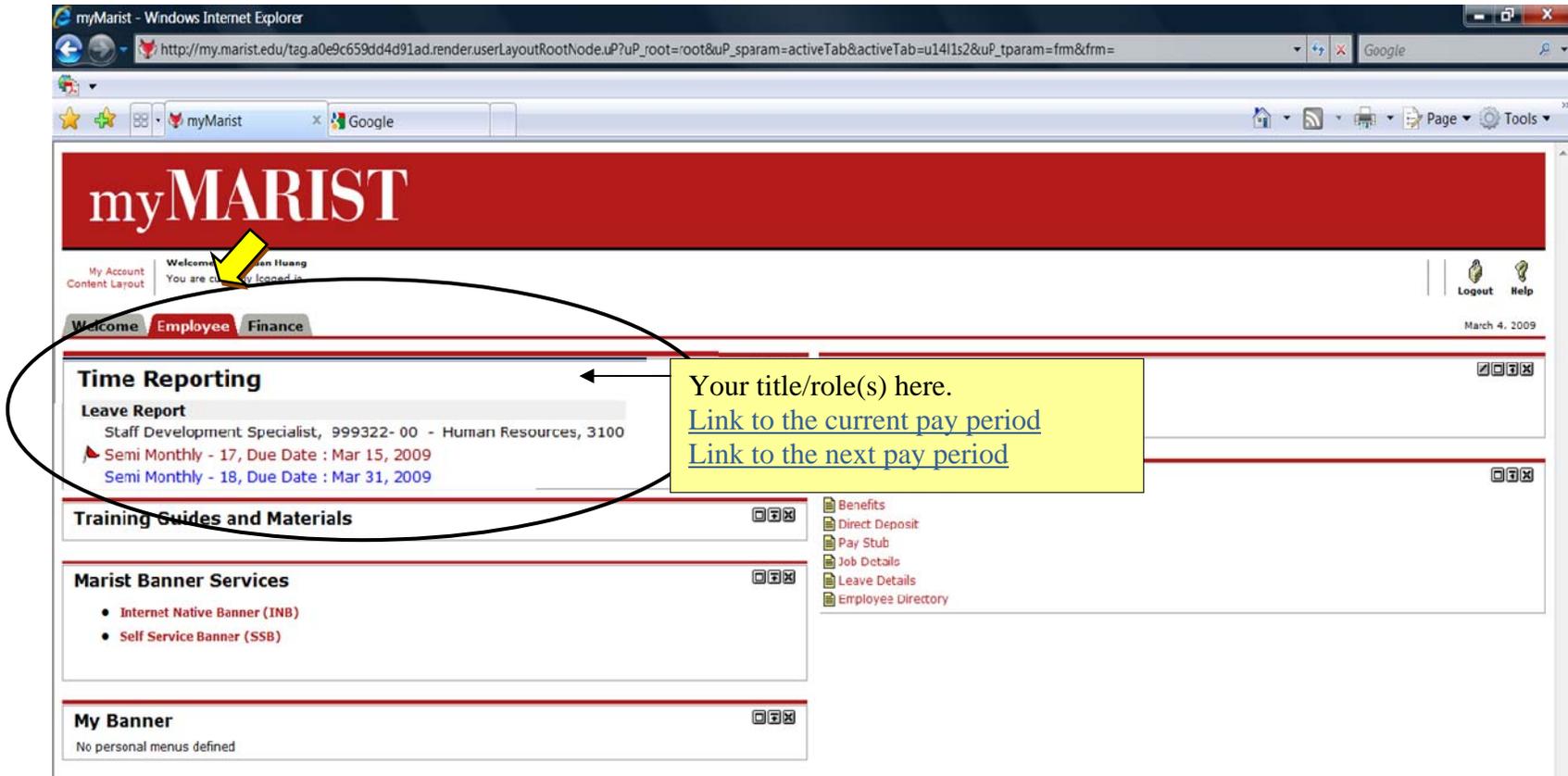
Public affairs news feed from www.marist.edu

- Marist Lecture to Discuss Free Will Crisis**
The talk by Dr. Joseph Campbell of Washington State University will focus on the relationship between free will and the human condition.
[date: Tue, 03 Mar 2009 00:00:00 -0500]
- Plecenik Named New Marist VP/CFO**
Jeanne Plecenik, a resident of Fishkill, came to Marist from the New School University in Manhattan.
[date: Tue, 24 Feb 2009 00:00:00 -0500]
- Interviewing Expert to Offer Marist Workshop**
William Rolack is the author of "Seven Secrets to a winning Job Interview." The public is invited to the seminar on Friday, February 20, at 11 a.m. in Donnelly Hall.
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist Talk to Focus on Sisters of Charity and Poughkeepsie Schools**
Dr. Sally Dwyer-McNulty will talk about the controversial 19th Century "Poughkeepsie Plan," which allowed the Sisters of Charity to purchase land in Poughkeepsie to build a school for the poor.
[date: Fri, 20 Feb 2009 00:00:00 -0500]
- Marist College Community to Raise Funds to Build Second Ghana Well**
A Mardi Gras celebration in the Student Center this Sunday will attempt to raise \$10,000 for the "Hudson Valley Well Project," a project to build a well in Ghana, West Africa.

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.



The screenshot shows the myMARIST employee portal interface. At the top, there is a red header with the myMARIST logo. Below the header, there is a navigation bar with tabs for Welcome, Employee, and Finance. The Employee tab is selected. The main content area is titled "Time Reporting" and contains a "Leave Report" section. A yellow callout box points to the "Leave Report" section, which displays the employee's title/role(s) and two links for the current and next pay periods. The "Leave Report" section is circled in black. A yellow callout box points to the "Leave Report" section, containing the text: "Your title/role(s) here." followed by two blue underlined links: "Link to the current pay period" and "Link to the next pay period".

myMARIST

Welcome, [Name] Huang
You are currently logged in.

Logout Help

March 4, 2009

Welcome Employee Finance

Time Reporting

Leave Report
Staff Development Specialist, 999322- 00 - Human Resources, 3100
Semi Monthly - 17, Due Date : Mar 15, 2009
Semi Monthly - 18, Due Date : Mar 31, 2009

Training Guides and Materials

Marist Banner Services

- Internet Native Banner (INB)
- Self Service Banner (SSB)

My Banner
No personal menus defined

Benefits
Direct Deposit
Pay Stub
Job Details
Leave Details
Employee Directory

Leave Report at a Glance

Here is a glimpse of your leave report.

Personal Information **Employee** Finance

Search

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.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Staff Development Specialist -- 999322-00
Human Resources -- 3100
Mar 01, 2009 to Mar 15, 2009
Mar 18, 2009 by 12:00 P.M.

Your Job Title
Department
Leave Report Period
Deadline

Earning	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
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0							Enter Hours
Holiday Pay	0							Enter Hours
Personal Time	0							Enter Hours
Jury Duty Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0

You will see the different earn codes for which you are eligible. This includes vacation, sick pay, holiday pay, personal time, jury duty pay, and bereavement leave.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

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.

Leave Report

Title and Number: Staff Development Specialist -- 999322-00
Department and Number: Human Resources -- 3100
Leave Report Period: Mar 01, 2009 to Mar 15, 2009
Submit By Date: Mar 18, 2009 by 12:00 P.M.

Earning	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
Vacation	0		Enter Hours						
Sick Pay	0		Enter Hours						
Holiday Pay	0		Enter Hours						
Personal Time	0		Enter Hours						
Jury Duty Pay	0		Enter Hours						
Bereavement Leave	0		Enter Hours						

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

Here is the following screen.

Personal Information Employee Finance

Search

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.

Leave Report

Title and Number: Staff Development Specialist -- 999322-00
Department and Number: Human Resources -- 3100
Leave Report Period: Mar 01, 2009 to Mar 15, 2009
Submit By Date: Mar 18, 2009 by 12:00 P.M.

Earning:
Date:
Hours:

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

Vacation
 Mar 02, 2009

Enter your leave hours here.

Earning	Hours	Units	Monday Mar 01, 2009	Tuesday Mar 02, 2009	Wednesday Mar 03, 2009	Thursday Mar 04, 2009
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

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.

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

Personal Information Employee Finance

Search Go

Copy

i Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you s and the Account Distribution is also copied.

Leave Code:
Date and leave time to copy:
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:
Copy by date:

Sunday Mar 01, 2009	Monday Mar 02, 2009	Tuesday Mar 03, 2009	Wednesday Mar 04, 2009	Thursday Mar 05, 2009	Friday Mar 06, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009					
<input type="checkbox"/>					

Leave Report Copy

Vacation, Shift 1
Mar 02, 2009, 7.5 Hours

1

Option 1: Select the check box of your choice.

Option 2: Select the date(s) you wish to copy.

2

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.

Copy

i Copy options include ability to copy to the end of the pay period, include Saturdays or Su and the Account Distribution is also copied.

! 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.

Personal Leave	A	0	0	Enter Hours							
Jury Duty Pay	A	0	0	Enter Hours							
Administrative Personal	A	0	0	Enter Hours							
Unpaid Leave	A	0	0	Enter Hours							
Total Hours:		7.5		0	0	7.5	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection **Comments** Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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.

Personal Information **Employee** Finance

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Mar 04, 2009

Enter or Edit Comment:

Save Previous Menu

RELEASE: 7.2.1.1 powered by SUNGARD HIGHER EDUCATION

You can add your comments here in this box. Only your approver will be able to read these comments when approving your time.

Preview

Once you are finished entering your time, you can click on the “**Preview**” button to preview your leave report.

July Daily Pay	A	0	0	Enter Hours	Enter Hours	Enter H
Administrative Personal	A	0	0	Enter Hours	Enter Hours	Enter H
Unpaid Leave	A	0	0	Enter Hours	Enter Hours	Enter H
Total Hours:		0		0	0	
Total Units:				0	0	0

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

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.2.1.1

Here is your summary report.

Personal Information **Employee** Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time

Set your printer layout to Landscape before printing.

Yingsuan Huang
Staff Development Specialist, 999322-00

Human Resources, 3100

Leave 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			7.5													
Total Hours:	7.5			7.5													
Total Units:		0															

Submit for Approval

July July Day	A	0	0	Enter Hours	Enter Hours	Enter H
Administrative Personal	A	0	0	Enter Hours	Enter Hours	Enter H
Unpaid Leave	A	0	0	Enter Hours	Enter Hours	Enter H
Total Hours:		0	0	0	0	
Total Units:		0	0	0	0	

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 7.2.1.1

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:

Submitted for Approval By:
Approved By:
Waiting for Approval From:

You on Mar 10, 2009
Jack Collins

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.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or P

Your time sheet was submitted successfully.

Top of the screen.

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 your 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.

Year	Start Date	End Date	Input Deadline Employee - 10 am Approver - 12 pm	Check Date
2009	1-May-09	15-May-09	22-May-09	15-May-09
2009	16-May-09	31-May-09	5-Jun-09	29-May-09
2009	1-Jun-09	15-Jun-09	22-Jun-09	15-Jun-09
2009	16-Jun-09	30-Jun-09	3-Jul-09	30-Jun-09
2009	1-Jul-09	15-Jul-09	22-Jul-09	15-Jul-09
2009	16-Jul-09	31-Jul-09	7-Aug-09	31-Jul-09
2009	1-Aug-09	15-Aug-09	21-Aug-09	14-Aug-09
2009	16-Aug-09	31-Aug-09	7-Sep-09	31-Aug-09
2009	1-Sep-09	15-Sep-09	22-Sep-09	15-Sep-09
2009	16-Sep-09	30-Sep-09	7-Oct-09	30-Sep-09
2009	1-Oct-09	15-Oct-09	22-Oct-09	15-Oct-09
2009	16-Oct-09	31-Oct-09	6-Nov-09	31-Oct-09
2009	1-Nov-09	15-Nov-09	20-Nov-09	13-Nov-09
2009	16-Nov-09	30-Nov-09	4-Dec-09	30-Nov-09
2009	1-Dec-09	15-Dec-09	22-Dec-09	15-Dec-09
2009	16-Dec-09	31-Dec-09	7-Jan-10	30-Dec-09
2010	1-Jan-10	15-Jan-10	22-Jan-10	15-Jan-10

* You may also go to Payroll website <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.

Notes:

