



Leave Reporting Quick Reference Guide

(Unclassified Exempt Employees)

POLICIES AND PROCEDURE

- Record leave accurately.
- Holiday leave is recorded automatically.
- Select correct pay period before opening time sheet.
- Check leave balances for availability of hours claimed.
- Add Comments to communicate variations in schedule.
- Review leave record for accuracy before submitting.
- Submit your leave record prior to deadline.

Pay Period

- Begins first day of month
- Ends last day of month

Employee Submission Deadline

- 11:59 pm fifth (5th) business day after end of pay period

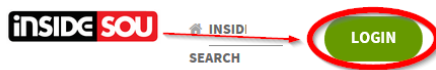
Supervisor Approval Deadline

- 11:59 pm seventh (7th) business day after end of pay period

NAVIGATION

OPENING LEAVE REPORT

STEP 1: Login to inside.sou.edu



STEP 2: Under Online Services, select Banner Self-Service



STEP 3: In Main Menu, select Employee



STEP 4: In Employee, select Time Sheet



For WTE Approvers only: in Time Reporting Section, select radio button for Access my Time Sheet and Select

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self
Act as Superuser:	<input type="checkbox"/>
<input checked="" type="button" value="Select"/>	

STEP 5: In Time Sheet Selection, select radio button next to job, Pay Period from drop down, and Time Sheet

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice Pay Period and Status
Assoc Dir of Service Center, F98327-00	Nov 13, 2017 to Dec 12, 2017 In Progress
Service Center, 484000	Nov 13, 2017 to Dec 12, 2017 In Progress
	Oct 13, 2017 to Nov 12, 2017 Approved

☒ Time Sheet

ENTERING LEAVE

STEP 1: In Time and Leave Reporting, select Enter Hours for the corresponding date (column) and earning (row)

Time Sheet

Title and Number: Assoc Dir of Service Center -- F98327-00
Department and Number: Service Center -- 484000
Time Sheet Period: Nov 13, 2017 to Dec 12, 2017
Submit By Date: Dec 13, 2017 by 11:59 PM

Earning	Shift Default Hours or Units	Total Hours	Total Units	Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017	Thursday Nov 16, 2017
Sick Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Day Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours

STEP 2: Enter the total shift hours and select Save

Time Sheet

Title and Number: Assoc Dir of Service Center -- F98327-00
Department and Number: Service Center -- 484000
Time Sheet Period: Nov 13, 2017 to Dec 12, 2017
Submit By Date: Dec 13, 2017 by 11:59 PM

Earning: **Vacation Time Taken**
Date: Nov 15, 2017
Shift: 1
Hours: 8

Earning	Shift Default Hours or Units	Total Hours	Total Units	Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017	Thursday Nov 16, 2017
Sick Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours

STEP 3: Repeat steps 1 and 2 for all dates (columns) and earnings (rows) leave was taken during the pay period. To navigate forward one week, select Next. To navigate backward one week, select Previous.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Monday Nov 20, 2017	Tuesday Nov 21, 2017	Wednesday Nov 22, 2017	Thursday Nov 23, 2017
Sick Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	24	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Day Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay, Exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Beareavement Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken, Exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Training Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		24		0	0	0	0
Total Units:			0	0	0	0	0



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NAVIGATION (cont.)

SUBMITTING FOR APPROVAL

STEP 1: Review leave hours recorded on Time Sheet

Earning	Shift	Default Hours or Units	Total Hours	Total Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017	Thursday Nov 16, 2017	Friday Nov 17, 2017
Sick Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	24	Enter Hours	Enter Hours	8	8	8
Special Day Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Furlough	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay, Exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Beareavement Pay	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken, Exempt	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Training Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24	0	0	8	8	8
Total Units:			0	0	0	0	0	0

OR...

Through Preview

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

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017	Thursday Nov 16, 2017	Friday Nov 17, 2017
Sick Leave Taken	1	8						
Vacation Time Taken	1	24				8	8	8
Holiday Pay, Exempt	1	16						
Total Hours:		48				8	8	8
Total Units:			0					

Previous Menu

STEP 2: Select Submit for Approval

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

Total Hours:	48	0	0
Total Units:	0	0	0

Position Selection Comments Preview Next **Return Time**

Submitted for Approval By: You on Nov 14, 2017

Approved By:

Waiting for Approval From: Raider Supervisor

RESTART

To delete all previously entered data on selected leave record, select Restart on Time and Leave Reporting

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

COMMENTS

STEP 1: From Time and Leave Reporting, select Comments

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

STEP 2: Enter comment and select Save or Preview Menu

Comments

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

Made By: You
Comment Date: Nov 14, 2017

Enter or Edit Comment: Comments are accumulated for the pay period, meaning there are not separate comments by day. To separate comments we suggest:

November 15- This is the comment for November 15th.
November 20- This is the comment for November 20th.

Save Previous Menu

COPY

The copy function will copy leave hours entered for the same earning over multiple dates for the pay period.

STEP 1: When entering hours, select Copy

Earning: Vacation Time Taken
Date: Nov 15, 2017
Shift: 1
Hours: 8
Copy Save Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017
Sick Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours

STEP 2: Check the dates to copy (NOTE: do not select the date you are copying from)

Copy

If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Time Taken, Shift: 1
Date and Hours to Copy: Nov 15, 2017, 8 Hours

Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Monday Nov 13, 2017	Tuesday Nov 14, 2017	Wednesday Nov 15, 2017	Thursday Nov 16, 2017	Friday Nov 17, 2017	Saturday Nov 18, 2017	Sunday Nov 19, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Nov 20, 2017	Tuesday Nov 21, 2017	Wednesday Nov 22, 2017	Thursday Nov 23, 2017	Friday Nov 24, 2017	Saturday Nov 25, 2017	Sunday Nov 26, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Nov 27, 2017	Tuesday Nov 28, 2017	Wednesday Nov 29, 2017	Thursday Nov 30, 2017	Friday Dec 01, 2017	Saturday Dec 02, 2017	Sunday Dec 03, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 04, 2017	Tuesday Dec 05, 2017	Wednesday Dec 06, 2017	Thursday Dec 07, 2017	Friday Dec 08, 2017	Saturday Dec 09, 2017	Sunday Dec 10, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Dec 11, 2017	Tuesday Dec 12, 2017					
<input type="checkbox"/>	<input type="checkbox"/>					

Time Sheet Previous Menu **Copy**