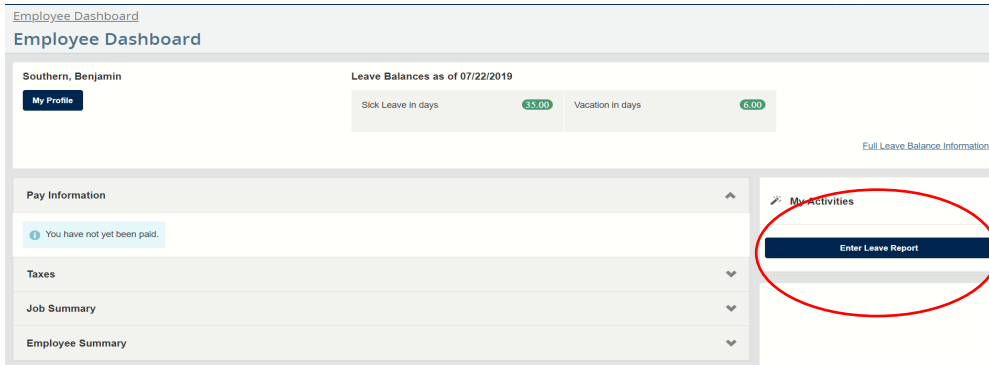


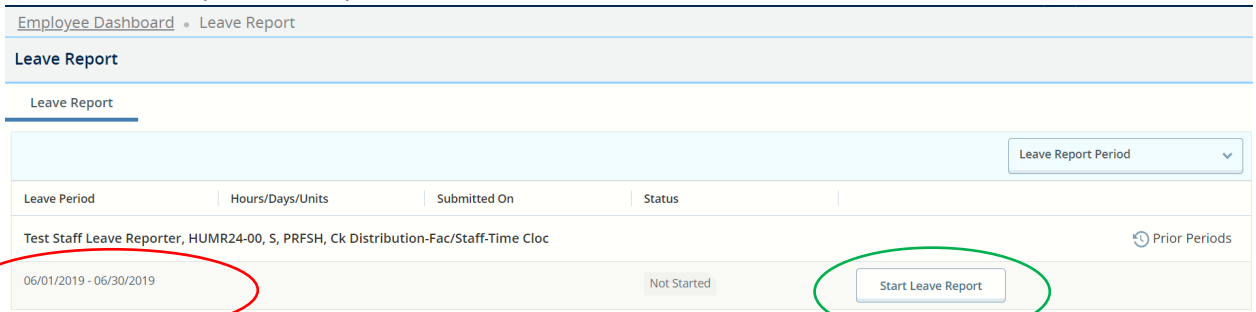
Self Service Leave Reporting For Monthly Paid Employees

Leave reporting for exempt employees is **going green!** Follow the instructions below to complete your monthly attendance report.

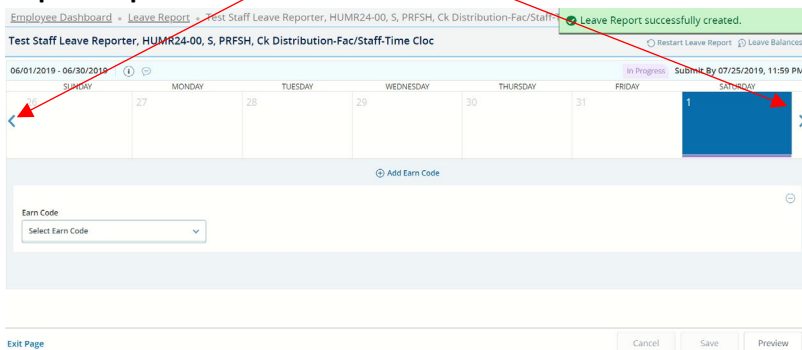
1. Log on to the Samford Portal.
2. From here you may either select Banner from the top menu bar
 - a. Then choose Employee
 - i. Select Employee Dashboard
3. Or you can scan down the left side under HR and Payroll and select Employee Dashboard
4. Look to the right under My Activities and click on Enter Leave Report



5. Once at the Leave Report screen, **select the reporting period** that you wish to access and select Start Leave Report. There will be times when more than one period is open at a time so please take note of the period that you have selected.



6. The week which includes the first day of the pay period is displayed. Use the arrows to navigate to the week which includes the first day of the month that you took leave. **If you took no leave, skip to step 13.**



Self Service Leave Reporting For Monthly Paid Employees

- Click on the first day you took leave and then select the appropriate leave code from the drop down box.

The screenshot shows the 'Employee Dashboard' with the 'Leave Report' section. The user is logged in as 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc'. The calendar for 06/01/2019 to 06/30/2019 is displayed, with Monday, June 3rd, highlighted in blue. Below the calendar is the 'Add Earn Code' section, which is currently open, showing a dropdown menu with the following options: 'Select Earn Code', 'Holiday Pay', 'Jury Duty', 'Military Leave', 'Sick Pay', and 'Vacation Pay'. The 'Vacation Pay' option is selected. The 'Exit Page' button is visible at the bottom left, and 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

- Once the appropriate leave code is chosen, enter 1 in the "Days" box. *****Important:** Remember that you are entering this only for the 1 day highlighted. Do not enter a number higher than 1. – You will be given the opportunity to copy this leave to additional days that you took using the same type of leave. – Additionally, Banner will not accept fractions at this point so you cannot report partial days. *******

The screenshot shows the same interface as above, but now the 'Add Earn Code' section is closed. The 'Earn Code' dropdown menu is set to 'Vacation Pay', and the 'Days' input box next to it contains the number '1'. The 'Exit Page' button is visible at the bottom left, and 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

Self Service Leave Reporting For Monthly Paid Employees

9. Click Save in the lower right corner to save the Leave Code and Days Count (1) for this day.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 1 2 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

Add Earn Code

Earn Code: Vacation Pay Days: 1

Exit Page Cancel Save Preview

10. You may now use the Copy feature to copy this code to any day during the month that you took leave using same type of leave code.

Copy Feature

Total: 1.00 Days

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 1.00 Days 1 2 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 1.00 Days	4	5	6	7	8

Add Earn Code

Vacation Pay 1.00 Days

Total: 1.00 Days

Exit Page Cancel Save Preview

Self Service Leave Reporting For Monthly Paid Employees

- Click on any day that you used the same leave code. For instance, if you took a week of vacation, click on the appropriate Tuesday, Wednesday, Thursday and Friday individually to copy vacation. Click Save when all days which used the same leave code have been chosen.

Employee Dashboard » Leave Report » Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Copy Leave Report Entry

Vacation Pay : 1.00 Days (06/03/2019, MONDAY)

Select Options

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

Pay Period: 06/01/2019 - 06/30/2019

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 1.00 Days	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Cancel Save

Exit Page Cancel Save Preview

- If you took leave of another type, simply repeat steps 7 through 11 until you have entered all leave taken for the month. Skip to step 14 if you have recorded leave for the month.
- If you took no leave for the month**, simply choose a day during the pay period. Select “No Leave Taken” from the drop down box and enter 1 in the “Units” box. Then save the record and skip to Step 18 to preview and submit your report.
- If you should need to remove any leave from a day to which it was accidentally added, click on the day. Next click on the minus sign to the right of the Leave Code.

Employee Dashboard » Leave Report » Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 5.00 Days In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 1.00 Days	4 1.00 Days	5 1.00 Days	6 1.00 Days	7 1.00 Days	8

Add Earn Code

Vacation Pay 1.00 Days

Total: 1.00 Days

Exit Page Cancel Save Preview

Self Service Leave Reporting For Monthly Paid Employees

15. Confirm the message to delete the earnings.

The screenshot shows the 'Leave Report' interface for 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc'. The date range is 06/01/2019 - 06/30/2019 with 5.00 Days remaining. A calendar view shows Monday, June 3rd, with 1.00 Days of leave. A confirmation dialog box is overlaid on the right, asking 'Are you sure you want to delete the earning record?' with 'No' and 'Yes' buttons. Below the calendar, there is an 'Add Earn Code' button and a 'Vacation Pay' section showing 1.00 Days. The total leave is 1.00 Days.

16. Then click Save in the lower right corner to remove the code from the day. Repeat steps 14 – 16 for any day that leave was incorrectly entered and needs to be removed.

The screenshot shows the same 'Leave Report' interface as above. The 'Save' button in the bottom right corner is circled in red. The interface includes an 'Exit Page' link on the left and 'Cancel', 'Save', and 'Preview' buttons on the right. The 'Save' button is highlighted with a red circle.

Self Service Leave Reporting For Monthly Paid Employees

17. If the leave for the day only needs to be edited rather than deleted, click on the day in question. Then click on the pencil icon beside the leave. Make the edit needed and click Save.




Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 | 6.00 Days 1 1 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19 1.00 Days	20	21	22

[Add Earn Code](#)

Sick Pay 1.00 Days   

Total: 1.00 Days

Exit Page Cancel Save Preview

18. Once you have finished entering all leave or the No Leave Taken code, whichever is appropriate, click on the Preview button on the bottom right to submit your leave report.




Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 | 6.00 Days 1 1 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

[Add Earn Code](#)

Sick Pay 1.00 Days   

Total: 1.00 Days

Exit Page Cancel Save Preview

Self Service Leave Reporting For Monthly Paid Employees

19. Review the Preview of Leave Code Totals and Weekly Totals.

The screenshot shows the 'Preview' window of the leave reporting system. The 'Earning Distribution' section contains the following data:

Earn Code	Total
Sick Pay	1.00
Vacation Pay	5.00
Total Days	6.00
Total Units	0.00

The 'Weekly Summary' section shows:

Week	Total Days
Week 1	

At the bottom of the preview window, there are 'Cancel' and 'Submit' buttons. The background shows a calendar for the week of 06/01/2019 to 06/30/2019, with 6.00 days of leave reported for Sick Pay.

20. Scroll down the Preview. Agree to the statement at the bottom and Submit your leave report.

NOTE: You will not be able to Submit until you scroll down and click the attestation box.

The screenshot shows the bottom portion of the 'Preview' window. A text box for 'Comment (Optional):' is visible with the placeholder 'Add Comments'. Below it is a checkbox for attestation, which is circled in red. The text next to the checkbox reads: "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." The 'Submit' button at the bottom right is also circled in red. A red arrow points from a text box to the attestation checkbox. The text box contains the text: "Scroll down to see attestation box."

21. If for any reason you need to recall your leave report, you may do so at any time before your supervisor approves it by clicking on the Recall Leave Report.

Self Service Leave Reporting For Monthly Paid Employees

[Employee Dashboard](#) • [Leave Report](#) • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

[Leave Balances](#)

06/01/2019 - 06/30/2019 | 6.00 Days ⓘ Pending Submitted On 07/22/2019, 03:51 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

[Exit Page](#)

[Recall Leave Report](#)

[Preview](#)

22. Please let us know if you encounter any issues. Thank you!