EHRA & SHRA Exempt Monthly Leave Reporting Guide

Banner is WSSU's comprehensive Enterprise Resource planning system developed by Ellucian. The Banner system supports and manages student and course information, accounts receivable, financial aid, alumni/advancement, finance, and human resources. Banner provides information to users through either Internet Native Forms (Banner INB) and through web access Banner Rams Online.

Logging on to Self Service Banner.

From the Winston-Salem State University website (www.wssu.edu) select **Faculty & Staff** from the top right of the webpage.
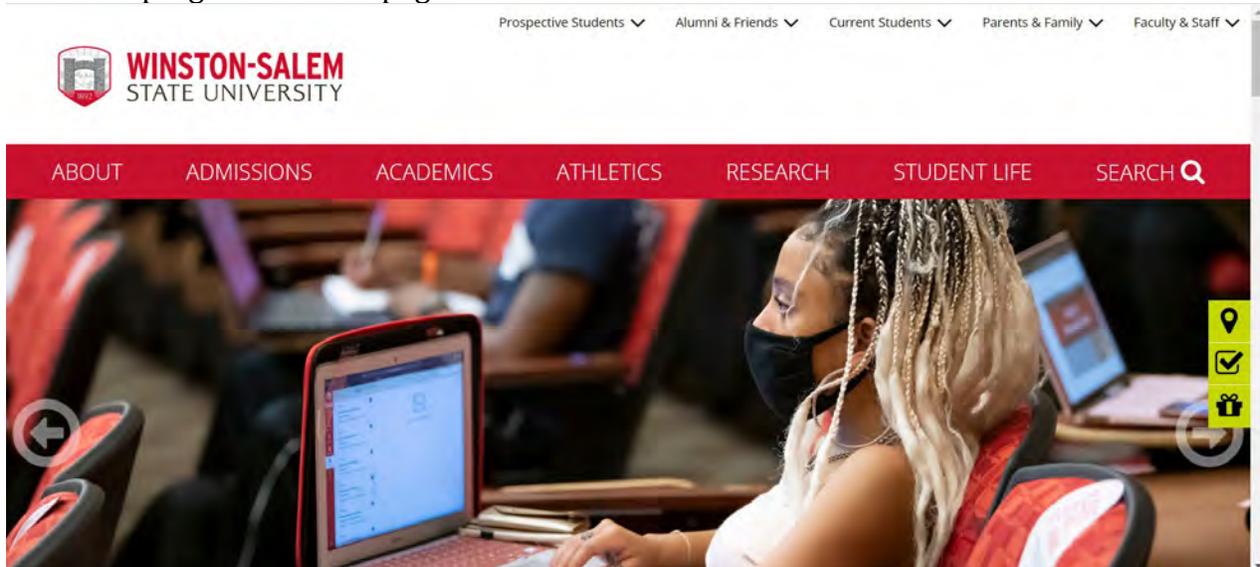
Select the **Banner Rams** folder.
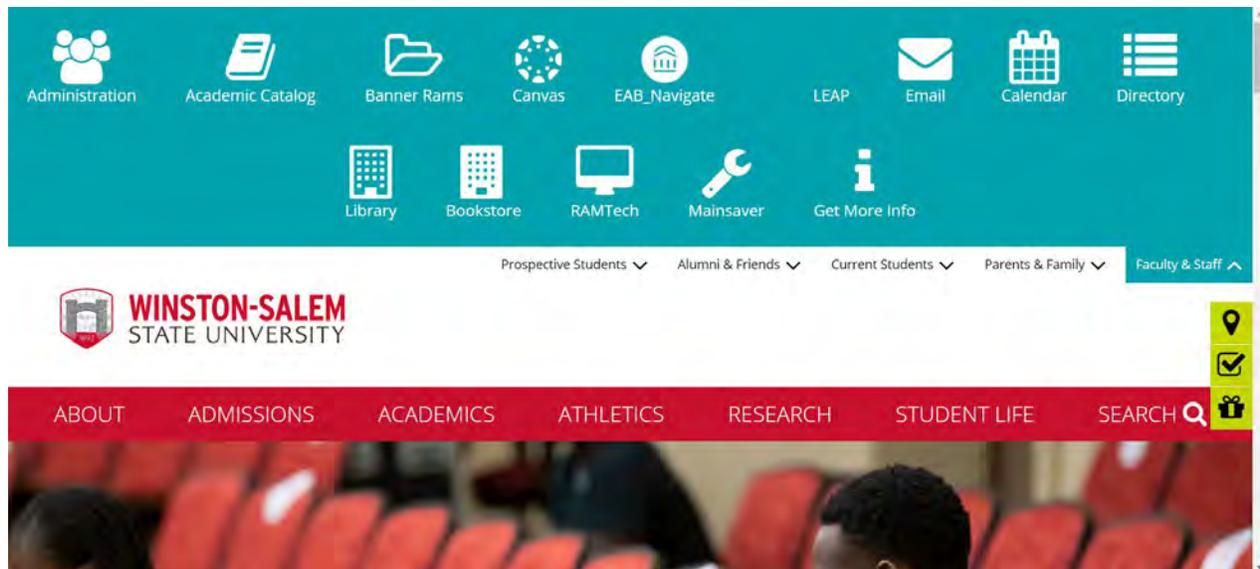
Under Banner Self Service, click **Enter Secure Area.**
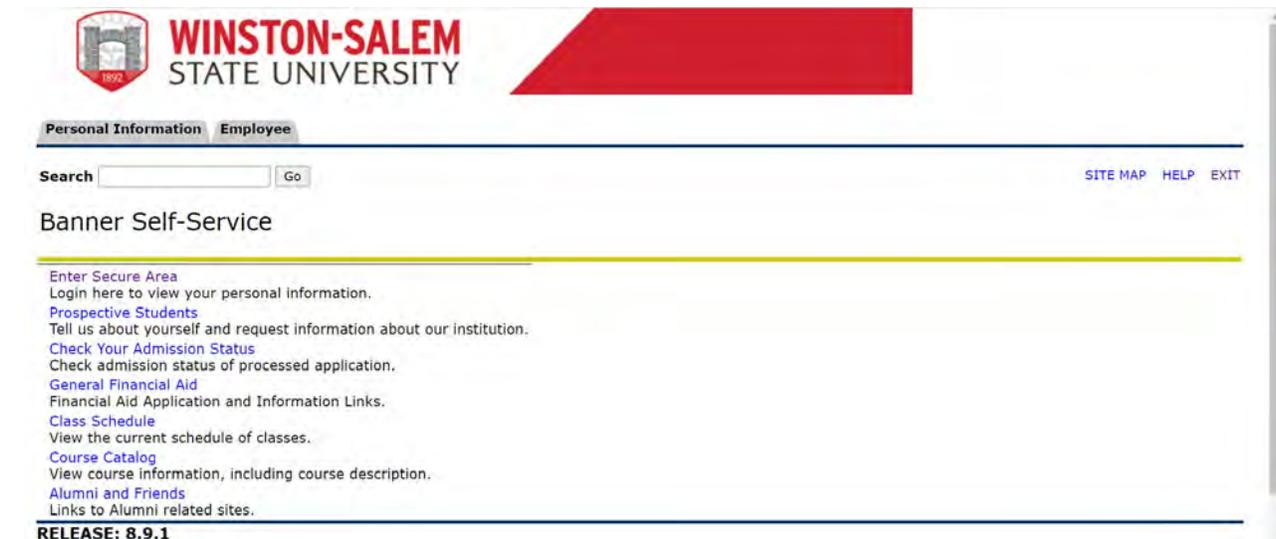
Log into **Banner Rams** using your Banner ID and password.

WINSTON-SALEM STATE UNIVERSITY

Search [_____] [Go]

User Login

ⓘ **Welcome To BANNER RAMS Online**
You have been provided with your Banner ID.
You MUST use your Banner ID to access your information in BANNER RAMS Online.
You will not be able to use your SSN in Banner RAMS Online.
You should reset your Banner PIN and enter your confidential question and provide the confidential answer.
Once you change your PIN you are strongly advised to put the number in a very secure place.
NOTE: Your PIN should only be 6 digits in length!

User ID: [_____]
PIN: [_____]

[Login] [Forgot PIN?]

RELEASE: 8.9.1

Forgot or Do not Know Your Banner ID or PIN

- If you do not know your Banner User ID, please contact the Office of Human Resources at 336-750-2830.
- To reset your Banner INB or Banner Rams Online password please submit a RAM Tech ticket at RAM Tech.

First Time Logging into Banner

- If you have never logged into Banner before, the default User ID is your birthday, in the following format: **MMDDYY**.
- When assigning a PIN for yourself: it must be 6 numerical digits and cannot be your date of birth.
- Click **Login** to continue to security question.

Security Question

- Type your new PIN number into "Please Confirm Your PIN".
- Enter **Question** and **Answer** and click **Submit**.

ENTERING LEAVE HOURS WORKED

- When Banner Self-Service opens, select **Employee Main Menu**.

WINSTON-SALEM STATE UNIVERSITY

Personal Information   Employee

Search [   ] Go   SITE MAP HELP EXIT

Employee Main Menu
View your benefits information; View your leave history or balances, job information, pay stubs, W-2 forms; W-4 information; Create requisitions, purchase orders & budget transfers; Query budget & encum brance data and more.

Personal Information
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .

Return to Homepage

Select **Leave Reporting – Monthly & Bi-Weekly for Permanent Employees**.

Select **Access My Leave Report.** Click **Select.**

Select the appropriate **Title and Department** and **Leave Report Period and Status**. If there is more than one title contact your supervisor to determine the correct one to use.

Then click **Leave Report**.

WINSTON-SALEM STATE UNIVERSITY

Personal Information | Employee

Search [_____] Go   SITE MAP HELP EXIT

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
HR Consultant, 070038-00 Human Resources, 54000	●	Sep 01, 2020 to Sep 30, 2020 In Progress ∨
HR Specialist, 070336-00 Human Resources, 17050	○	Jul 22, 2019 to Aug 04, 2019 Completed ∨
HR Specialist, 070336-00 Human Resources, 54000	○	Jun 22, 2020 to Jul 05, 2020 Completed ∨

[Leave Report]

RELEASE: 8.12.1.5

Note: There are five **STATUS** categories under Leave Report Period and Status in which you could be classified:
1. **In Progress** – You have started your leave report, but not submitted it for approval.
2. **Pending** – You have submitted your leave report for approval.
3. **Completed** – The leave report has been approved by your supervisor and sent to the Leave Department.
4. **Not Started** – You have not started the leave report process.
5. **Returned for Correction** – There was a problem with your leave report, and it was returned to you by the supervisor or leave administrator to correct.

You will see the **Leave Reporting** screen. On the top, you will see your **title, department, and leave reporting period**. Confirm you are on the right leave period.
- Notice that the column headings across the top correspond to the first week of the month, starting with starting with the first day of the month on the far left.
- The far-left column lists the work and leave Categories. For a complete description of the leave, refer to the "**Leave Comparison Chart**" UNC Leave Comparison Chart.
- The first day of the month is listed in the next column with fields to enter hours for each work and leave category. For example: Tuesday, September 1, the screen provides an **Enter Hours field** for **Regular Hours Worked**.
- The screen shows all leave categories: Including **Regular Hours Worked, Extra Hours Worked, Paid Holiday, Vacation Leave Taken, Sick Leave Taken, LWOP (Leave Without Pay)** etc.
- You should enter your Hours Worked and Leave on a WEEKLY basis. To enter your leave, click on the **ENTER HOURS** field corresponding to the type of work/leave category AND the specific day. For example, if you worked on Monday,
- September 14, you would click on **the ENTER HOURS** field corresponding to **Regular Hours Worked** AND **Monday, September 14.**

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report

Title and Number:		HR Consultant -- 070038-00
Department and Number:		Human Resources -- 54000
Leave Report Period:		Sep 01, 2020 to Sep 30, 2020
Submit By Date:		Oct 03, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

To enter leave, click on the ENTER HOURS field corresponding to the type of leave AND the specific day. For example, if you took a vacation day on Tuesday, September 1, click on ENTER HOURS corresponding to September 1 and Vacation Leave Taken. Banner will display the Time Sheet screen with a data entry field. Enter the number of hours of leave taken. Then click SAVE.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report

Title and Number:		HR Consultant -- 070038-00
Department and Number:		Human Resources -- 54000
Leave Report Period:		Sep 01, 2020 to Sep 30, 2020
Submit By Date:		Oct 03, 2020 by 11:59 PM
Earning:		Leave Report Certification
Date:		Sep 01, 2020
Hours:		8

Save   Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken									

https://ssbtest-wssu.uncecs.edu/pls/WSSUTEST/bwpktetm.P_EnterTimeSheet?/obsSeqNo=190955&TypeEntry=D&LastDate=0&EarnCode=WHP&Shift=1&SpecialRate=0&DateSelected=01-SEP-2020

Banner can copy leave into other dates. If you also took vacation on Thursday – Friday, September 3-4, first enter 8 on September 1, and then click on COPY.

Banner will display the COPY screen. Click on the radio buttons next to 10/11 and 10/12 to copy 8 hours of VACATION LEAVE into those dates. Then click on COPY.

Every month, you need to enter a "1" in the **LEAVE REPORT CERTIFICATION** field. This will indicate that you have reported leave, even if you have not taken any type of leave for the month. Click on ENTER HOURS corresponding to LEAVE REPORT CERTIFICATION field and the first working day of the month.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: HR Consultant -- 070038-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 01, 2020 to Sep 30, 2020
Submit By Date: Oct 03, 2020 by 11:59 PM
Earning: Leave Report Certification
Date: Sep 01, 2020
Hours: [   ]

Save Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

On the Time Sheet screen, enter "1" and click SAVE.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: HR Consultant -- 070038-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 01, 2020 to Sep 30, 2020
Submit By Date: Oct 03, 2020 by 11:59 PM
Earning: Leave Report Certification
Date: Sep 01, 2020
Hours: [1   ]

Save Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

After you have completed entering your leave taken for the week and clicked SAVE, EXIT out of Banner.

Search [   ] [Go]

SITE MAP   HELP   EXIT

ⓘ Be sure to set your printer to landscape before printing the document.

Christina Zimmerman   Human Resources, 54000
HR Consultant, 070038-00

Leave Report

Earning Code	Total Hours	Total Units	Tuesday, Sep 01, 2020	Wednesday, Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020	Tuesday Sep 08, 2020	Wednesday, Sep 09, 2020	Thursday Sep 10, 2020	Friday Sep 11, 2020	Saturday Sep 12, 2020	Sunday Sep 13, 2020	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday, Sep 16, 2020	T S 2
Leave Report Certification	1		1																
Vacation Lv Taken	24		8		8	8													
Total Hours:	25		9		8	8													
Total Units:		0																	

[Previous Menu]

When you return to Banner, use the **NEXT** button to navigate to the
next week. To view leave from the last week, click on **PREVIOUS** at the
bottom of the page.

Emergency Event Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML Non-Parental (HR Approved)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
AdvWthr Emerg Event Doc Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave 2 Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pandemic Mandatory Onsite Work	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Self 1.0 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Other .67 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR FMLA .67 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NC COVID Admin Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NCCOVID Negative Tkn	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
COVID Neg Lv Make Up (Exempt)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	25	0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Previous] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

Banner will display the **previous week's leave**.

Leave Report

Title and Number:		HR Consultant -- 070038-00
Department and Number:		Human Resources -- 54000
Leave Report Period:		Sep 01, 2020 to Sep 30, 2020
Submit By Date:		Oct 03, 2020 by 11:59 PM
Earning:	Vacation Lv Taken	
Date:	Sep 01, 2020	
Hours:	8	

Save   Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24		8	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium .10	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-call Scheduled Hrs .94	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Scheduled Hrs-Comptime	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Event Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

To correct an earlier entry, click on the **ENTER HOURS** corresponding to the date and type of leave you wish to correct.

Leave Report

Title and Number:		HR Consultant -- 070038-00
Department and Number:		Human Resources -- 54000
Leave Report Period:		Sep 01, 2020 to Sep 30, 2020
Submit By Date:		Oct 03, 2020 by 11:59 PM
Earning:	Vacation Lv Taken	
Date:	Sep 04, 2020	
Hours:	8	

Save   Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24		8	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium .10	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-call Scheduled Hrs .94	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Scheduled Hrs-Comptime	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

https://ssbtest-wssu.uncecs.edu/pls/WSSUTEST/bwpktetm.P_EnterTimeSheet

Re-enter the time and **SAVE**.

Leave Report

Title and Number: HR Consultant -- 070038-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 01, 2020 to Sep 30, 2020
Submit By Date: Oct 03, 2020 by 11:59 PM
Earning: Vacation Lv Taken
Date: Sep 04, 2020
Hours: 0

Save | Copy

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	16		8	Enter Hours	8	0	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium .10	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-call Scheduled Hrs .94	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Scheduled Hrs-Comptime	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Occasionally, you may wish to explain your Leave to your supervisor. Click on **COMMENTS** at the bottom of the screen.

Earning			Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Emergency Event Hours	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML Non-Parental (HR Approved)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
AdvWthr Emerg Event Doc Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave 2 Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pandemic Mandatory Onsite Work	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Self 1.0 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Other .67 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR FMLA .67 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NC COVID Admin Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NCCOVID Negative Tkn	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
COVID Neg Lv Make Up (Exempt)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	**17**		**9**	**0**	**8**	**0**	**0**	**0**	**0**
Total Units:		**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:

RELEASE: 8.14.0.1

You will see a **COMMENTS** screen. Enter your comments and then click on SAVE.

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Sep 27, 2020
Enter or Edit Comment: Enter Comments Here

Save | Previous Menu

RELEASE: 8.12.1.5

After you have completed your monthly Leave Record, you may wish to preview it PRIOR to submitting for approval to your supervisor. Click **PREVIEW** at the bottom of the Leave Record page.

Updated 09.27.20

Emergency Event Hours	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Voluntary Shared Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
FML Non-Parental (HR Approved)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Adverse Weather Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
AdvWthr Emerg Event Doc Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Special Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Special Leave 2 Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Pandemic Mandatory Onsite Work	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
FFCR Sick/Self 1.0 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
FFCR Sick/Other .67 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
FFCR FMLA .67 (HR Appr)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
NC COVID Admin Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
NCCOVID Negative Tkn	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
COVID Neg Lv Make Up (Exempt)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours							
Total Hours:	17		9	0	8	0	0	0	0							
Total Units:		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:
RELEASE: 8.14.0.1

The **Preview Summary** provides a summary of the recorded leave for the month.

Be sure to set your printer to landscape before printing the document.

Christina Zimmerman   Human Resources, 54000
HR Consultant, 070038-00

Leave Report

Earning Code	Total Hours	Total Units	Tuesday, Sep 01, 2020	Wednesday, Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020	Tuesday Sep 08, 2020	Wednesday, Sep 09, 2020	Thursday Sep 10, 2020	Friday Sep 11, 2020	Saturday Sep 12, 2020	Sunday Sep 13, 2020	Monday Sep 14, 2020	Tuesday Sep 15, 2020	Wednesday, Sep 16, 2020	T S 2
Leave Report Certification	1		1																
Vacation Lv Taken	16		8		8	0													
Total Hours:	17		9		8	0													
Total Units:		0																	

Comments

Date	Made by	Comments
Sep 27, 2020 11:12 pm	You	Enter Comments Here

Previous Menu

Submit for Approval

		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave (HR Approved)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Event Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FML Non-Parental (HR Approved)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
AdvWthr Emerg Event Doc Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave 2 Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pandemic Mandatory Onsite Work	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Self 1.0 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR Sick/Other .67 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
FFCR FMLA .67 (HR Appr)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NC COVID Admin Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
NCCOVID Negative Tkn	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	NCCOVID
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
COVID Neg Lv Make Up (Exempt)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	17	9	0	8	0	0	0	0
Total Units:		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:

Enter your six-digit (numbers only) **PIN** and click on **SUBMIT**. Your Leave Record will route to your supervisor's Banner account.

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 PIN. If you agree with the previous sentence, please enter your PIN and select the Submit button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN: [   ]
Submit

RELEASE: 8.12.1.5

Once you hit **SUBMIT**, you will receive a **confirmation screen**.

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: HR Consultant -- 070038-00
Department and Number: Human Resources -- 54000
Leave Report Period: Sep 01, 2020 to Sep 30, 2020
Submit By Date: Oct 03, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	16		8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CompTime Earned 1.0 Exempt	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium .10	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-call Scheduled Hrs .94	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
On-Call Scheduled Hrs-Comptime	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Event Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

https://ssbtest-wssu.uncecs.edu/pls/WSSUTEST/bwpktetm.P_EnterTimeSheet?JobsSeqNo=190955&TypeEntry=D&LastDate=0&EarnCode=WSK&Shift=1&SpecialRate=0&DateSelected=02-SEP-2020

APPROVAL PROCESS

Once you hit **SUBMIT**, your Leave Record routes to your supervisor for approval and you cannot change your Leave Record via your Banner ID.

- Your supervisor or proxy will approve your Leave Record and your

leave will be recorded in Banner.

- To correct your Leave Record after you have submitted it, you can: Ask your supervisor to return it for correction. Ask your supervisor to correct your Leave Record on your behalf.

After you submit your Leave Report, it will move into **Pending Status**.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
HR Consultant, 070038-00 Human Resources, 54000	●	Sep 01, 2020 to Sep 30, 2020 Pending
HR Specialist, 070336-00 Human Resources, 17050	○	Jul 22, 2019 to Aug 04, 2019 Completed
HR Specialist, 070336-00 Human Resources, 54000	○	Jun 22, 2020 to Jul 05, 2020 Completed

Leave Report

RELEASE: 8.12.1.5

After your supervisor approves your Leave Report, your monthly Leave Report will move to **Completed Status**.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
HR Consultant, 070038-00 Human Resources, 54000	●	Sep 01, 2020 to Sep 30, 2020 Completed
HR Specialist, 070336-00 Human Resources, 17050	○	Jul 22, 2019 to Aug 04, 2019 Completed
HR Specialist, 070336-00 Human Resources, 54000	○	Jun 22, 2020 to Jul 05, 2020 Completed

Leave Report

At times, your supervisor may have you correct your Leave Report. You will see **Returned for Correction w/comments**.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Head Coach - Track & Field, 001722-00 Women s Track & Field, 13800	●	Sep 01, 2020 to Sep 30, 2020 Return for Correction

Leave Report

View the **Comments** and make the corrections. Then **re-submit** your corrected Leave Report.

****IMPORTANT REMINDERS****

- ➢ Employees must complete their Leave Report by Payroll deadlines.
- ➢ Supervisors must approve the Leave Report by Payroll deadlines.
- ➢ Use Comments button to send messages to your Approver about your time entered.
- ➢ Your Leave Balances represent your accrued leave as of the last Payroll cycle.

➤ Enter your time and leave accurately.
➤ Your Leave Report cannot be changed by you via your Banner ID once it has been submitted. Contact your supervisor (or proxy) if you discover a problem.
➤ Clicking the Restart button will erase all time for the entire pay period.

IMPORTANT: FAILURE TO MEET A DEADLINE CAN RESULT IN YOUR PAY BEING DEFERRED UNTIL THE NEXT PAY.