Banner 9 Monthly Leave Instructions

• To complete your leave report, select “EZ Arts” from your UNCSA MySA homepage (login will be single-sign on).

• Supervisor and Proxy approvals and setup instructions can also be found on the Human Resources Leave Administration page.

• The first time you log into your leave report, you will be directed to the Employee Profile page and you will need to click the Employee Dashboard.

• From the Employee Dashboard, select "Enter Leave Report"
• The next page will allow you to select the leave report period you wish to report time for.

• Select “Start Leave Report” to access your leave report.

• The new Banner 9 Time and Leave module lists the leave reporting period horizontally by month.

• You will notice a purple line under the days included in the leave reporting period.

• Use the < and > signs to move from week to week in the leave report.

• Click in the date box to enter hours. Notice that the date box turns blue.

• The leave codes are in a separate box along with the hours you need to enter.

• Click the first day of the month and enter the earn code "Leave Report Certification" and enter "1" hours.
• Select next date, add earn code and add any leave type taken and enter the hours you have taken.
• Select “Save” after each daily entry.
• You will now see the hours you entered recorded in the date box you selected.
• If you need to record more than one type earn code in the same day, select “Add Earn Code”.
• Select the type of earn code you need to enter along with the number of hours.

• The box will show the total hours for that day.
• To see the breakdown of hours worked or leave taken, select the date box and review the hours you entered.
• If you need to edit the hours, select the “pencil” to the right of each leave code you entered.
• You can also copy hours taken. Use the “paper” to the right of each leave code you entered.

• If you select copy, you will have the option to select “Copy to the end of pay period” or select each day individually.
• If you would like to use "Copy to the end of pay period", click in the checkbox.
• If using the “Copy to the end of pay period” option, you MUST review and verify the accuracy of hours you entered.
• Be sure to select "Save" when copying is complete.
• Selecting the preview button will allow you to see an overview of hours, the routing queue, and the submit button.
• In the first section, you will be able to review hours worked and leave hours taken entered for each day.
• The second section allows you to view the total number of hours for each code entered broken down by week.
• The third section lists the routing and status of your leave report.
• You can add comments as well.
• If all your hours are correct and your comments are entered, you must check the box certifying that your time is accurately entered... and select “Submit” in the bottom right. (the submit button will not be accessible until you click certify)

• You have now successfully completed your leave report.
• The leave report will show “Pending” your supervisor’s approval.
• Click “Return” to go back to the timesheet page.
• If you need to make changes to your leave report prior to your supervisor approving, you can select “Recall Leave Report” and make your corrections. Select “SAVE” after making corrections.

• Be sure you “Preview” and “Submit” after making your changes.

• After selecting “Return”, you will see that your leave report is “Pending” and when your supervisor and Leave Admin approve it will show “Complete”.

• Your leave report is now complete and you can now return to the “Employee Dashboard.”