Frequently Asked Questions – Leave Reporting for Administrators

1. How do I access my leave report?
    a. Login to Banner Self-Service. Select **Employee Services** and then **Leave Report**.

2. If time was not taken during a reporting period do you still have to complete a leave report?
    a. Yes, you must complete a leave report to attest that no time was taken.

3. Do we have to enter holiday hours?
    a. Holiday time will be pre-populated starting with the February reporting period. Holiday time should have been entered for January.

4. Will time be reported in hours or days?
    a. Time should be reported in hours. A full-day is 7.5 hours and a half-day is 3.75 hours. Hours will be accrued at the following rates:
        1. Vacation – 12.50 hours/month
        2. Personal-22.5 hours/year (occurs in January)
        3. Sick – 7.5 hours/month up to 450 hours (60 days)

5. Will my Supervisor approve my leave report?
    a. No they will not approve your leave report, however, any time taken should be approved by your supervisor prior to using.

6. Will my Supervisor know what time I have taken each month?
    a. Yes, a report of the time you took will be sent to your supervisor by the 15^{th} of the month following the reporting period. Your supervisor will follow up with you if they have any questions about the time you reported.

7. Where can I access my Vacation, Personal and Sick Balances
    a. Login to Banner Self-Service. Select **Employee Services** and then **Time Off Current Balances and History.**

8. If I find that I have made an error in a prior report, what should I do?
    a. Once you submit your leave report for the reporting period you are not able to make adjustments to it. During the next reporting period you should select the **Prior Leave Adjustment** button located on the main screen of the leave report and enter the date, correct number of hours and the type of time that was taken.