Accessing Banner Self-Service Accessing Leave Reporting Time Off Categories and Descriptions Entering Leave Entering Multiple Days Submitting Leave Accessing Vacation, Sick and Personal Day Balances

Accessing Banner Self-Service

- 1. Use Internet Explorer and enter the URL (web address) <u>https://web4.jcu.edu:4459/PJCU/twbkwbis.P_WWWLogin</u>
- 2. Enter your Banner ID Be CERTAIN that all letters are entered UPPERCASE
- 3. A PIN VALUE will be required to enter your personal and secure web area. This is the same pin number that is used to open your pay stub each month.

Accessing Leave Reporting

- 1. Once you have entered self-service select Employee Services
- 2. Select Leave Report, the following screen will be displayed:

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3. The current leave report period will be displayed. Select the **Leave Report** button, the following screen will be displayed:

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<u>Time Off Categories and Descriptions</u> NOTE: All Leave Should be Approved in Advance by Your Supervisor

Leave Option	Full Time Admin	Ten-Month Admin
Vacation	20 days per year –	5 days from August
	Accrues at 12.5	through May.
	hours/month. You	Accrues at 3.75
	can borrow against it	hours/month for ten
	but will have to pay it	months. You can
	back to the University	borrow against it but
	if you resign prior to	will have to pay it
	accruing the amount	back to the University
	you used. NOTE:	if you resign prior to
	In your first year of	accruing the amount
	hire you are only	you used. NOTE: In
	permitted to use	your first year of
	vacation time that	hire you are only
	has been accrued.	permitted to use
	Unused vacation	vacation time that
	days will not roll to	has been accrued.
	the next year.	Unused vacation
		days will not roll to
		the next year.
Sick	12 days per year.	5 days from August
	Accrues at 7.5 hours	through May.
	a month. Hours will	Accrues at 3.75 hours
	roll over to the next	a month for ten
	year until a balance of	months. Hours will
	450 hours (60 days)	roll over to the next
	has been reached.	year until a balance of
		225 hours (30 days)
		has been reached.
Personal	3 days per year-22.5	2 days per year-15
	hours will accrue in	hours will accrue in

	January. Unused	August. Unused
	personal time will	personal time will
	not roll to the next	not roll to the next
	year.	year.
Jury	If you are properly	If you are properly
	summoned for jury	summoned for jury
	duty in the city or	duty in the city or
	county in which you	county in which you
	reside, you are	reside, you are
	eligible for jury duty	eligible for jury duty
	leave from work upon	leave from work upon
	advance notice to	advance notice to
	your department	your department
	supervisors.	supervisors.
Funeral	Up to three days for	Up to three days for
	the death of an	the death of an
	immediate family	immediate family
	member. (spouse,	member. (spouse,
	children, parents,	children, parents,
	sisters, brothers, legal	sisters, brothers, legal
	guardians, mother-in-	guardians, mother-in-
	law, father-in-law,	law, father-in-law,
	grandparent,	grandparent,
	grandchildren, or any	grandchildren, or any
	other relative living	other relative living
	in the employee's	in the employee's
	household)	household)
University Closed	Due to inclement	Due to inclement
	weather or other	weather or other
	emergency	emergency
	circumstances the	circumstances the
	university will have	university will have
	to close. Record the	to close. Record the
	time accordingly.	time accordingly.
Leave	All other leaves (Paid	All other leaves (Paid
	or Unpaid) should be	or Unpaid) should be
	approved by the	approved by the
	Office of Human	Office of Human
	Resources. Contact	Resources. Contact
	the office at x4976.	the office at x4976.
Holiday	See 2009 Holiday	See 2009 Holiday
	<u>Schedule</u>	<u>Schedule</u>

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Entering Leave

1. To enter leave time click on the **Enter Hours** that corresponds to the day and type of leave you took. When selecting time to be entered a screen similar to the following will be displayed:

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- 2. If a $\frac{1}{2}$ day was taken you should enter **3.75** hours. If a full day was taken you should enter **7.5** hours. (All time must be taken in $\frac{1}{2}$ day increments).
- 3. Select the **Save** button.

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Prior Leave Adjustment (If you need to add time from a previous month's report)

If you took time in any previous month and did not report it select the **Prior Leave Adjustment** button, the following screen will be displayed:

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To edit a commant, just type over the information previously entered. Your comments may be entered/edite Prior Leave Adjustment include date(s) and reason for leave.	d up to the time the record is submitted for approval. To enter \boldsymbol{a}
Made By: You	
Comment Date: Nov 26, 2008	
Save Previous Menu	
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- 1. Enter the day, number of hours and leave type in the Enter or Edit Comment box.
- 2. Select Save.
- 3. Select Previous Menu.

Entering Multiple Days

1.To enter time for multiple days on one screen click the copy button after you have selected "Enter Hours" for a date and leave code, the following screen will be displayed:

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- 2. The dates correspond to all of the same leave code, in this example, vacation is displayed. Select the days that correspond to the time you had off. Once this is complete select the copy button.
- 3. Select Leave Report. This will return you to the main screen.

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Submitting Leave

- Once you have entered all the time you have taken off for the specified month select the Submit for Approval button (ONCE YOU HAVE SELECTED SUBMIT FOR APPROVAL YOU CAN NO LONGER ACCESS THE RECORDS, SO NO ADDITIONAL CHANGES CAN BE MADE).
- 2. Enter your pin number to verify that you attest to the information being submitted. Select **Submit**, the following screen will be displayed stating that a report of your time will be sent to your supervisor.

Accessing Vacation, Sick and Personal Balances

To access Vacation, Sick and Personal leave balances access Employee Services through Banner Self-Service and select Time-Off Current Balances and History.

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