

Administrator Leave Reporting Through Banner Self-Service

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Accessing Banner Self-Service

1. Use Internet Explorer and enter the URL (web address) https://web4.jcu.edu:4459/PJCU/twbkwbis.P_WWWLogin
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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Time Off Categories and Descriptions

NOTE: All Leave Should be Approved in Advance by Your Supervisor

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

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

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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:

John Carroll UNIVERSITY

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search [] [GO] SITE MAP HELP EXIT

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: Admission Counselor -- 999028-00
 Department and Number: Admission (P) -- 20410P
 Leave Report Period: Nov 01, 2008 to Nov 30, 2008
 Submitted By Date: Dec 05, 2008 by 11:00 P.M.

Earning: Personal Time
 Date: Nov 03, 2008
 Hours: []

[Save] [Copy]

Earning	Total Hours	Total Units	Saturday Nov 01, 2008	Sunday Nov 02, 2008	Monday Nov 03, 2008	Tuesday Nov 04, 2008	Wednesday Nov 05, 2008	Thursday Nov 06, 2008	Friday Nov 07, 2008
Vacation Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Time	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closed	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:	0		0	0	0	0	0	0	0

[Comments] [Preview] [Submit for Approval] [Restart] [Next] [Prior Leave Adjustment]

Submitted for Approval By:
 Report will be sent to:
 RELEASE: 7.2.1.1

2. If a ½ 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 ½ 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:**

John Carroll UNIVERSITY

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search [] [GO] SITE MAP HELP EXIT

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. To enter a Prior Leave Adjustment include date(s) and reason for leave.

Made By: You
 Comment Date: Nov 26, 2008
 Enter or Edit Comment: I took 7.5 hours of vacation time on October 15.

[Save] [Previous Menu]

RELEASE: 7.2.1.1 Powered by SunGard SCT

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:

The screenshot shows a web browser window displaying the John Carroll University employee portal. The page title is "Copy". Below the title, there is a warning: "To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted." The main content area is titled "Leave Codes:" and shows "Jury Duty, %" and "Jan 01, 2009, 7.5 Hours". Below this, there is a section "Copy from date displayed to end of the leave period:" followed by a "Copy by date:" section. This section contains a grid of dates from Thursday, Jan 01, 2009, to Saturday, Jan 31, 2009, with checkboxes for each date. At the bottom of the grid, there are "Leave Report" and "Copy" buttons. The footer of the page includes "RELEASE: 7.2.1.1" and "Powered by SunGard SCT".

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

1. 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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