



ACCESSING LEAVE REPORT (EXEMPT EMPLOYEES)

1. Access the Experience on the Employee HUB
2. Locate the Employee Banner Self-Service Card
3. Click the Enter Leave Report button.
4. Click the Report In Progress or the Start Leave Entry (Be sure to choose the correct position.)

UPDATING LEAVE REPORT

1. Click the **Left/Right Arrow** to change the week.
2. Click the day you wish to enter time against.
3. Click the **Pencil or Copy icon** for the specific earn code.
4. Edit the **Hours** or Select the **dates/days** to Copy to then **Save**.

Possible Insufficient Leave Balance.

Please disregard this message. Your pay will NOT be affected by a negative balance in these leave types. Unless this is the last pay for the employee.

Leave Report Messages 1

Possible Insufficient Leave Balance for Exempt Sick Leave

LEAVE REPORTING WHEN NO LEAVE TAKEN IN THE MONTH

You **MUST** submit a blank Leave Report even if you did not take leave in the month. Access your leave report as if you were going to enter leave hours and Click the **Preview** button and then **Submit for Approval** button at the bottom of your leave report.

LEAVE A COMMENT

You can leave a comment for your Approver
Click the Comment button by the date/hours:

1. Or Click the **Preview** button.
2. Enter a **Comment** prior to Submitting.

LEAVE BALANCES

You can review your current Leave Balances

1. Click on Leave Balances in the upper right

Leave Balances

RESTART LEAVE REPORT or TIMESHEET

You can Restart your Time Entry Report to remove all information.

Restart Leave Report

You must **Cancel** or **Restart** to confirm.

You have requested a restart of your leave report. Please note that all previously entered leave and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your leave report, select the Cancel button.

Cancel

Restart Leave

SUBMITTING LEAVE ENTRY REPORT

Check your hours to make sure the days, numbers, and leave codes are all correct.

A Preview of the Current Time/Leave Entry Report appears for your review.

1. Click the **Preview** button at the bottom right.
2. Add **Comments** if applicable.
3. Click the **Submit** button at the bottom right.
4. Click the **Return** button to go back to the Timesheet/Leave Entry Report to make any modifications.