

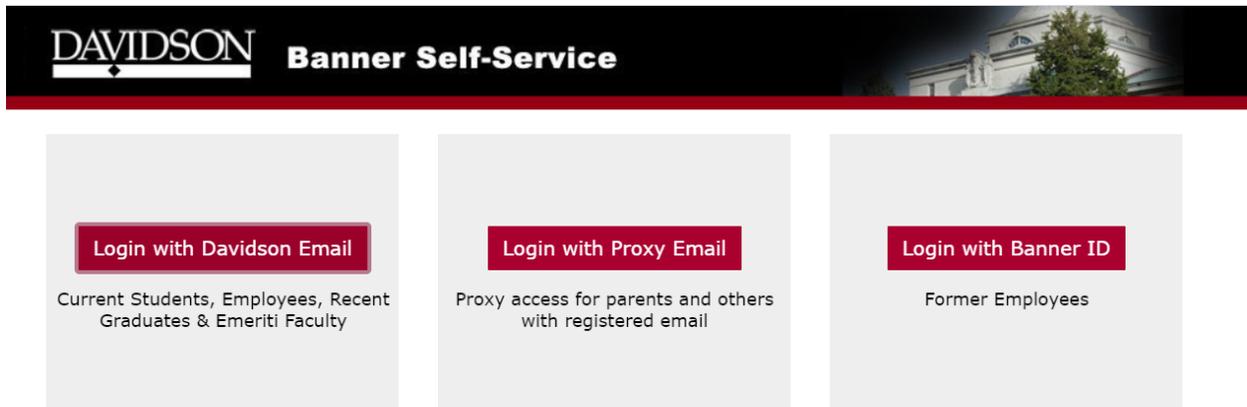
Leave Reporting for Salaried Employees

Salaried employees submit time off (sick, vacation, and family medical leave) via Banner Self Service. The employee's supervisor will be responsible for approving the time submitted at the end of each month. Once the supervisor has approved the days entered, the hours will automatically be deducted from the employee's sick and/or vacation accrual balance.

The following instructions detail entering leave time. If you have problems or questions regarding the leave reporting process, please contact human resources.

Go to Davidson's secured website: Bannerweb.davidson.edu
https://bxewlc1.davidson.edu:8011/ssbprod/twbkwbis.P_GenMenu?name=homepage

Choose "Login with Davidson Email" and Login with Single Sign on.



DAVIDSON Banner Self-Service

Login with Davidson Email
Current Students, Employees, Recent Graduates & Emeriti Faculty

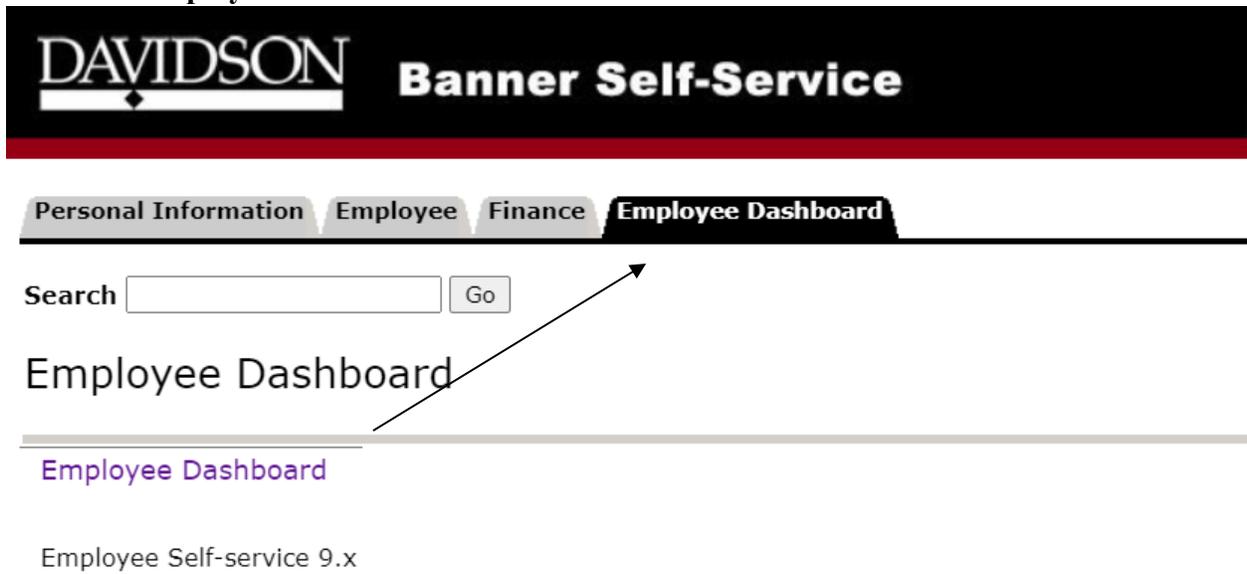
Login with Proxy Email
Proxy access for parents and others with registered email

Login with Banner ID
Former Employees

RELEASE: 8.9.1

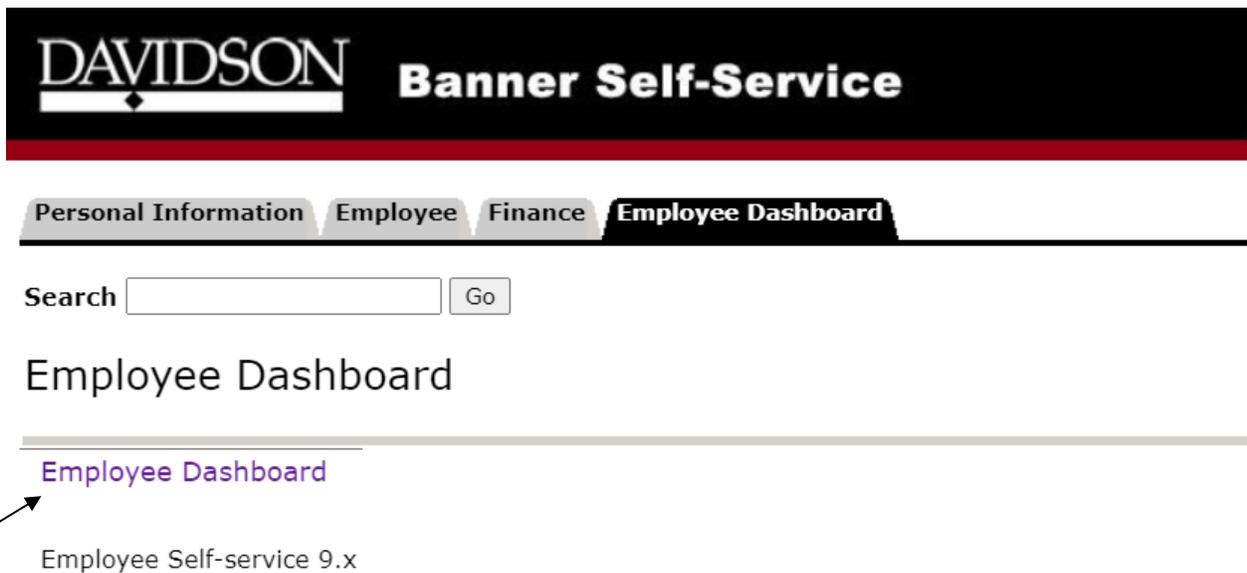
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Click The **Employee Dashboard** Tab:



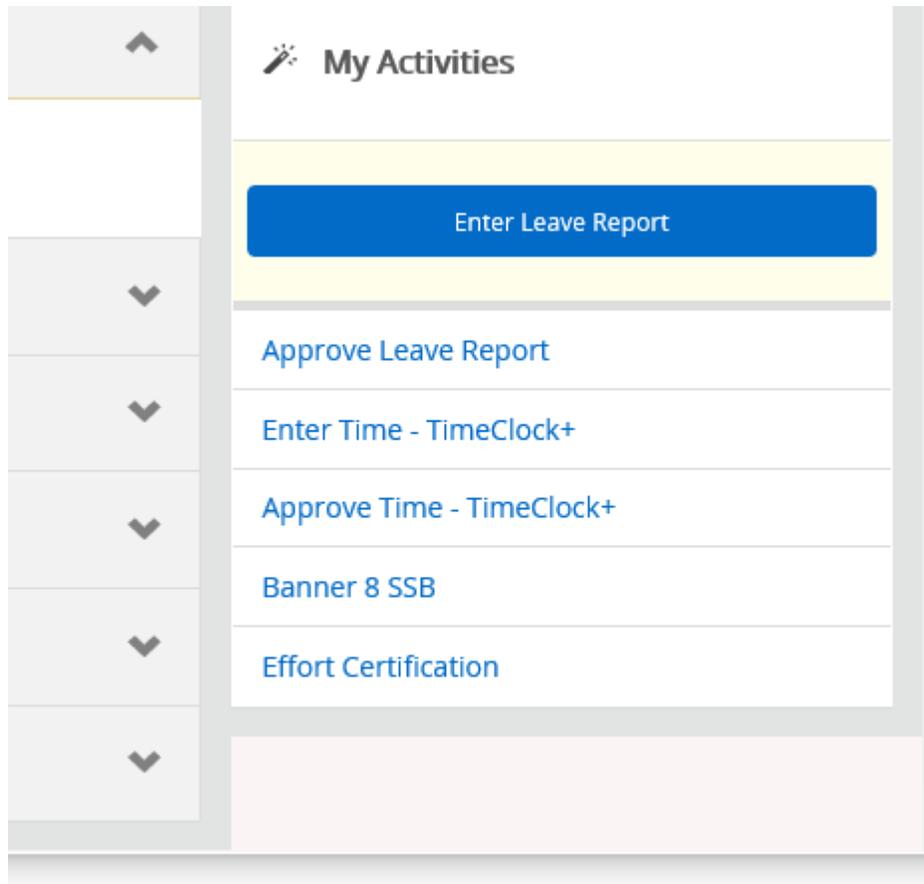
The screenshot shows the top navigation bar of the Banner Self-Service system. The 'Employee Dashboard' tab is highlighted in black with white text. Below the navigation bar, there is a search field with a 'Go' button. The main heading 'Employee Dashboard' is displayed. Below this, there is a horizontal line, followed by the text 'Employee Dashboard' in purple, and 'Employee Self-service 9.x' below that.

Choose **Employee Dashboard**



This screenshot is identical to the one above, but with an arrow pointing to the purple 'Employee Dashboard' link below the horizontal line. The 'Employee Dashboard' tab in the navigation bar is also highlighted.

Choose “**Enter Leave Report**” in the blue box on the right side of your screen.



Your job title will appear with a list of months to report. All leave reports already submitted will have an info button. If you click on the info button, you will be able to see when it was submitted and approved. If you wish to review what you reported, click on the dates and you will be taken to your leave report. There is a “Preview” button on the bottom right. If you click on that button, you will be able to see how many vacation or sick days you reported and the week for which you reported them.

If you **have not** started a leave report, you will see a box that says “Start Leave Report”. When the leave report opens, the first week of the month will be displayed. Scroll using the arrows to the date you need, choose your Leave Type from the “Select Leave Type” box. Once you choose a leave type, enter how many days of leave you took. If they are sequential enter the total

number. If not sequential, enter 1 and click “Save” then click  to copy the leave type to other days in the month. Once you are finished, click save, then you may preview. **Do not click submit unless it is the end of the month and you are certain your leave report is correct.** Still need to make corrections, click the “X” in the top right corner of the preview box. To make

changes, choose the day that needs to be corrected and click on the  pencil to edit, or click on the  to delete the entry.

You may also click the “Restart Leave Report” in the top right corner of the report to completely clear your entries and start from the beginning. Or click on “Leave Balances” to review how much leave time you have available.

On the left beside the dates of the month you will see an info button and a message button. The info button will let you know the status of this month’s leave report.

The Message button is to be used if you need to leave your supervisor a message regarding the months leave report. The employee and supervisor have the ability to enter comments pertaining to time taken. The supervisor will have access to the employee’s comment when they access the record for approval. The field is to be used for mental flags and reminders. It is not intended to be used for comments regarding disciplinary or performance issues. The comment field will not be monitored by HR or the Payroll office. Enter any desired comments, click **Save**.

Once submitted for approval, the month is closed to the employee and no additional time or changes can be made to the record. Therefore, employees should enter days taken at their convenience during the month, but should not submit for approval until month-end or at the beginning of the following month.

To exit the report, click “Exit Page” in the bottom left of the screen.