

# **BANNER HR**

## **PAYROLL WEB LEAVE ENTRY GUIDE**

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### **MONTHLY PAID NON-EXEMPT**



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# Tracking Time Sheet

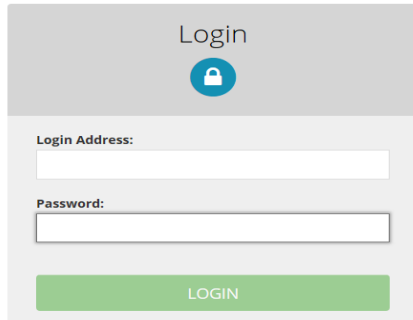
Monthly paid nonexempt employees are required by federal regulation under the Fair Labor Standards Act (FLSA) to maintain time sheets (clock in/out) that accurately show time worked and be compensated for overtime when worked. Total hours worked and leave will be entered into Banner HR Web Leave Report on a bi-weekly basis.

## Time Sheet Calculator

MONTH:			
NON-EXEMPT TIMESHEETS ARE DUE BY 5:00PM Biweekly(every other Monday)			
Employee Name:		Employee ID:	
Department:		Supervisor:	
Day	Clock In/Lunch End		Clock Out
Monday		8:00 AM	5:00 PM
Tuesday		8:40 AM	10:15 PM

# Monthly Leave Reporting

## Central Authentication Service



The screenshot shows a login interface with a grey header containing the word 'Login' and a blue padlock icon. Below the header are two input fields: 'Login Address:' and 'Password:'. At the bottom of the form is a green button labeled 'LOGIN'.

1. Log into my.langston.edu using your Lion Key User Name and Password.

Under Applications in center of the screen click on the **Self Service** icon.



2. Click on the **Employee** tab.



PERSONAL INFORMATION	STUDENT	FINANCIAL AID	<b>EMPLOYEE</b>	PROXY ACCESS
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3. Click on the **Monthly Paid Leave Report** link.

Employee

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**Time Sheet**  
For Employees Paid on an hourly basis to record time worked.

**Leave Report**  
For Monthly Paid Non-Exempt Employees to record hours worked and leave taken. ←  
For Monthly Paid Exempt Employees to record Leave taken.

4. If you get the following message that will mean there is an error with your leave report set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

Time Sheet Selection

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Make a selection from My Choice. Choose a Time Sheet period from the

Title and Department	My Choice	Pay Period and Status
<b>You have no records available at this time. Please contact your Payroll Administrator if you have any questions.</b>		

**\*\*\* ERROR \*\*\***  
**Contact your Payroll Administrator, ASAP**

5. Using the drop-down **Pay Period and Status**, select the correct pay period.

Leave Report Selection

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Title and Department	My Choice	Leave Report Period and Status
Student Payment Svcs Rep, Director of Human Resources, 743100	<input checked="" type="radio"/>	Jul 16, 2019 to Aug 15, 2019 In Progress ▼
Administrative Specialist, 001788-00 Director of Human Resources, 743100	<input type="radio"/>	May 16, 2019 to Jun 15, 2019 In Progress ▼

Leave Report

6. Use the **Next** or **Previous** Button below the timesheet to position on the correct Leave Report Period.

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:** Paid Time Off  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

7. Locate the start date for the leave or worked hours.

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:**  
**Date:**  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	12		Enter Hours	8	Enter Hours

8. Click on the line associated with the type of leave taken (e.g. paid time off, sick, etc.) and the column associated with this start date

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:** Paid Time Off  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

9. Enter the number of hours of leave to be reported in the input box that is displayed immediately above the calendar row.

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:**  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	12		Enter Hours	8	Enter Hours

10. Click **Save**.

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:**  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	12		Enter Hours	8	Enter Hours

11. If no additional days need to be recorded, go to Step 15.

12. The leave entry can be copied to additional days, if needed. To do so, click **Copy**.


Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select

**Leave Code:** Paid Time Off, Shift 1  
**Date and leave time to copy:** Jul 17, 2019, 8 Hours  
**Copy from date displayed to end of the leave period:**   
**Include Saturdays:**   
**Include Sundays:**   
**Copy by date:**

Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019	Sunday Jul 21, 2019	Monday Jul 22, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019	Friday Jul 26, 2019	Saturday Jul 27, 2019	Sunday Jul 28, 2019	Monday Jul 29, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jul 30, 2019	Wednesday Jul 31, 2019	Thursday Aug 01, 2019	Friday Aug 02, 2019	Saturday Aug 03, 2019	Sunday Aug 04, 2019	Monday Aug 05, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Aug 06, 2019	Wednesday Aug 07, 2019	Thursday Aug 08, 2019	Friday Aug 09, 2019	Saturday Aug 10, 2019	Sunday Aug 11, 2019	Monday Aug 12, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Aug 13, 2019	Wednesday Aug 14, 2019	Thursday Aug 15, 2019				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

13. To copy hours from start date to end of pay period check “Copy from date displayed to end of the leave period”, otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are cop

Leave Code: \_\_\_\_\_ Hours Worked, Shift 1  
 Date and leave time to copy: Jul 17, 2019, 8 Hours  
 Copy from date displayed to end of the leave period:    
 Include Saturdays:   
 Include Sundays:   
 Copy by date:

Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019	Friday Jul 19, 2019	Saturday Jul 20, 2019	Sunday Jul 21, 2019	Monday Jul 22, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jul 23, 2019	Wednesday Jul 24, 2019	Thursday Jul 25, 2019	Friday Jul 26, 2019	Saturday Jul 27, 2019	Sunday Jul 28, 2019	Monday Jul 29, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jul 30, 2019	Wednesday Jul 31, 2019	Thursday Aug 01, 2019	Friday Aug 02, 2019	Saturday Aug 03, 2019	Sunday Aug 04, 2019	Monday Aug 05, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Aug 06, 2019	Wednesday Aug 07, 2019	Thursday Aug 08, 2019	Friday Aug 09, 2019	Saturday Aug 10, 2019	Sunday Aug 11, 2019	Monday Aug 12, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Aug 13, 2019	Wednesday Aug 14, 2019	Thursday Aug 15, 2019				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report Copy



14. Click **Copy** button.

15. Click **Leave Report** button to return to the leave report.

## Submitting your leave report at the end of the leave period.

1. Review your leave report. Click the **Preview** button at the bottom of your leave report.

**Leave Report**  
 Name: \_\_\_\_\_  
 Title and Number: \_\_\_\_\_ CLERK I -- 001553-00  
 Department and Number: \_\_\_\_\_ Administrator of Research/Extension -- 751000  
 Leave Report Period: \_\_\_\_\_ Jul 16, 2019 to Aug 15, 2019  
 Submit By Date: \_\_\_\_\_ Aug 17, 2019 by 03:00 PM

Earning: \_\_\_\_\_  
 Date: \_\_\_\_\_ Paid Time Off  
 Jul 17, 2019  
 Hours: \_\_\_\_\_ 8

Save Copy

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

Previous Menu **Preview** Comments Submit for Approval Restart Next

2. Review the summary of hours if all correct click Previous Menu

- After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet. **Important: You must submit no later than the Submit By Date at the top of the Leave Report.**

**Leave Report**

Name:  
 Title and Number:  
 Department and Number:  
 Leave Report Period:  
 Submit By Date:  
 Earning:  
 Date:  
 Hours:

Leave Report must be submitted by the submit date.

CLERK I -- 001553-00  
 Administrator of Research/Extension -- 751000  
 Jul 16, 2019 to Aug 15, 2019  
 Aug 17, 2019 by 03:00 PM  
 Paid Time Off  
 Jul 17, 2019

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

## Adjusting Leave entries (Prior to submitting for approval)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

- Click ‘Enter Hours’ or the hours displayed for the date requiring correction.

**Leave Report**

Name:  
 Title and Number:  
 Department and Number:  
 Leave Report Period:  
 Submit By Date:  
 Earning:  
 Date:  
 Hours:

CLERK I -- 001553-00  
 Administrator of Research/Extension -- 751000  
 Jul 16, 2019 to Aug 15, 2019  
 Aug 17, 2019 by 03:00 PM  
 Paid Time Off  
 Jul 17, 2019

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0



2. Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).

**Leave Report**

**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:** Paid Time Off  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

3. Click Save.

**Leave Report**

**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:** Hours Worked  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	0		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	12		Enter Hours	8	Enter Hours

## Leaving a Comment on Your Leave Report

You can leave a comment on your leave report your approver will see when s/he opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.

**Leave Report**  
**Name:**  
**Title and Number:** CLERK I -- 001553-00  
**Department and Number:** Administrator of Research/Extension -- 751000  
**Leave Report Period:** Jul 16, 2019 to Aug 15, 2019  
**Submit By Date:** Aug 17, 2019 by 03:00 PM  
**Earning:** Paid Time Off  
**Date:** Jul 17, 2019  
**Hours:**

Earning	Total Hours	Total Units	Tuesday Jul 16, 2019	Wednesday Jul 17, 2019	Thursday Jul 18, 2019
Hours Worked	40		Enter Hours	Enter Hours	Enter Hours
Compensatory Leave Taken	0		Enter Hours	Enter Hours	Enter Hours
Paid Time Off	8		Enter Hours	8	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Extended Sick Leave	0		Enter Hours	Enter Hours	Enter Hours
Holiday	0		Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours
Pay Overtime Indicator	0		Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	48		0	8	0
<b>Total Units:</b>		0	0	0	0

2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. **Note: Comments on your time sheet are only visible to you in Preview mode.**

## Returning Your Leave Report to Make Corrections

To 'recall' a leave report for correction, contact the approver and have him/her click the **Return for Correction** button.

1. Once returned, make the required corrections. (Follow the steps for adjusting entries on the bottom of page 8)
2. Save the leave report.
3. Click **Submit for Approval**.