Banner Web Time and Leave Reporting
Leave Requests
Table of Contents

Leave Request .......................................................................................................................... 2
  Overview ............................................................................................................................... 2
  General Business Rules for Leave requests ................................................................. 3
Getting to Your Leave Screens .......................................................................................... 4
  Login to MYNMSU .............................................................................................................. 4
Request Leave ....................................................................................................................... 6
Submit for Approval ............................................................................................................. 11
Notes: ................................................................................................................................... 12
Leave Request

Overview

In this section, you will learn how to:

- Request time off in advance.
- Submit your request for time off.
General Business Rules for Leave requests

- The reporting unit for Leave entry is hours in quarter hour increments.
- Only regular employees may serve as approvers.
- Request for time off may be submitted for approval up to 2 months in advance. Requesting leave in advance is optional depending on department policy.
- If your Leave Request has not been approved within 5 days, check with your Approver/Supervisor to see if the Leave Request System is being used by the department.
- If a Leave Request is entered and approved, when the pay period for which leave was requested is started, the requested time off is copied automatically to the employee’s leave report. The employee may change this time on the Leave Report, and must submit it again, whether changed or not, for another approval.
- It is best to enter leave taken as soon as you return from leave; however you have up to 10 days after the end of the month. Leave reports close 10 days after the last day of the month.
- Employees and Approvers may access Time and Leave information for two months past the pay period end date. Older information can be requested from the Payroll office.
Getting to Your Leave Screens

Login to MYNMSU
All Time and Leave functions are recorded and submitted through the Banner Self-Service Employee tab.

1. Enter your NMSU User Name and Password in the appropriate field of the Secure Access Login box.
2. Click on the Login button.
Leave Request

Your **Welcome** page will be displayed.

3. Click on the **Employee** tab.
Leave Request

Request Leave

As part of Employee Self-service, an employee may request time off in advance of a pay period or leave period. If approved, the requested time off automatically moves to the employee’s Time Sheet (for non-exempt employees) or Leave Report (for exempt employees) during the appropriate reporting period. Use of the Request Time Off feature in Banner is optional. It is up to each area (VP Office, College, Department) to determine if they will use it.

1. Log into MYNMSU

   a. Enter your NMSU User Name and Password in the appropriate field of the Secure Access Login box.
   b. Click on the Login button.
2. Click the **Employee** tab
3. Click on **Time Off** under Quick Links.
The **Leave Request Selection** page will be displayed.

4. Click on the down arrow on the drop-down list of **Pay Period and Status** choices. Highlight the pay period that you wish to enter your requested leave. You can only enter leave requests in pay periods that have the following status:
   - In Progress
   - Not Started
   - All other statuses (Pending, Approved, and Completed) can not be used.

5. In the **My Choice** column, select the radio button for the job in which you want to request time off.

6. Click on the **Leave Request** button.
The **Time and Leave Reporting** page will be displayed.

7. Click on **Enter Hours** under a date and to the right of an Earnings Code to request time off.
8. Requested time should be entered for all **Earning Codes** that apply. Only those Earning Codes valid for the employee’s position will appear on the Leave Request form.
9. Enter hours for leave in the **Hours** field.
10. Select the **Next** or **Previous** button to navigate through the dates within the period.
11. Click the **Save** button to save all changes.
12. If your **Leave Request** is complete and ready to submit to your Approver, click the **Submit for Approval** button.
13. After your **Leave Request** is approved, the hours will be copied automatically to your **Time Sheet** (for non-exempt employees) or **Leave Report** (for exempt Employees).
Submit for Approval

Submitting for approval is the final step in the Leave Request Process. It is extremely important that your Leave Request is entered and submitted for Approval before the pay period or month begins.

How do I verify that my Leave Request has been submitted?

- If your Leave Request has been submitted, you will see the date the Leave Request was submitted in the Submitted for Approval by: field and the Approvers Name in the Waiting for Approval From: field.

Team Tip:

After your Leave Request is approved, you must make sure to go into your Time Sheet or Leave Report and submit your hours for approval again because it is automatically copied. If you did not take the leave, you can remove it or change it after it has been copied to your Time Sheet or Leave Report.
Notes:
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