# Banner Web Time and Leave Reporting

## Exempt Employees

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Time and Leave Processing Overview

Introduction

NMSU utilizes the Banner Web Time and Leave Entry System to record time worked and leave taken. The time and leave entry system is accessed using MyNMSU.

Exempt employees do not submit their time worked using the online system; they are salaried and paid a set wage for each pay period. However, exempt employees that earn leave must submit an electronic leave report on a monthly basis showing the Annual Leave or Sick Leave taken during the previous month.

This manual will provide the exempt employees with the general time and leave reporting business rules and the process to request leave, enter, and submit for approval Annual Leave and Sick Leave taken during the month, and view leave balances.

Objectives

In this manual you will learn how to:

- Enter leave taken
- Use the copy feature to copy hours from one day to another;
- Submit time and leave for approval;
- View Leave Balances.
General Business Rules for Exempt Employees

- Exempt employees are paid on a salaried basis.
- Exempt employees do not report their time worked to the system.
- Only exempt employees who earn leave will access the Time and Leave (T&L) system. Exempt employees who do not earn leave will not access the T&L system, except potentially as approvers.
- The reporting unit for Leave entry will be hours in quarter hour increments.
- 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.
- Exempt employees report leave on a monthly basis. For exempt employees, Leave may be changed until 10 days after the last day of the month.
- Only regular employees may serve as approvers.
- Corrections required on a Leave Report will be made by the Approver and not returned to the employee.
- 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.
- Prior Leave Reports are viewable on the system for 2 months.
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Getting to Your Leave Screens

Login
All Time and Leave functions are available as part of Banner Employee Self-service through the my.nmsu.edu website.

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

Your **Welcome** page will be displayed.

3. Click on the **Employee** tab.
**Banner Self-Service**

The Employee page will be displayed.

4. Click on the **Banner Self-Service** folder.

The **Banner Self-Service** page will be displayed.

5. Click on the **Employee** folder

**Quick Links** are provided to the left of your screen to access Time Sheets or Leave Reports without going through the folders.
Exempt Time and Leave

The Employee options will be displayed. From this screen, you can complete your Leave Report or request time off.
Exempt Time and Leave

Recording Leave Taken

Exempt employees report their leave usage once a month. Leave reports must be completed and approved no later than 10 days following the end of each month. Although there isn’t any effect on pay if this deadline is missed, the accuracy of the employee’s leave record will be affected.

1. Click on Leave Report from the menu or Quick Links
**Leave Report Selection**

The current period and previous two periods will be displayed, along with the status of each. Select the period that you want to submit a leave report for.

2. Click on the down arrow on the drop-down list of **Leave Report Period and Status** choices. Highlight the leave report period for which you want to enter leave. You can only enter leave in leave report periods that have a status of **In Progress** or **Not Started**. All other statuses (Pending, Approved, and Completed) cannot be accessed.

3. In the **My Choice** column, select the radio button for the job for which you want to enter leave.

4. Click on **Leave Report** to open the report.

**Team Tip:**

You can only select one job at a time. If you have multiple jobs, you may enter leave in one job, then return to this page to select another job.
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**Time and Leave Reporting**

The *Time and Leave Reporting* page will be displayed.

5. Select the type of leave. Enter the amount of time by clicking on the **Enter Hours** link for the date that you took leave.

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**Team Tip:**

Always check the **Submit by Date**: field to see what your deadline is for entering your leave and obtaining approval. If a leave report was not completed and submitted by the deadline, the employee will not be able to access. To correct leave balances, the Leave Report Adjustment form must be manually completed and submitted to the Payroll Office after you have obtained approvals.
Save the hours that you enter. This should be done each time that you enter leave.

6. Click on the **Save** button.

**Team Tip:**

The leave reporting unit used will be hours in quarter hour increments (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
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**Copy Leave Hours**

Leave Hours can be copied from one day to the next or from one day to the end of a pay period.

7. Click the **Copy** button to copy leave hours to another day or to the end of a leave reporting period.
The Copy screen will be displayed.

8. To copy leave hours to the end of the leave reporting period check **Copy from date displayed to end of the leave period**.

9. To copy to individual dates, click the **check boxes** under the dates.

10. When your copy selection is made, click the **Copy** button.

11. After the **Copy** button is clicked, you will receive a message that **Your hours have been copied successfully**.

12. Click the **Leave Report** button at the bottom of the page to return to the **Leave Report** page and review your copied hours.

**Team Tip:**

Banner copies hours from a specific date. The number of hours for the last date entered will be the hours available to copy.
Submitting Leave for Approval

Submitting for approval is the final step in the Time and Leave Entry Process. It is extremely important to enter leave as soon as it is taken and submit leave for approval one time at the end of the month.

13. If you are satisfied that you have recorded all of your leave, click on the Submit for Approval button.
Verifying your Leave Report

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

- If your Leave Report has been submitted, you will see the date the Leave Report was submitted in the Submitted for Approval By: field and the Approver’s Name in the Waiting for Approval From: field.
Exempt Time and Leave

**Viewing Previously Submitted Leave Reports**

You can view past leave reports by selecting a previous months report at the **Leave Report Selection** screen.

1. Select the previous report that you want to view and click on the **Leave Report** button

Your Time and Leave report will display showing the date the report was submitted, who approved the report and the date, or if the report is still waiting for approval.
Viewing Leave Balances

Leave Balances can be viewed at anytime using the Time and Leave Entry System.

1. From the **Employee menu**, click on **Leave Balances**
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The **Leave Balances** page will be displayed.

2. Click on the **TYPE of Leave** to view the Leave Detail screen.

The **Leave Detail** screen shows your leave detail by pay period.
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