

**Banner Web Time and Leave Reporting
Leave Requests
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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

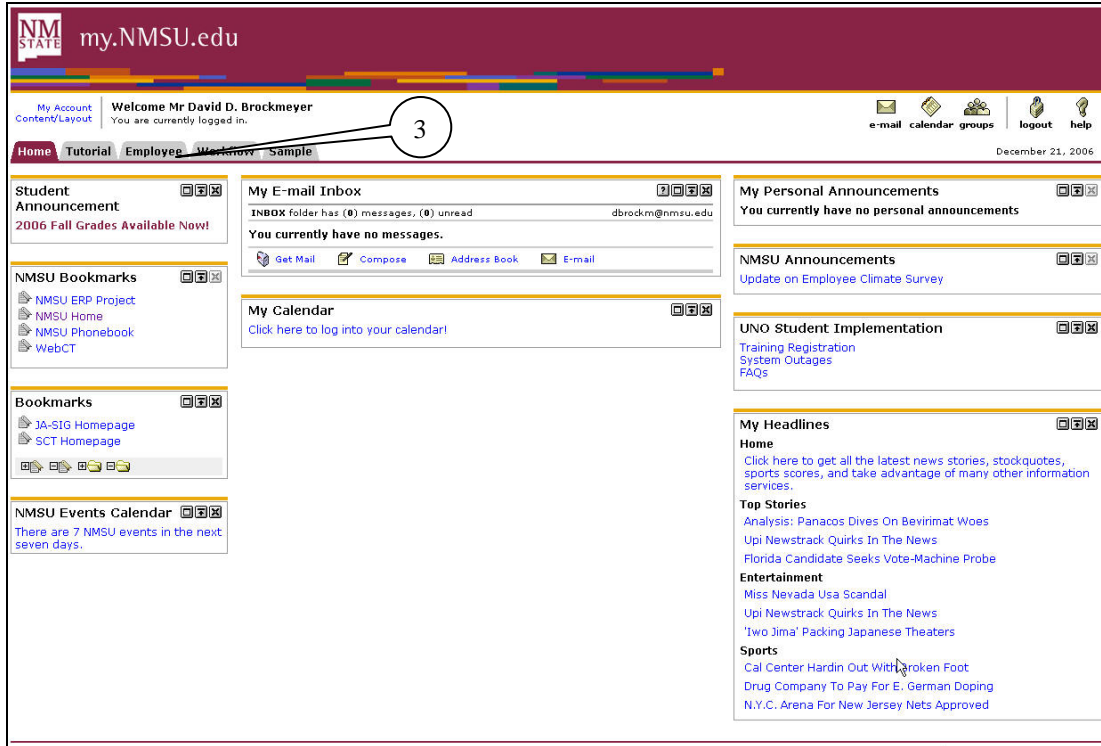
Login to MYNMSU

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

The screenshot shows the my.NMSU.edu login interface. At the top left is the NMSU logo and the URL my.NMSU.edu. The main content area is divided into several sections. On the left, there is a 'Secure Access Login' box with fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons. A callout '1' points to the 'User Name' field, and a callout '2' points to the 'Login' button. Below the login box is an 'ACTIVATE' section with instructions for first-time users and a 'Please CLICK HERE to activate your account now' button. To the right of the login box, there is a yellow box with contact information for online services. Below that is a 'Welcome to myNMSU' section with a brief description of the site and a help desk contact number. Further down are sections for 'Account Maintenance' (with a 'Reset your PIN' link), 'NMSU Links' (with links to NMSU Home, Living The Vision, and 2006 NMSU United Way Campaign), and 'Unifying NMSU Online' (with links for Students, Faculty & Staff, UNO Student Implementation, UNO Project Documentation, and UNO Project Home). The footer contains copyright information for SunGard 1998-2006 and the SunGard Higher Education logo.

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

Your **Welcome** page will be displayed.



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

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

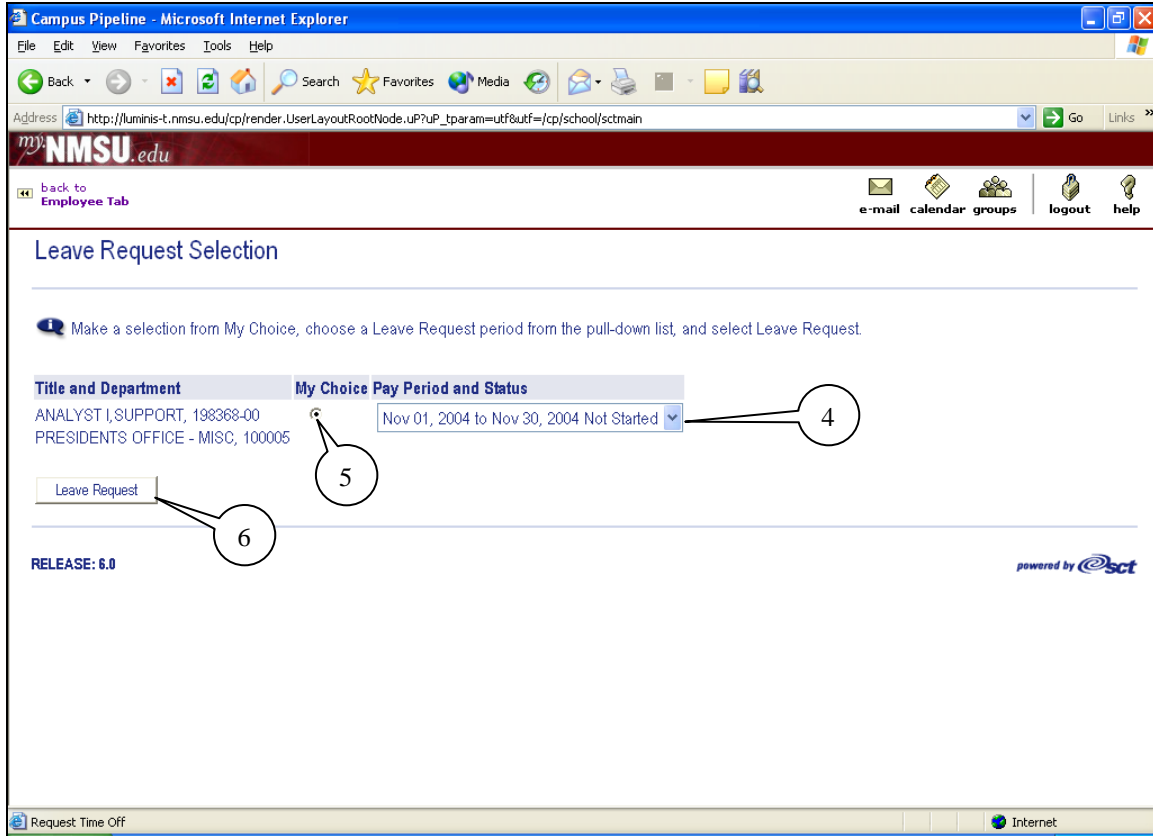
The screenshot shows the my.NMSU.edu website. At the top left is the NMSU logo and the text 'my.NMSU.edu'. Below this is a 'Secure Access Login' box containing 'User Name:' and 'Password:' input fields, a 'Login' button, and a 'Cancel' button. A callout 'a' points to the input fields, and a callout 'b' points to the 'Login' button. To the right of the login box is a yellow box with contact information for online services. Below the login box is an 'ACTIVATE' section with a link to activate the account. Further down are sections for 'Account Maintenance' (with a 'Reset your PIN' link), 'NMSU Links' (with links to NMSU Home, Living The Vision, and 2006 NMSU United Way Campaign), and 'Unifying NMSU Online' (with links for Students, Faculty & Staff, UNO Student Implementation, UNO Project Documentation, and UNO Project Home). The footer contains copyright information and the SunGard Higher Education logo.

- a. Enter your **NMSU User Name** and **Password** in the appropriate field of the **Secure Access Login** box.
- b. Click on the **Login** button.

The screenshot shows the my.NMSU.edu portal interface. At the top left is the NMSU logo and the URL 'my.NMSU.edu'. Below this is a navigation bar with tabs for 'Home', 'Employee', 'Tutorial', 'Sample', and 'Workflow'. The 'Employee' tab is highlighted. To the right of the navigation bar is a welcome message: 'Welcome Mrs. Jennifer Lee Gabel' with a circled '2' pointing to the 'Employee' tab. Further right are icons for 'e-mail', 'calendar', 'groups', 'admin', 'logout', and 'help'. Below the navigation bar is a date 'March 17, 2008'. The main content area is divided into three sections: 'Quick Links' with links for 'Time Sheet', 'Leave Report', and 'Time Off' (circled with a '3'); 'Banner Self-Service' with a folder icon and the text 'Banner Self-Service'; and 'Employee Information' with fields for 'Name : Mrs. Jennifer Lee Gabel', 'NMSU User Name : jgabel', and 'NMSU ID Number : 800404307'. At the bottom left is the copyright notice 'Copyright © SunGard 1998 - 2006.' and at the bottom right is the 'SUNGARD HIGHER EDUCATION' logo with a 'Top' link.

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.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period. D = Daytime; S = Swing - 10c; G = Graveyard - 40c; L = Library - 35c

Leave Request

Title and Number: ANALYST I,SUPPORT – 198369-00
 Department and Number: PRESIDENTS OFFICE - MISC – 100005
 Leave Request Period: Nov 01, 2004 to Nov 30, 2004
 Submit By Date: Oct 31, 2004 by 11:59 P.M.

Earning	Default Hours or Units	Total Hours	Total Units	Monday Nov 01, 2004	Tuesday Nov 02, 2004	Wednesday Nov 03, 2004	Thursday Nov 04, 2004	Friday Nov 05, 2004	Saturday Nov 06, 2004	Sunday Nov 07, 2004
Annual Leave Taken	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

RELEASE: 6.1 powered by @sct

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.

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

Campus Pipeline - Microsoft Internet Explorer

Address: http://luminis-t.nmsu.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=/cp/school/sctmain

m) NMSU.edu

back to Employee Tab

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period. **D = Daytime; S = Swin**

Leave Request

Title and Number: ANALYST I,SUPPORT – 198368-00
Department and Number: PRESIDENTS OFFICE - MISC – 100005
Leave Request Period: Nov 01, 2004 to Nov 30, 2004
Submit By Date: Oct 31, 2004 by 11:59 P.M.

Earning: Annual Leave Taken
Date: Nov 01, 2004
Hours: 8

Save Copy

Earning	Default Hours or Units	Total Hours	Total Units	Monday Nov 01, 2004	Tuesday Nov 02, 2004	Wednesday Nov 03, 2004	Thursday Nov 04, 2004	Frid Nov
Annual Leave Taken		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Leave Taken		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:		0		0	0	0	0	0
Total Units:			0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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.

Campus Pipeline - Microsoft Internet Explorer

Address: http://luminis-t.nmsu.edu/cp/render.UserLayoutRootNode.UP?uP_tparam=utf&utf=/cp/school/sctmain

my.NMSU.edu

back to Employee Tab

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period. **D = Dayt**

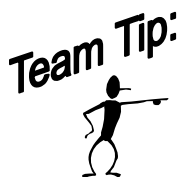
Leave Request

Title and Number: ANALYST I,SUPPORT – 198368-00
Department and Number: PRESIDENTS OFFICE - MISC – 100005
Leave Request Period: Nov 01, 2004 to Nov 30, 2004
Submit By Date: Oct 31, 2004 by 11:59 P.M.

Earning	Default Hours or Units	Total Hours	Total Units	Monday Nov 01, 2004	Tuesday Nov 02, 2004	Wednesday Nov 03, 2004	Thursday Nov 04, 2004
Annual Leave Taken	0	8		Enter Hours		8	Enter Hours
Sick Leave Taken	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:		8		0	0	8	0
Total Units:			0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By: You on Oct 25, 2004
Approved By:
Waiting for Approval From: Matthew Crockett



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:

Notes: