

**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.**

Getting to Your Leave Screens

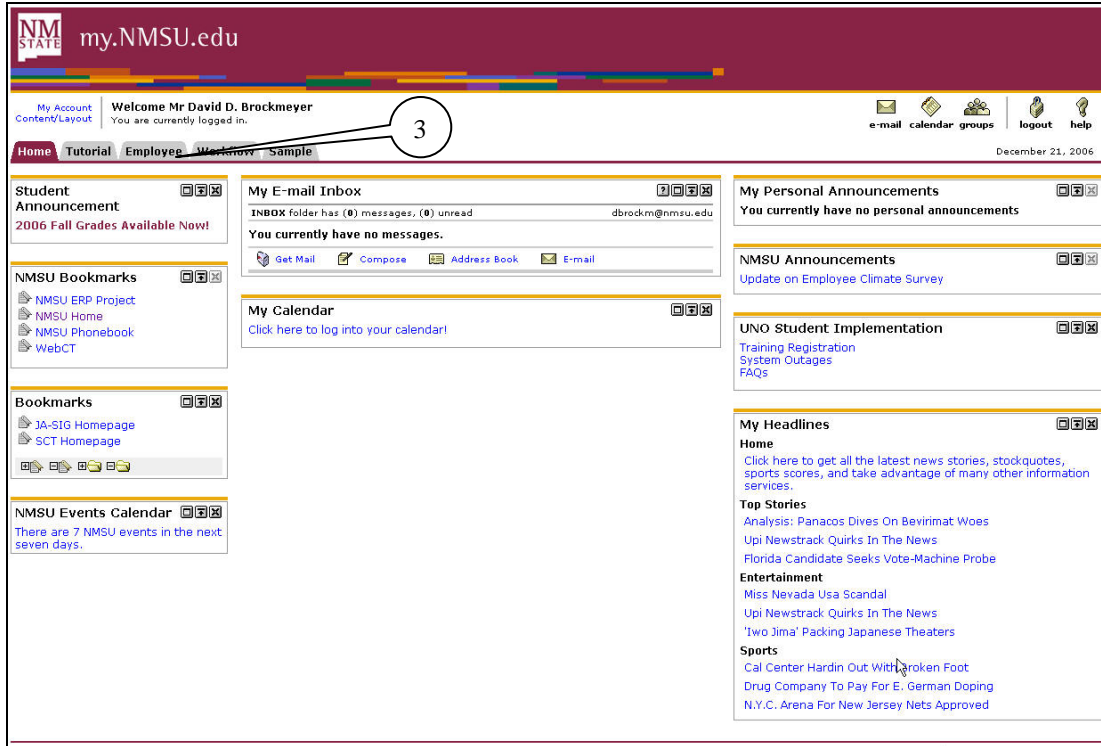
Login

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

The screenshot shows the my.NMSU.edu website interface. At the top left is the NMSU logo and the text 'my.NMSU.edu'. Below this is a 'Secure Access Login' form with fields for 'User Name:' and 'Password:', and 'Login' and 'Cancel' buttons. A callout bubble with the number '1' points to the 'User Name' and 'Password' fields. Another callout bubble with the number '2' points to the 'Login' button. To the right of the login form is a yellow box with contact information for online services. Below the login form is an 'ACTIVATE' button with instructions for first-time users. The bottom of the page features 'Account Maintenance' and 'NMSU Links' sections, and a footer with copyright information and the SunGard 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.

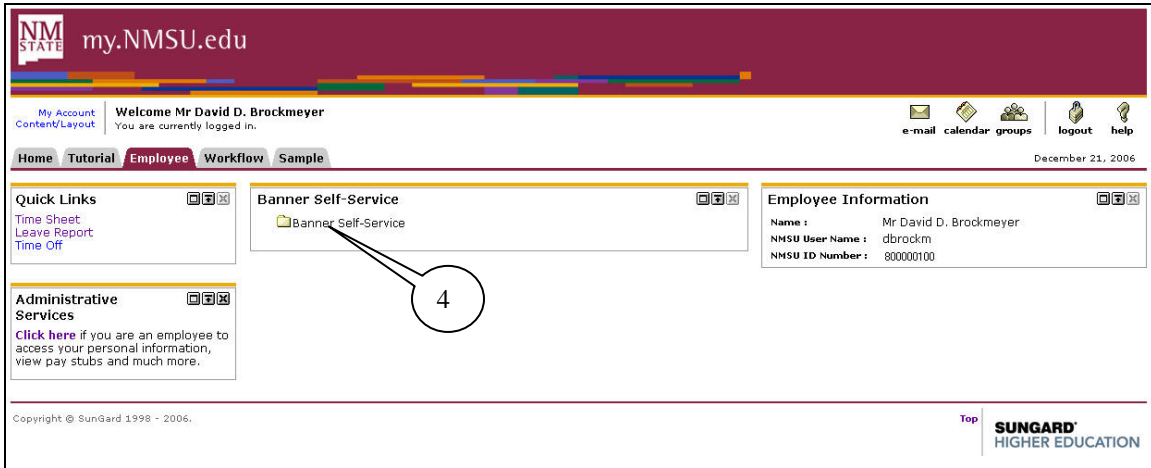
Your **Welcome** page will be displayed.



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

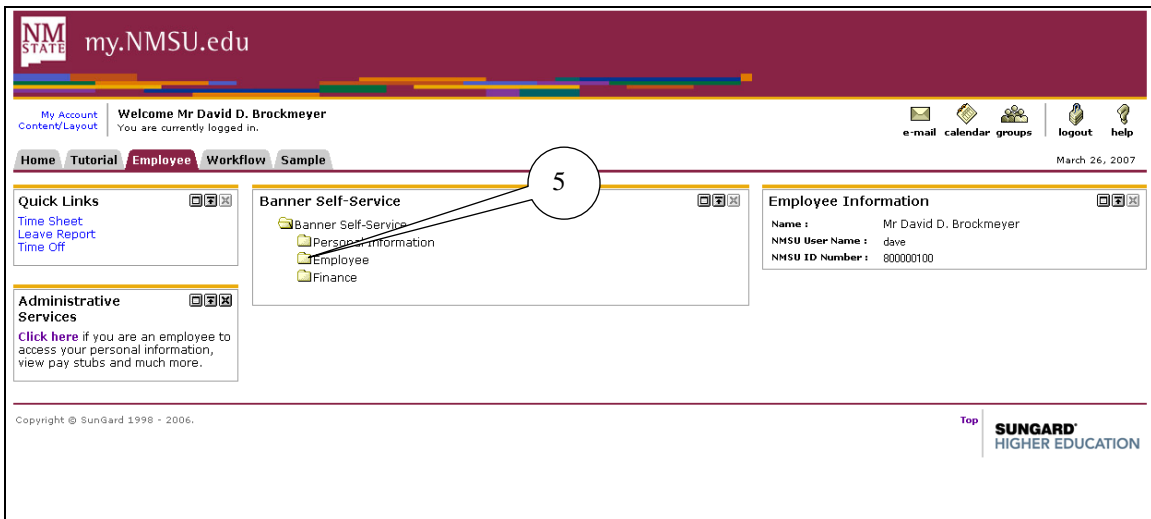
Banner Self-Service

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.

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

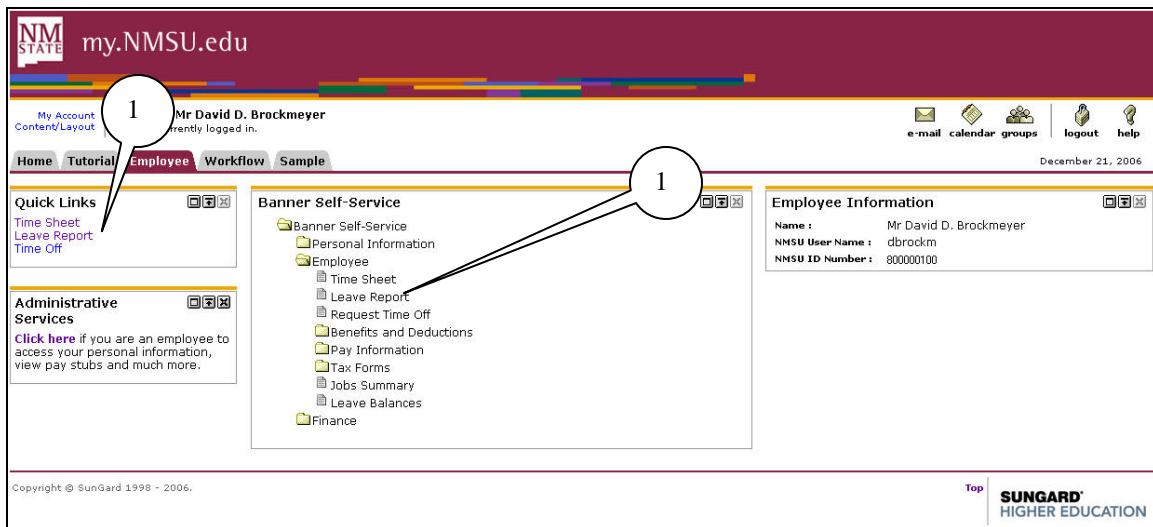
The screenshot shows the Banner Self-Service portal for Mr. David D. Brockmeyer. The page has a maroon header with the NMSU logo and the URL my.NMSU.edu. Below the header, there is a navigation bar with tabs for Home, Tutorial, Employee (which is selected), Workflow, and Sample. The main content area is divided into three columns:

- Quick Links:** Contains links for Time Sheet, Leave Report, and Time Off.
- Administrative Services:** A section with a link to access personal information and pay stubs.
- Banner Self-Service:** A tree view showing the following options:
 - Banner Self-Service
 - Personal Information
 - Employee
 - Time Sheet
 - Leave Report
 - Request Time Off
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - Jobs Summary
 - Leave Balances
 - Finance
- Employee Information:** A box displaying the user's details:
 - Name: Mr David D. Brockmeyer
 - NMSU User Name: dbrockm
 - NMSU ID Number: 800000100

At the bottom of the page, there is a copyright notice for SunGard 1998 - 2006 and a logo for SUNGARD HIGHER EDUCATION.

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.

my.NMSU.edu

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Leave Report Selection

If there exists a message below stating, "You have no records available at this time" then our records indicate you are not required to submit this form. If you feel this is an error, please contact the Payroll Office at 646-1713.

Title and Department	My Choice	Leave Report Period and Status
Specialist, Training, TS VPBF FSA CUSTOMER SERVICE,	<input checked="" type="radio"/>	Mar 01, 2007 to Mar 31, 2007 Not Started
	<input type="radio"/>	Jan 01, 2007 to Jan 31, 2007 Completed
	<input type="radio"/>	Feb 01, 2007 to Feb 28, 2007 Completed
	<input type="radio"/>	Mar 01, 2007 to Mar 31, 2007 Not Started

Leave Report

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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.

Time and Leave Reporting

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

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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.

1 = Daytime; S = Swing - 10c; G = Graveyard - 40c

Leave Request

Title and Number: Specialist, Training

Department and Number: TS VPBF FSA CUSTOMER SERVICE

Leave Request Period: Mar 01, 2007 to Mar 31, 2007

Submit By Date: Feb 28, 2007 by 11:59 P.M.

Earning	Default Hours or Units	Total Hours	Total Units	Thursday Mar 01, 2007	Friday Mar 02, 2007	Saturday Mar 03, 2007	Sunday Mar 04, 2007	Monday Mar 05, 2007	Tuesday Mar 06, 2007	Wednesday Mar 07, 2007
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:

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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.

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.

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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.

1 = Daytime; S = Swing - 10c; G = Graveyard - 40c

Leave Report

Title and Number: Specialist, Training -- 198686-00
 Department and Number: TS VPBF FSA CUSTOMER SERVICE -- T10154
 Leave Report Period: Mar 01, 2007 to Mar 31, 2007
 Submit By Date: Apr 10, 2007 by 11:59 P.M.

Earning: Annual Leave Taken
 Date: Mar 23, 2007
 Hours:

Earning	Total Hours	Total Units	Thursday Mar 22, 2007	Friday Mar 23, 2007	Saturday Mar 24, 2007	Sunday Mar 25, 2007	Monday Mar 26, 2007	Tuesday Mar 27, 2007	Wednesday Mar 28, 2007
Annual Leave Taken	10		Enter Hours		2 Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	10		0	0	2	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

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).

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.

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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.

1 = Daytime; S = Swing - 10c; G = Graveyard - 40c

Leave Report

Title and Number: Specialist, Training -- 198686-00
 Department and Number: TS VPBF FSA CUSTOMER SERVICE -- T10154
 Leave Report Period: Mar 01, 2007 to Mar 31, 2007
 Submit By Date: Apr 10, 2007 by 11:59 P.M.

Earning: Annual Leave Taken
 Date: Mar 23, 2007
 Hours:

Save Copy

Earning	Total Hours	Total Units	Thursday Mar 22, 2007	Friday Mar 23, 2007	Saturday Mar 24, 2007	Sunday Mar 25, 2007	Monday Mar 26, 2007	Tuesday Mar 27, 2007	Wednesday Mar 28, 2007
Annual Leave Taken	10		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	10		0	2	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

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

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.

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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.

1 = Daytime; S = Swing - 10c; G = Graveyard - 40c

Leave Report

Title and Number: Specialist, Training -- 198686-00
 Department and Number: TS VPBF FSA CUSTOMER SERVICE -- T10154
 Leave Report Period: Mar 01, 2007 to Mar 31, 2007
 Submit By Date: Apr 10, 2007 by 11:59 P.M.

Earning: Annual Leave Taken
 Date: Mar 23, 2007
 Hours:

Save Copy

Earning	Total Hours	Total Units	Thursday Mar 22, 2007	Friday Mar 23, 2007	Saturday Mar 24, 2007	Sunday Mar 25, 2007	Monday Mar 26, 2007	Tuesday Mar 27, 2007	Wednesday Mar 28, 2007
Annual Leave Taken	10		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	10		0	2	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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

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

- 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?

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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.

1 = Daytime; S = Swing - 10c; G = Graveyard - 40c

Leave Report

Title and Number: Specialist, Training -- 198686-00
 Department and Number: TS VPBF FSA CUSTOMER SERVICE -- T10154
 Leave Report Period: Feb 01, 2007 to Feb 28, 2007
 Submit By Date: Mar 10, 2007 by 11:59 P.M.

Earning	Total Hours	Total Units	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
Annual Leave Taken	10		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	12		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	22		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By: You on February 28, 2007
 Approved By: Dee O'Larey
 Waiting for Approval From:

[Return to Previous Page]

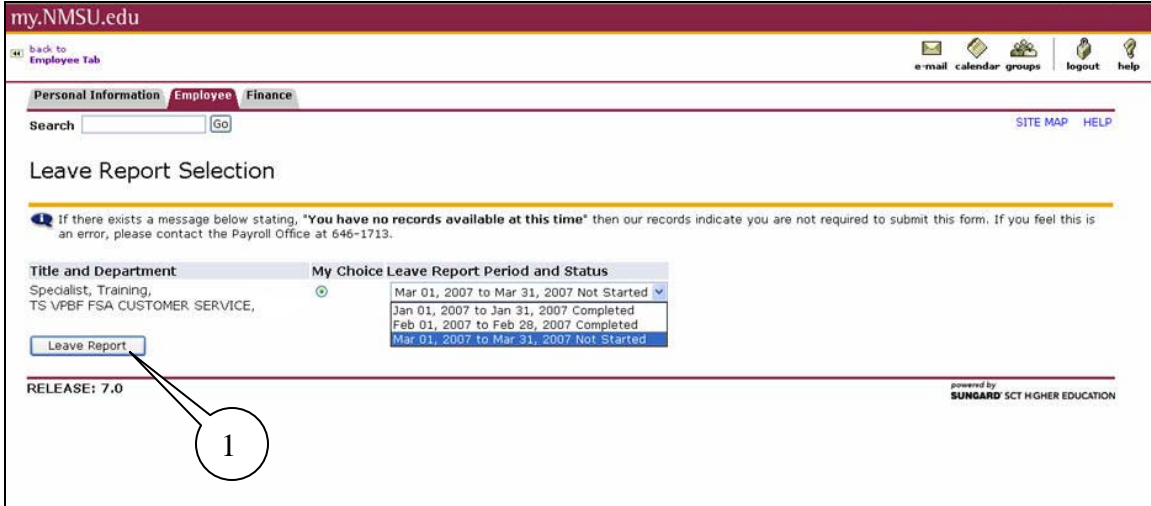
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- If your **Leave Report** has been submitted, you will see the date the **Leave Report** was submitted in the **Submitted for Approval By:** field and the Approver's Name in the **Waiting for Approval From:** field.

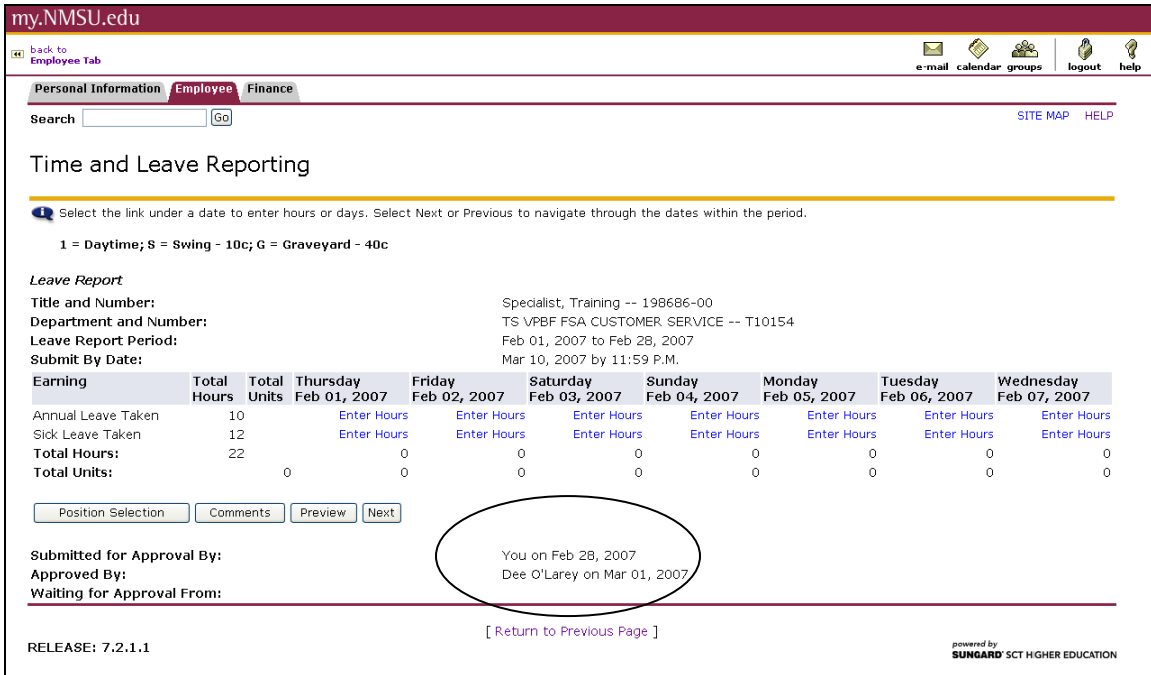
Viewing Previously Submitted Leave Reports

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.

Home Employee Tutorial Sample Workflow

Quick Links

- Time Sheet
- Leave Report
- Time Off

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Employee
 - Time Sheet
 - Leave Report
 - Request Time Off
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - Jobs Summary
 - Leave Balances
 - Finance

Employee Information

Name :
NMSU User Name :
NMSU ID Number :

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1. From the **Employee** menu, click on **Leave Balances**

The **Leave Balances** page will be displayed.

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Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days Available	Current Balance	Balance Earned as of Mar 26, 2007	Balance Taken as of Mar 26, 2007	Available Balance as of Mar 26, 2007
Annual Leave	Hours	3.67	73.40	10.00	67.07
Sick Leave	Hours	.00	42.00	12.00	30.00
Sick Leave Bank	Hours	.00	.00	.00	.00

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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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Leave Detail

Annual Leave

Leave Accrual and Usage from Nov 01, 2006 to Oct 31, 2007

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
Semi-Monthly Current	Mar 15, 2007	Mar 01, 2007	Mar 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Feb 28, 2007	Feb 16, 2007	Feb 28, 2007	Hours 7.34	.00
Semi-Monthly Current	Feb 15, 2007	Feb 01, 2007	Feb 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Jan 31, 2007	Jan 16, 2007	Jan 31, 2007	Hours 7.34	.00
Semi-Monthly Current	Jan 12, 2007	Jan 01, 2007	Jan 15, 2007	Hours 7.34	.00
Semi-Monthly Current	Dec 21, 2006	Dec 16, 2006	Dec 31, 2006	Hours 7.34	.00
Semi-Monthly Current	Dec 15, 2006	Dec 01, 2006	Dec 15, 2006	Hours 7.34	.00
Semi-Monthly Current	Nov 30, 2006	Nov 16, 2006	Nov 30, 2006	Hours 7.34	.00
Semi-Monthly Current	Nov 15, 2006	Nov 01, 2006	Nov 15, 2006	Hours 7.34	.00

Leave Report Usage from Nov 01, 2006 to Oct 31, 2007

Leave Report Type	Date Paid	Leave Period Begin Date	Leave Period End Date	Hours or Days Taken
Leave Reporting ID	Dec 22, 2006	Dec 01, 2006	Dec 31, 2006	Hours .00
Leave Reporting ID	Feb 28, 2007	Feb 01, 2007	Feb 28, 2007	Hours 10.00

Previous Year

Leave By Job

[Leave Balances]

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Notes:

Notes: