

Frequently Asked Questions

Banner HR Leave Reporting

1. How will Leave Taken by monthly paid employees be reported in Banner HR?

Banner HR includes a Leave Reporting system. Like the WTE system, the Leave Reporting system is part of Banner Self Service and can be used with any of the current, popular web browsers that are compliant with web standards.

2. Who will use the Leave Reporting system?

All monthly paid (exempt and monthly non-exempt) employees will report leave taken using the Banner HR Leave Reporting system.

3. What is the Leave Reporting period?

For monthly exempt employees, employees not eligible to receive overtime compensation, the Leave Reporting period will be from the 16th of a month to the 15th of the following month. This schedule will allow any leave issues from the leave reports to be included in the current monthly payroll calculation.

For monthly nonexempt employees, employees eligible to receive overtime compensation, the Leave Reporting period is the same as the biweekly time entry period.

4. How is the Banner HR Leave Reporting system different from the current HRS Leave Reporting and calculations?

With HRS, leave taken and accrual calculations were both processed through the payroll calculation. As a result of that, the leave taken was included on an employee's payroll advice.

With the Banner HR Leave Reporting system, the leave accrual calculations continue to be part of the payroll calculation; however, the leave taken is not. Once a leave report in Banner HR is approved, the leave taken is immediately subtracted from the current leave balances and is not included as part of the next payroll calculation. Since the leave taken is not included in a payroll calculation, the leave used does not show on an employee's payroll advice. Leave balances will continue to be available for employees to view as part of Banner Self Service.

5. How will leave taken by monthly paid employees be reported for June 1-15 (monthly exempt) and June 1-18 (monthly non-exempt)?

The monthly exempt leave reporting period runs from the 16th of one month to the 15th of the following month. June 19th is when the biweekly pay period and the monthly nonexempt leave reporting period opens. For leave taken from June 1 through June 15 for monthly exempt or June 18 for monthly nonexempt, there will be additional leave reporting periods opened to collect leave for those periods. These will be opened at the same time the current leave reporting period is opened, so employees will need to be sure they are entering leave in the correct period on the correct date.

6. If monthly exempt employees do not take any leave during a period, do they have to submit anything? Are they able to submit a blank request?

The preferred practice is that exempt employees submit a leave report each leave period even when no leave is taken.

- 7. What if I make an error and need to make a change to the leave report?** Employees can make changes until the leave report is submitted to the Approver. If you have already submitted your leave report, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect leave report, you will need to contact payroll for a leave correction.
- 8. If my supervisor is not available when leave reports are due, what happens?** Supervisors must designate individuals as their proxies who will approve leave reports in their absence. However, employees should know who their supervisor's proxies are.
- 9. I just started (or have just come back from a long absence) and don't have a leave report yet or OKEY username/pw, how will I report my time?** Your report will be available as soon as Human Resources has received complete information from your department. Please stay in daily contact with supervisor as to the status of your documentation.
- 10. What happens if I exceed my available leave balance?** It is your responsibility to know your leave balance. Please review your leave balances on Banner Self-Service, Employee Tab option, Leave Balance. If you use more leave than you have available, the system will respond "possible insufficient leave balance". Enter the full amount of hours taken for the leave period. In addition, enter the hours exceeding the leave balance in the Leave With-out Pay column. The system will accept your entry even if you do not have leave available to take. Exceeding your available leave balance may result in a pay adjustment. You will need to work with your HR Administrative Officer of the College/Division.
- 11. What does the following warning message mean? "warning, possible insufficient leave balance"**
If the message is for Long Term Disability, Administrative Leave, Military Leave, Jury Duty, Family Medical Leave, no action is necessary, simply approve the leave report. If the message is for sick or annual leave, the approver should carefully review their employee's leave balances to determine if their employee is in a leave without pay status and follow guidance in questions #10.
- 12. I recently had a change in my position and/or pay rate, will my leave report reflect my new rate?**
Yes, if your rate of pay has changed, you will enter your leave report and your new rate of pay will be applied during payroll processing. If you moved to a new position, you will see a new leave report. Be sure to use the new leave report only.
- 13. There was a holiday during this pay period, how do I report that on my leave report?** The system will assume the holiday, you do not need to enter 8 hours.
- 14. I sent my employee's leave report back to them for correction, will the employee be alerted that they should make corrections or re-submit their leave report?** No, there will be no email notification or pop-up to alert them. You will need to communicate to the employee that you have sent their leave report back to them for correction.

- 15. What if an employee is out during the entire leave reporting period?** If the employee is out for an extended period, the approver should contact the departmental designated superuser to request that the leave report for the employee be started. The leave can be added and comments made to document the reporting of the leave.
- 16. How do you make approver changes?** If an approver needs to be changed, please contact your internal College/Division designated Banner contact or contact a HR Partner at 405 744-7401.
- 17. What should I do when I submit my leave report for approval and I get the error message “No Routing Queue Established?”** A routing queue must be established to submit a leave report, please contact your internal designated College/Division Banner contact or a HR Partner at 405 744-7401.