

**ELLUCIAN**

**BANNER**

**LEAVE TRAINING**

**Note:**

- Leave Report is used to submit leave for the current pay period.
- Please submit the Leave Report for approval at the **END** of the reporting period. If the Leave Report is submitted before the end of the reporting period you will not be able to re-enter the report to add additional leave.
- Only submit leave for the current reporting period. Example: January 16<sup>th</sup> through February 15<sup>th</sup>
- Your supervisor will not know when you are taking leave until the end of the reporting period. Therefore, you **MUST** email your supervisor in advance for approval of leave during the reporting period.



**Login to My Northwest-Shoals  
CONV**

Login here to view your personal information.

**Apply for Admission**

Enter a new application or return to complete an application.

**General Financial Aid**

Financial Aid Application and Information Links.

**Campus Directory**

Contact Information for campus employees.

**Class Schedule**

View the current schedule of classes.

**Course Catalog**

View course information, including course description.



## User Login

Please Note: ID is Case Sensitive

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login

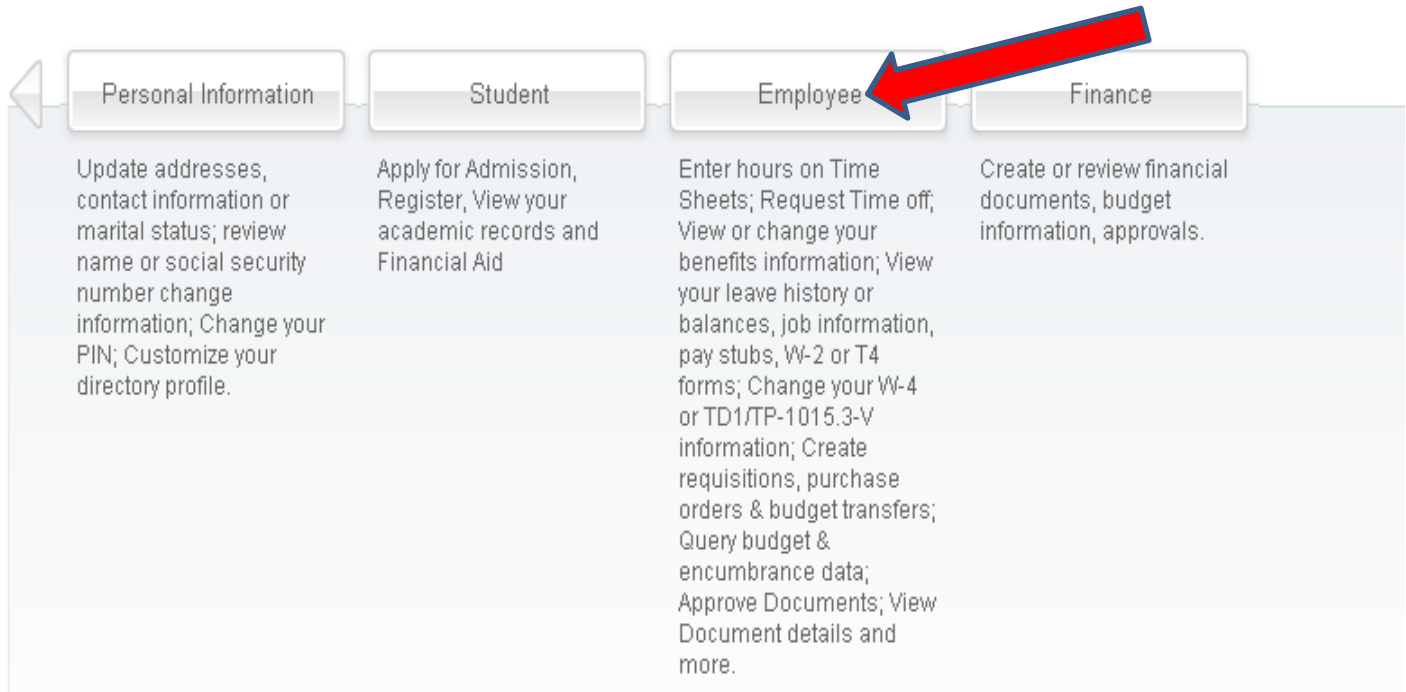
[Click Here for Help with Login?](#)

This is your personal information:

User ID: \_\_\_\_\_

PIN: \_\_\_\_\_

# Click on the Employee Tab



The screenshot shows a navigation menu with four tabs: Personal Information, Student, Employee, and Finance. The Employee tab is highlighted with a blue background and a red arrow pointing to it from the right. Below each tab is a list of available actions.

Personal Information	Student	Employee	Finance
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.	Apply for Admission, Register, View your academic records and Financial Aid	Enter hours on Time Sheets; Request Time off; View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD1/TP-1015.3-V information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data; Approve Documents; View Document details and more.	Create or review financial documents, budget information, approvals.

# Then Click on Leave Report



The screenshot shows the content of the Employee tab. The 'Employee' tab is highlighted in the navigation menu. Below it is a grid of links. The 'Leave Report' link is highlighted with a blue background and a red arrow pointing to it from the right.

Personal Information	Student	Employee	Finance
<b>Time Sheet</b>	<b>Leave Report</b>	<b>Request Time Off</b>	<b>Leave Balances</b>
<b>Benefits and Deductions</b> Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, or pay stubs.	<b>Tax Forms</b> W4 information, W2 Form or T4 Form.	<b>Jobs Summary</b>
<b>Campus Directory</b>	<b>Electronic Personnel Action Forms</b>		

# Time Reporting Selection

Home > Employee > Leave Report

**Selection Criteria**

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

**Select**

Choose "Access my Leave Report" to submit leave for current pay period.

Press "Select" for next page

# Leave Report Selection

Home > Leave Report

Title and Department	My Choice	Leave Report Period and Status
Assist to Instl Effect HR, SS9821-00 Human Resources, 1001	<input checked="" type="radio"/>	Nov 16, 2013 to Dec 15, 2013 In Progress <input type="text"/>

**Leave Report**

Choose the leave report period from the drop down box and select "Leave Report"

Select "Enter Hours" underneath the day and type of leave to be taken

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

Leave Report

Title and Number: Assist to Instl Effect HR -- SS9821-00  
 Department and Number: Human Resources -- 1001  
 Leave Report Period: Nov 16, 2013 to Dec 15, 2013  
 Submit By Date: Dec 18, 2013 by 09:00 PM

Earning	Total Hours	Total Units	Saturday Nov 16, 2013	Sunday Nov 17, 2013	Monday Nov 18, 2013	Tuesday Nov 19, 2013	Wednesday Nov 20, 2013	Thursday Nov 21, 2013	Friday Nov 22, 2013
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	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:

Example: Annual Leave for Tuesday, November 19, 2013

If the date of your leave is not shown, select next and it will advance you to the next week.

Leave Report

Title and Number: Assist to Instl Effect HR -- SS9821-00  
 Department and Number: Human Resources -- 1001  
 Leave Report Period: Nov 16, 2013 to Dec 15, 2013  
 Submit By Date: Dec 18, 2013 by 09:00 PM

Earning: Annual Leave  
 Date: Nov 23, 2013  
 Hours:

Save   Copy

Earning	Total Hours	Total Units	Saturday Nov 23, 2013	Sunday Nov 24, 2013	Monday Nov 25, 2013	Tuesday Nov 26, 2013	Wednesday Nov 27, 2013	Thursday Nov 28, 2013	Friday Nov 29, 2013
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	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   Previous   Next

Submitted for Approval By:  
 Approved By:

**Title and Number:** Assist to Instl Effect HR -- SS9821-00  
**Department and Number:** Human Resources -- 1001  
**Leave Report Period:** Nov 16, 2013 to Dec 15, 2013  
**Submit By Date:** Dec 18, 2013 by 09:00 PM

Find a page...

**Earning:** Annual Leave  
**Date:** Nov 19, 2013  
**Hours:**

Once "Enter Hours" is selected, you will see a box to type in your hours of leave.

Save Copy

Earning	Total Hours	Total Units	Saturday Nov 16, 2013	Sunday Nov 17, 2013	Monday Nov 18, 2013	Tuesday Nov 19, 2013	Wednesday Nov 20, 2013	Thursday Nov 21, 2013	Friday Nov 22, 2013
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	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:

Then select "Save." This will save your hours for that date.

**Department and Number:** Human Resources -- 1001  
**Leave Report Period:** Nov 16, 2013 to Dec 15, 2013  
**Submit By Date:** Dec 18, 2013 by 09:00 PM  
**Earning:** Annual Leave  
**Date:** Nov 19, 2013  
**Hours:**

Find a page...

Save Copy

Earning	Total Hours	Total Units	Saturday Nov 16, 2013	Sunday Nov 17, 2013	Monday Nov 18, 2013	Tuesday Nov 19, 2013	Wednesday Nov 20, 2013	Thursday Nov 21, 2013	Friday Nov 22, 2013
Annual Leave	9		Enter Hours	Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	9		0	0	0	9	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:

You can also copy the type of leave and hours of leave to a new date. Press "Copy" to copy this type of leave.

Once you select "Copy" you will be brought to this page. You can then check the box for the date in which you would like the copied leave to happen.

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Find a page...

Leave Code: Annual Leave, Shift 1  
 Date and leave time to copy: Nov 19, 2013, 9 Hours  
 Copy from date displayed to end of the leave period:   
 Include Saturdays:   
 Include Sundays:   
 Copy by date:

Saturday Nov 16, 2013	Sunday Nov 17, 2013	Monday Nov 18, 2013	Tuesday Nov 19, 2013	Wednesday Nov 20, 2013	Thursday Nov 21, 2013	Friday Nov 22, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Nov 23, 2013	Sunday Nov 24, 2013	Monday Nov 25, 2013	Tuesday Nov 26, 2013	Wednesday Nov 27, 2013	Thursday Nov 28, 2013	Friday Nov 29, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Nov 30, 2013	Sunday Dec 01, 2013	Monday Dec 02, 2013	Tuesday Dec 03, 2013	Wednesday Dec 04, 2013	Thursday Dec 05, 2013	Friday Dec 06, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Dec 07, 2013	Sunday Dec 08, 2013	Monday Dec 09, 2013	Tuesday Dec 10, 2013	Wednesday Dec 11, 2013	Thursday Dec 12, 2013	Friday Dec 13, 2013
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Dec 14, 2013	Sunday Dec 15, 2013					
<input type="checkbox"/>	<input type="checkbox"/>					

Leave Report Copy

Once the box is checked for copy by date, select "Copy" again.

This will bring in your new leave date. See Below.

Leave Report

Find a page...

Title and Number: Assist to Instl Effect HR -- SS98 1-00  
 Department and Number: Human Resources -- 1001  
 Leave Report Period: Nov 16, 2013 to Dec 15, 2013  
 Submit By Date: Dec 18, 2013 by 09:00 PM  
 Earning: Annual Leave  
 Date: Nov 26, 2013  
 Hours: 9

Save Copy

Earning	Total Hours	Total Units	Saturday Nov 23, 2013	Sunday Nov 24, 2013	Monday Nov 25, 2013	Tuesday Nov 26, 2013	Wednesday Nov 27, 2013	Thursday Nov 28, 2013	Friday Nov 29, 2013
Annual Leave	18		Enter Hours	Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	18		0	0	0	9	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval

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

You have now created a total of 18 hours of Annual Leave.



**Once your leave is created, you can preview the leave.**

**Leave Report**

Print a page...

**Title and Number:** Assist to Instl Effect HR -- SS9821-00  
**Department and Number:** Human Resources -- 1001  
**Leave Report Period:** Nov 16, 2013 to Dec 15, 2013  
**Submit By Date:** Dec 18, 2013 by 09:00 PM

**Earning:** Annual Leave  
**Date:** Nov 26, 2013  
**Hours:**

Earning	Total Hours	Total Units	Saturday Nov 23, 2013	Sunday Nov 24, 2013	Monday Nov 25, 2013	Tuesday Nov 26, 2013	Wednesday Nov 27, 2013	Thursday Nov 28, 2013	Friday Nov 29, 2013
Annual Leave	18		Enter Hours	Enter Hours	Enter Hours	9	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Prior Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	18		0	0	0	9	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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



**Select "Preview"**

Set your printer layout to Landscape before printing.

**Summary of Reported Time**

Tia Stone  
 Assist to Instl Effect HR, SS9821-00

**Leave Report**

Earning Code	Total Hours	Total Units	Saturday, Nov 16, 2013	Sunday, Nov 17, 2013	Monday, Nov 18, 2013	Tuesday, Nov 19, 2013	Wednesday, Nov 20, 2013	Thursday, Nov 21, 2013	Friday, Nov 22, 2013	Saturday, Nov 23, 2013	Sunday, Nov 24, 2013	Monday, Nov 25, 2013	Tuesday, Nov 26, 2013	Wednesday, Nov 27, 2013	Thursday, Nov 28, 2013	Friday, Nov 29, 2013	Saturday, Nov 30, 2013
Annual Leave	18					9							9				
<b>Total Hours:</b>	18					9							9				
<b>Total Units:</b>		0															

**The dates I entered.**

You now have 2 choices:

1. Select "Submit for Approval"
2. Select "Restart" (This will allow you to completely start over.)

## Leave Report

Find a page...

**Title and Number:** Assist to Instl Effect HR -- SS9821-00  
**Department and Number:** Human Resources -- 1001  
**Leave Report Period:** Nov 16, 2013 to Dec 15, 2013  
**Submit By Date:** Dec 18, 2013 by 09:00 PM

**Earning:** Annual Leave  
**Date:** Nov 26, 2013  
**Hours:**

Earning	Total Hours	Total Units	Saturday Nov 23, 2013	Sunday Nov 24, 2013	Monday Nov 25, 2013	Tuesday Nov 26, 2013	Wednesday Nov 27, 2013	Thursday Nov 28, 2013	Friday Nov 29, 2013
Annual Leave	18		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	9	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Annual Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Personal	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Total Hours:	18		0	0	0	9	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

If your leave is correct, select "Submit for Approval."

Personal Information | Student | **Employee** | Finance

Find a page...

## Certification

Home > Certification Web page

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

You must then re-enter your PIN and select "Submit."

This certification is just saying that you are the one that entered the leave and no one did it for you.

**Leave was submitted and is now awaiting approval by your supervisor.**

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

Find a page...

**⚠ Your leave report was submitted successfully.**

### Leave Report

**Title and Number:** Assist to Instl Effect HR -- SS9821-00  
**Department and Number:** Human Resources -- 1001  
**Leave Report Period:** Nov 16, 2013 to Dec 15, 2013  
**Submit By Date:** Dec 18, 2013 by 09:00 PM

Earning	Total Hours	Total Units	Saturday Nov 16, 2013	Sunday Nov 17, 2013	Monday Nov 18, 2013	Tuesday Nov 19, 2013	Wednesday Nov 20, 2013	Thursday Nov 21, 2013	Friday Nov 22, 2013
Annual Leave	18		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	9	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Personal Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Annual Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Personal	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Prior Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Total Hours:	18		0	0	0	9	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Next

**Submitted for Approval By:** You on Nov 19, 2013

**Approved By:**

**Waiting for Approval From:** John McIntosh