



**Leave Reporting
Using
Self-Service Banner**

**User Guide for
Monthly SHRA
Exempt**



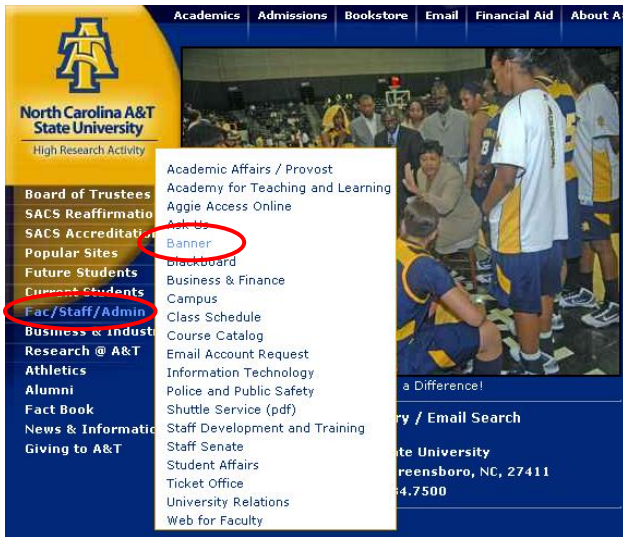
Table of Contents

Logging on to Self-Service Banner	Page 2
Entering Leave	Page 5
Submit for Approval	Page 19
Important Reminders	Page 23

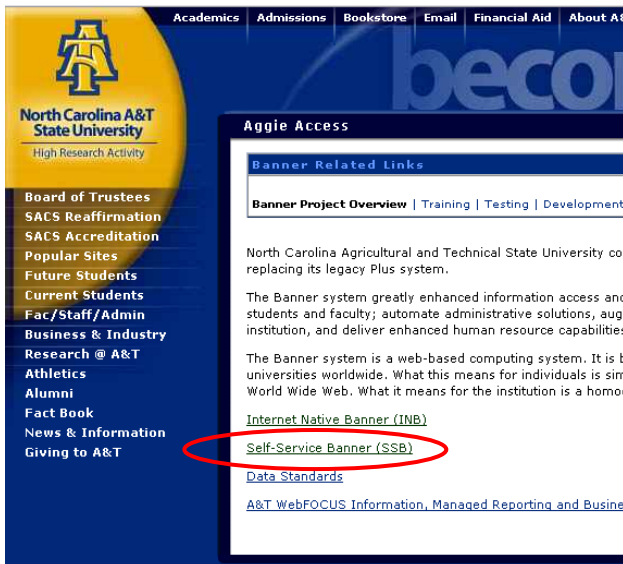


LOGGING ON TO SELF-SERVICE BANNER

1. From the University's website (www.ncat.edu), select **Banner** from the **Fac/Staff/Admin** link on the left side of the screen.



2. Select **Self-Service Banner (SSB)**





3. Click **Enter Secure Area** to access Aggie Access.



- Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends

4. Log into Aggie Access using your Banner ID and password.

User Login

Please enter your Banner Identification Number (950#) and your 6 digit Personal Identification Number (PIN). When finished, click Login.
Multiple failures to enter your correct ID and/or PIN will result in your account being disabled! This will occur on your third attempt.
When you are finished, please Exit and close your browser to protect your privacy.

[First Time Alumni and Donors can create an account here](#)

[Click here for important information regarding
->>> Process for Requesting Book Allowances/Parking Permits Online!](#)

[Click here for important information regarding
->>> Refund Schedule for Spring 2010](#)

Security Agreement: The User ID and PIN assigned to me are for my use ONLY and will not be disclosed to anyone else. By accessing this system, I agree to abide by the University's Computing and Network Usage Policy (<http://www.ncat.edu/~cit/policies/>) and not perform an illegal or unauthorized activity(s) that would violate state and/or federal laws, nor University policies. I will not disclose in verbal, electronic, or in printed format information that I'm not authorized to do so.

User ID:
PIN:

Forgot or Do Not Know Your Banner ID or PIN?

- If you do not know your Banner User ID or Pin, please go to the following site to retrieve it:
 - https://www.ncat.edu/~banner/ID_Request/
 - Or search for "Banner ID request" from the NC A&T homepage, "Search A&T" button
- To reset you PIN online, from the Self-Service Banner login page (pictured above), click on the "Forgot PIN?" button.



First Time Logging Into Banner?

- If you have never logged into Banner before, the default User ID is your birthday, in the following format: **MMDDYY**.
 - When assigning a PIN for yourself: it must be 6 numerical digits, and cannot be your date of birth.
- Click **Login** to continue to security question.



[HELP](#) [EXIT](#)

Login Verification Change PIN

Stop! Your PIN has expired. Please change it now.

Re-enter Old PIN:
New PIN:
Re-enter new PIN:

Security Question

- Type your New PIN number in the **Please Confirm your Pin**
- Enter **Question** and **Answer** and click **Submit**



[Personal Information](#) [Employee](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question: Not Selected
Answer:

OR

Question:
Answer:



ENTERING LEAVE

When Banner Self-Service opens, select **Employee**.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search

RETURN TO HOMEPAGE SITE MAP HELP EXIT

Welcome, Elmer Fudd, to Aggie Access! Last web access on Mar 19, 2010 at 12:43 pm

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Select **Leave Report**.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search

RETURN TO MENU SITE MAP HELP EXIT

Employee Services

[Time Sheet](#)

Leave Report

Select **Access my Leave Report**. Click **Select**.

Time Reporting Selection

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

SITE MAP HELP EXIT

Time Reporting Selection

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="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

Proxy_Set_Up

RELEASE: 8.3 powered by



Select the appropriate **Title and Department** and **Leave Report Period and Status**. If there is more than one title contact your supervisor to determine the correct one to use. Then click **Leave Report**.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search Go SITE MAP HELP EXIT

Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Technology Support Specialist, 005715-00 Human Resources, 44000	Jul 01, 2010 to Jul 31, 2010 Completed
Technology Support Specialist, 005715-00 Human Resources, 44000	Oct 01, 2010 to Oct 31, 2010 Not Started

RELEASE: 6.3 powered by
SUNGARD HIGHER EDUCATION

Done amen.ncat.edu:9054

Note: There are five **STATUS** categories under Leave Report Period and Status in which you could be classified:

1. **In Progress** – You have started your leave report, but not submitted it for approval.
2. **Pending** – You have submitted your leave report for approval.
3. **Completed** – The leave report has been approved by your supervisor and sent to Payroll.
4. **Not Started** – You have not started the leave report process.
5. **Returned for Correction** – There was a problem with your leave report and it was returned to you by the supervisor to correct.



You will see the **Leave Reporting** screen. On the top, you will see your **title, department, and leave reporting period**. Confirm you are on the right leave period.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends **Employee**

Search SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: Research Operations Mgr -- 002089-00
Department and Number: Biology -- 36505
Leave Report Period: Oct 01, 2010 to Oct 31, 2010
Submit By Date: Oct 30, 2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Leave Report Certification	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Notice that the column headings across the top correspond to the first week of the month, starting with the first day of the MONTH on the far left.

https://amen.ncat.edu:9054/pls/DEV28/bwpkctetm.P_EnterTimeSheet?JobsSeqNo=108349&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...

Earning: Sick Lv Taken
Date: Oct 08, 2010
Hours:

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



The far left column, lists the work and leave categories. For complete description of the leave, refer to the "Leave Comparison Chart."

Browser window showing the "Enter Time Sheet" form. The "Earning" field is set to "SICK LV Taken", the "Date" is "Oct 08, 2010", and the "Hours" field is empty. There are "Save" and "Copy" buttons.

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

URL: https://amen.ncat.edu:9054/pls/DEV28/bwpkctm.P_EnterTimeSheet?JobsSeqNo=1083498&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...

The first day of the month is given in the next column with fields to enter hours for each work and leave category.

Browser window showing the "Enter Time Sheet" form. The "Earning" field is set to "SICK LV Taken", the "Date" is "Oct 08, 2010", and the "Hours" field is empty. There are "Save" and "Copy" buttons.

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

URL: https://amen.ncat.edu:9054/pls/DEV28/bwpkctm.P_EnterTimeSheet?JobsSeqNo=1083498&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...



For example, for Friday, October 8th, the screen provides an **Enter Hours** field for **Comp Time Earned 1.0x**.

https://amen.ncat.edu:9054/pls/DEV28/bwpkctm.P_EnterTimeSheet?JobsSeqNo=108349&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...

Earning: Sick LV Taken
Date: Oct 08, 2010
Hours:

Save Copy

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

The screen shows all leave categories including: **Comp Time Earned 1.0x**, **Vacation Leave Taken**, **Sick Leave Taken**, **Bonus Leave Taken**, **Comp Time Taken**, and **Holiday Hours Worked**.

https://amen.ncat.edu:9054/pls/DEV28/bwpkctm.P_EnterTimeSheet?JobsSeqNo=108349&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...

Earning: Sick LV Taken
Date: Oct 08, 2010
Hours:

Save Copy

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



Some of the leave categories, such as **Leave Without Pay (LWOP)** or **Military Reserve Training Leave Taken**, you may seldom or never take.

<https://amen.nc...etButtonsDriver> x [Banner - North Carolina A&T State Univ...](#) +

Earning: Sick LV Taken
Date: Oct 08, 2010
Hours:

Earning	Total Hours	Total Friday Units Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-Up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

https://amen.ncat.edu:9054/pls/DEV28/bwpktetm.P_EnterTimeSheet?JobsSeqNo=108349&TypeEntry=D&LastDate=7&par_restart=Y&par_update=Y&par_submit=Y&par_recall=N&EarnCode=WVC&Shif...

It is suggested that you enter your leave on a WEEKLY basis. To help you transition to the Banner self-service leave reporting, you may wish to record your leave taken first on the PD-110.

INDIVIDUAL EMPLOYEE'S LEAVE RECORD

TO BE USED BY EMPLOYEES COVERED UNDER THE SPA EXEMPT LEAVE POLICY (TWELVE MONTH, NON-TEACHING PERSONNEL)

Return to: Department of Human Resources – Leave Administration
 This form is due by the 5th of each month.

ner ID#:	Last Name:									First Name:									MI:	MONTH:	YEAR:	Totals											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
s Worked																																	Hours Worked
p Time Earned																																	Comp Time Earned
p Time Used																																	Comp Time Used
tion																																	Vacation
																																	Sick
is																																	Bonus
munity Service																																	Community Service
lay																																	Holiday
r																																	Other

When Other (other type of leave) is used, state reason for each listed:



To enter leave, click on the **ENTER HOURS** field corresponding to the type of leave AND the specific day. For example, if you took a vacation day on Friday, October 8th, click on **ENTER HOURS** corresponding to **October 8** and **Vacation Leave Taken**.

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Banner will display the **Time Sheet** screen with a **data entry field**. Enter the number of hours of leave taken. Then click **SAVE**.

North Carolina Agricultural and Technical State University

Personal Information Student Financial Aid **Employee**

Search Go SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Leave Report
Title and Number: Human Resources Consultant -- 007384-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01, 2010 to Oct 31, 2010
Submit By Date: Nov 05, 2010 by 11:59 P.M.

Earning: Sick Lv Taken
Date: Oct 05, 2010
Hours:

Save Copy

Earning	Total Hours	Total Units	Friday Oct	Saturday Oct	Sunday Oct	Monday Oct	Tuesday Oct	Wednesday Oct	Thursday Oct
---------	-------------	-------------	------------	--------------	------------	------------	-------------	---------------	--------------



Banner can copy leave into other dates. If you also took vacation on Monday – Tuesday, October 11-12, first enter 8 on **October 8**, and then click on **COPY**.

The screenshot shows the Banner Time Sheet entry interface. At the top, there's a navigation bar with tabs for Personal Information, Student, Financial Aid, and Employee. Below this is a search bar and a "Go" button. The main heading is "Time Sheet". A note says: "To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period." Below this is a "Leave Report" section with the following details: Title and Number: Human Resources Consultant -- 007384-00; Department and Number: Human Resources -- 44000; Leave Report Period: Oct 01,2010 to Oct 31,2010; Submit By Date: Nov 05,2010 by 11:59 P.M. Under "Earning:", there is a "Vacation Lv Taken" section with "Date: Oct 08,2010" and "Hours: 8". The "Hours" field is circled in red. Below the "Hours" field are "Save" and "Copy" buttons, with the "Copy" button also circled in red. At the bottom, there is a table with columns for Earning, Total Hours, Total Friday Units, Saturday Oct, Sunday Oct, Monday Oct, Tuesday Oct, Wednesday Oct, and Thursday Oct.

Banner will display the **COPY** screen. Click on the radio buttons next to **10/11** and **10/12** to copy 8 hours of **VACATION LEAVE** into those dates. Then click on **COPY**.

The screenshot shows the Banner Copy Time Sheet screen. At the top, there's a warning: "Include Sunday(s). To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted." Below this is a "Possible Insufficient Leave Balance." section. Under "Leave Code:", there is a "Vacation Lv Taken, Shift 1" section with "Date and leave time to copy: Oct 08,2010, 8 Hours". Below this are checkboxes for "Include Saturdays:" and "Include Sundays:". Under "Copy by date:", there is a grid of dates from Friday Oct 01,2010 to Friday Oct 29,2010. The grid has columns for Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, and Thursday. The dates Oct 11,2010 (Monday) and Oct 12,2010 (Tuesday) are circled in red, and their corresponding checkboxes are checked. At the bottom, there is a "Done" button.



Every month, you need to enter a “1” in the **LEAVE REPORT CERTIFICATION** field. This will indicate that you have reported leave—even if you haven’t taken any type of leave for the month.

Earning: Sick LV Taken
Date: Oct 08, 2010
Hours:

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Click on **ENTER HOURS** corresponding to **LEAVE REPORT CERTIFICATION** field and the first working day of the month.

Earning: Sick LV Taken
Date: Oct 08, 2010
Hours:

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



On the **Time Sheet** screen, enter **"1"** and click **SAVE**.

Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.
Earning: Leave Report Certification
Date: Oct 01,2010
Hours:

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserv Trm Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

After you have completed entering your leave taken for the week and clicked **SAVE**, **EXIT** out of Banner.

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Be sure to set your printer to landscape before printing the document.

Donald Brandon
Research Operations Mgr, 002089-00

Biology, 36505

Leave Report

Earning Code	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010	Friday Oct 08,2010	Saturday Oct 09,2010	Sunday Oct 10,2010	Monday Oct 11,2010	Tuesday Oct 12,2010
Leave Report Certification	1		1											
Vacation Lv Taken	32								8	8			8	8
Total Hours:	33		1						8	8			8	8
Total Units:		0												

RELEASE: B.3



When you return to Banner, use the **NEXT** button to navigate to the next week.

The screenshot shows a web browser window displaying a Banner system page. The page contains a table with columns for dates and rows for various leave types. The 'Total Hours' row shows 33 hours. At the bottom of the page, there are several buttons: 'Position Selection', 'Comments', 'Preview', 'Submit for Approval', 'Restart', 'Previous', and 'Next'. The 'Next' button is circled in red, and a red arrow points to it from the text above. Below the buttons, there are fields for 'Submitted for Approval By:', 'Approved By:', and 'Waiting for Approval From:', followed by 'RELEASE: 8.3'. The page is powered by SUNGARD HIGHER EDUCATION.

Comp Time Earned 1.0X	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24	8	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	33	8	0	0	0	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

To view leave from the last week, click on **PREVIOUS** at the bottom of the page.

The screenshot shows the same Banner system page as above, but with the 'Previous' button circled in red. A red arrow points to it from the text above. The rest of the page content, including the table and the 'Next' button, is identical to the previous screenshot.



Banner will display the previous week's leave.

Earning	Total Hours	Total Units	Friday Oct 01, 2010	Saturday Oct 02, 2010	Sunday Oct 03, 2010	Monday Oct 04, 2010	Tuesday Oct 05, 2010	Wednesday Oct 06, 2010	Thursday Oct 07, 2010
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	1		1	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

To correct an earlier entry, click on the **ENTER HOURS** corresponding to the date and type of leave you wish to correct.

Earning: Vacation Lv Taken
Date: Oct 08, 2010
Hours:

Earning	Total Hours	Total Units	Friday Oct 08, 2010	Saturday Oct 09, 2010	Sunday Oct 10, 2010	Monday Oct 11, 2010	Tuesday Oct 12, 2010	Wednesday Oct 13, 2010	Thursday Oct 14, 2010
Leave Report Certification	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	32	8	8	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserve Trn Lv	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours



Re-enter the time and **SAVE**.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends **Employee**

Search SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

⚠ Possible Insufficient Leave Balance.

Leave Report
Title and Number: Research Operations Mgr -- 002089-00
Department and Number: Biology -- 36505
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Oct 30,2010 by 11:59 P.M.

Earning:
Date:
Hours:

Vacation Lv Taken
Oct 12,2010

Link opens in new window.
https://amen.ncat.edu:9054/ncat/PAYTEST/hw/kh/m.P_EnterTimeSheet?InhcSeqNo=108732&TvrnFnhv=D&AdData=7&nar_restart=Y&nar_update=Y&nar_submit=Y&nar_recall=N&FarrCode=W&K&S

Occasionally, you may wish to explain your LEAVE to your supervisor. Click on **COMMENTS** at the bottom of the screen.

Comp Time Earned 1.UX	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24	8	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Resrv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	33	8	0	0	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.3

powered by **SUNGARD** HIGHER EDUCATION



You will see a **COMMENTS** screen. Enter your comments and then click on **SAVE**.

RELEASE: 8.3

powered by
SUNGARD HIGHER EDUCATION

Done amen.ncat.edu:9054

After you have completed your monthly **Leave Record**, you may wish to preview it PRIOR to submitting for approval to your supervisor. Click **PREVIEW** at the bottom of the **Leave Record** page.



The **Preview Summary** provides a summary of the recorded leave for the month.

Search Go SITE MAP HELP EXIT

Be sure to set your printer to landscape before printing the document.

Donald Brandon
Research Operations Mgr, 002089-00 Biology, 36505

Leave Report

Earning Code	Total Hours	Total Units	Friday, Oct 01, 2010	Saturday, Oct 02, 2010	Sunday, Oct 03, 2010	Monday, Oct 04, 2010	Tuesday, Oct 05, 2010	Wednesday, Oct 06, 2010	Thursday, Oct 07, 2010	Friday, Oct 08, 2010	Saturday, Oct 09, 2010	Sunday, Oct 10, 2010	Monday, Oct 11, 2010	Tuesday, Oct 12, 2010	Wednesday, Oct 13, 2010
Leave Report Certification	1		1												
Vacation Lv Taken	32								8	8			8	8	
Total Hours:	33		1						8	8			8	8	
Total Units:		0													

Previous Menu

RELEASE: 8.3 powered by

SUBMIT FOR APPROVAL

Once you have entered your leave for the month, you will want to submit your **Leave Record**, to your supervisor for approval. Click the **SUBMIT FOR APPROVAL** button at the bottom of the page.

https://amen.nc...iP_UpdateCopy Banner - North Carolina A&T State Univ...

Comp Time Earned 1.0X	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Reserv Trn Lv Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Worked	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	33	8	0	0	0	0	0	0	8	8	0	0	0	0	0
Total Units:		0	0	0	0	0	0	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:

RELEASE: 8.3 powered by SUNGARD HIGHER EDUCATION



Enter your six-digit (numbers only) PIN and click on **SUBMIT**. Your **Leave Record** will route to your supervisor's Banner account.

North Carolina Agricultural and Technical State University

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Certification

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. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:

RELEASE: 8.3 powered by **SUNGARD** HIGHER EDUCATION

Once you hit **SUBMIT**, you will receive a confirmation screen.

Done amen.ncat.edu:9054

Google Search

<https://amen.ncat.edu/certificationDriver> [Banner - North Carolina A&T State Univ...](#)

Do you want Firefox to remember this password on ncat.edu?

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Your leave report was submitted successfully.

Leave Report

Title and Number: Human Resources Consultant -- 007384-00
Department and Number: Human Resources -- 44000
Leave Report Period: Oct 01,2010 to Oct 31,2010
Submit By Date: Nov 05,2010 by 11:59 P.M.

Earning	Total Hours	Total Units	Friday Oct 01,2010	Saturday Oct 02,2010	Sunday Oct 03,2010	Monday Oct 04,2010	Tuesday Oct 05,2010	Wednesday Oct 06,2010	Thursday Oct 07,2010
Leave Report Certification	1		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Lv Taken	24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Lv Taken	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comm Serv Lv Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay (LWOP)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Done Done



APPROVAL PROCESS

Once **you hit SUBMIT, your Leave Record** routes to your supervisor for approval and you cannot change your **Leave Record** via your Banner ID.

- Your supervisor or proxy, will approve your **Leave Record** and your leave will be recorded in Banner.
- To correct your **Leave Record** after you have submitted it, you can:
 - » Ask your supervisor to return it for correction.
 - » Ask your supervisor to correct your **Leave Record** on your behalf.

After you submit your **Leave Report**, it will move into **Pending Status**.

The screenshot shows the Banner 'Leave Report Selection' page for an employee. The page title is 'North Carolina Agricultural and Technical State University'. Under the 'Employee' tab, there is a search bar and links for 'SITE MAP', 'HELP', and 'EXIT'. The main section is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Jul 01,2010 to Jul 31,2010 Completed
Asst VC-Human Resources, 000127-00 Human Resources, 44000	Sep 01,2010 to Sep 30,2010 Pending

A red circle highlights the 'Pending' status in the second row. A red arrow points from the text above to this status. Below the table is a 'Leave Report' button. At the bottom, it says 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'.

After your supervisor approves your **Leave Report**, your monthly **Leave Report** will move to **Completed Status**.

The screenshot shows the Banner 'Leave Report Selection' page for an employee. The page title is 'North Carolina Agricultural and Technical State University'. Under the 'Employee' tab, there is a search bar and links for 'SITE MAP', 'HELP', and 'EXIT'. The main section is titled 'Leave Report Selection' and contains a table with the following data:

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01,2010 to Jul 31,2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01,2010 to Oct 31,2010 Completed

A red circle highlights the 'Completed' status in the second row. A red arrow points from the text above to this status. Below the table is a 'Leave Report' button. At the bottom, it says 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDUCATION'.



At times, your supervisor may have you correct your **Leave Report**. You will see **Returned for Correction** w/comments.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Research Operations Mgr, 002089-00 Biology, 36505	Jul 01,2010 to Jul 31,2010 Completed
Research Operations Mgr, 002089-00 Biology, 36505	Oct 01,2010 to Oct 31,2010 Return for Correction

RELEASE: 8.3 powered by
SUNGARD HIGHER EDUCATION

View the comments, and make the corrections. Then re-submit your corrected **Leave Report**.

North Carolina Agricultural and Technical State University

Personal Information Alumni and Friends **Employee**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You
Comment Date: Sep 27,2010
Enter or Edit Comment:

Made By: Katherine Burckley
Comment Date: Sep 27,2010
Comment: Thought you took a vacation day on September 7th.

RELEASE: 8.3 powered by
SUNGARD HIGHER EDUCATION



*****IMPORTANT REMINDERS*****

- Employees must complete their **Leave Report** by **Payroll deadlines**.
- Supervisors must **approve** the **Leave Report** by **Payroll deadlines**.
- Use Comments button to send messages to your Approver about your time entered.
- Your **Leave Balances** represent your **accrued leave** as of the **last Payroll cycle**.
- Enter your time and leave **accurately**.
- Your Leave Report cannot be changed by you via your Banner ID once it has been submitted. **Contact your supervisor (or proxy), if you discover a problem.**
- Clicking the Restart button will erase all time for the entire pay period.

IMPORTANT: FAILURE TO MEET A DEADLINE CAN RESULT IN YOUR PAY BEING DEFERRED UNTIL THE NEXT PAY