

Self Service Leave Reporting For Monthly Paid Employees

Follow the instructions below to complete your monthly leave report.

1. Log on to my.Samford.edu and navigate to the Employee Dashboard
 - a. From the menu on the left side: Tools > Banner: Employee > Employee Dashboard
 - b. Or you can use the Employee Dashboard widget
 - c. Or you can search Employee Dashboard in the search box at the top of the screen
2. Look to the right under My Activities and click on Enter Leave Report

The screenshot shows the 'Employee Dashboard' for 'Southern, Benjamin'. It includes sections for 'Leave Balances as of 07/22/2019' (Sick Leave: 35.00, Vacation: 6.00), 'Pay Information' (You have not yet been paid), 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, under 'My Activities', the 'Enter Leave Report' button is circled in red.

3. Once at the Leave Report screen, **select the reporting period** that you wish to access and select Start Leave Report. There will be times when more than one period is open at a time so please take note of the period that you have selected.

The screenshot shows the 'Leave Report' screen. It includes a 'Leave Report Period' dropdown menu. Below, a table lists reporting periods. The first row is 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc' with a period of '06/01/2019 - 06/30/2019' circled in red and a status of 'Not Started'. The 'Start Leave Report' button is circled in green.

4. The week which includes the first day of the pay period is displayed. Use the arrows to navigate to the week which includes the day of the month that you took leave. **If you took no leave, skip to step 11.**

The screenshot shows the 'Leave Report' screen with a calendar view. The first day of the pay period, '06/01/2019', is circled in red. The calendar shows the week of June 1st to 7th, 2019. The 'Start Leave Report' button is circled in green. A message 'Leave Report successfully created.' is displayed at the top.

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- Click on the first day you took leave and then select the appropriate leave code (listed as earn code) from the drop-down box.

The screenshot shows the 'Test Staff Leave Reporter' interface. At the top, there's a breadcrumb trail: 'Employee Dashboard > Leave Report > Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc'. Below this, the title 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc' is displayed. A date range '06/01/2019 - 06/30/2019' and a status 'In Progress' are shown. A calendar view displays days from Sunday to Saturday, with Monday the 3rd highlighted in blue. Below the calendar, a red circle highlights the 'Add Earn Code' dropdown menu, which is open and shows a list of options: 'Select Earn Code', 'Holiday Pay', 'Jury Duty', 'Military Leave', 'Sick Pay', and 'Vacation Pay'. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Preview'.

- Once the appropriate leave code is chosen, enter 1 in the “Days” box.
*****Important: Remember that you are entering this only for the 1 day highlighted. Do not enter a number higher than 1.** – You will be given the opportunity to copy this leave to additional days that you took using the same type of leave. – Additionally, Banner will not accept fractions at this point so you cannot report partial days. ***

This screenshot shows the same interface as the previous one, but now the 'Vacation Pay' option is selected in the 'Earn Code' dropdown. A red circle highlights the 'Days' input box, which now contains the number '1'. The 'Add Earn Code' button is still visible below the dropdown. The 'Exit Page' button is now visible at the bottom left, and the 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

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7. Click Save in the lower right corner to save the Leave Code and Days Count (1) for this day.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 1 2 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

+ Add Earn Code

Earn Code Vacation Pay Days 1

Exit Page

Cancel

Save

Preview

8. You may now use the Copy feature to copy this code to any day during the month that you took leave using same type of leave code.

✎ 📄 ⊖

Total: 1.00 Days

Copy Feature

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc Restart Leave Report Leave Balances

06/01/2019 - 06/30/2019 1.00 Days 1 2 In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 1.00 Days	4	5	6	7	8

+ Add Earn Code

Vacation Pay 1.00 Days

✎ 📄 ⊖

Total: 1.00 Days

Exit Page

Cancel

Save

Preview

Self Service Leave Reporting For Monthly Paid Employees

9. Click on any day that you used the same leave code. For instance, if you took a week of vacation, click on the appropriate Tuesday, Wednesday, Thursday and Friday to copy vacation. Click Save when all days which used the same leave code have been chosen.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Copy Leave Report Entry

Vacation Pay: 1.00 Days (06/03/2019, MONDAY)

Select Options

- ☐ Copy to the end of pay period
- ☐ Include Saturdays
- ☐ Include Sundays

Pay Period: 06/01/2019 - 06/30/2019

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 1.00 Days	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	1	2	3	4	5	6

Cancel Save

Exit Page Cancel Save Preview

10. If you took leave of another type, simply repeat steps 5 through 9 until you have entered all leave taken for the month. Skip to step 12 if you have recorded leave for the month.
11. **If you took no leave for the month**, simply choose a day during the pay period. Select “No Leave Taken” from the drop-down box and enter 1 in the “Units” box. Then save the record and skip to Step 16 to preview and submit your report.

Earn Code Units

No Leave Taken 1

12. If you should need to remove any leave from a day to which it was accidentally added, click on that day. Next click on the minus sign to the right of the Leave Code.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

06/01/2019 - 06/30/2019 5.00 Days In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 1.00 Days	4 1.00 Days	5 1.00 Days	6 1.00 Days	7 1.00 Days	8

➕ Add Earn Code

Vacation Pay 1.00 Days

Total: 1.00 Days

Exit Page Cancel Save Preview

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13. Confirm the message to delete the earnings.

The screenshot shows the 'Employee Dashboard' with the 'Leave Report' tab selected. The report is for 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc'. The date range is '06/01/2019 - 06/30/2019' and the total leave is '5.00 Days'. A calendar view shows days 2 through 8. Day 3 is highlighted with '1.00 Days'. A confirmation dialog box is open in the top right corner, asking 'Are you sure you want to delete the earning record?' with 'No' and 'Yes' buttons. The dialog box is circled in red.

14. Then click **Save** in the lower right corner to remove the code from the day. Repeat steps 12– 14 for any day that leave was incorrectly entered and needs to be removed.

The screenshot shows the same 'Employee Dashboard' with the 'Leave Report' tab. The report is for 'Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc'. The date range is '06/01/2019 - 06/30/2019' and the total leave is '5.00 Days'. A calendar view shows days 2 through 8. Day 3 is highlighted with '1.00 Days'. The 'Add Earn Code' button is visible. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Save' button is circled in red.

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15. If the leave for the day only needs to be edited rather than deleted, click on the day in question. Then click on the pencil icon beside the leave. Make the edit needed and click Save.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc [Restart Leave Report](#) [Leave Balances](#)

06/01/2019 - 06/30/2019 6.00 Days [i](#) [c](#) [p](#) In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19 1.00 Days	20	21	22

[Add Earn Code](#)

Sick Pay [1.00 Days](#) [pencil icon](#) [copy icon](#) [minus icon](#)

Total: 1.00 Days

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

16. Once you have finished entering all leave or the No Leave Taken code, whichever is appropriate, click on the Preview button on the bottom right to submit your leave report.

Employee Dashboard • Leave Report • Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc [Restart Leave Report](#) [Leave Balances](#)

06/01/2019 - 06/30/2019 6.00 Days [i](#) [c](#) [p](#) In Progress Submit By 07/25/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

[Add Earn Code](#)

Sick Pay [1.00 Days](#) [pencil icon](#) [copy icon](#) [minus icon](#)

Total: 1.00 Days

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

Self Service Leave Reporting For Monthly Paid Employees

17. Review the Summary of Leave Code Totals and Weekly Totals.

Leave Report Detail Summary

Pay Period: 08/01/2026 - 08/31/2026 | 5.00 Days | In Progress Submit By 09/10/2026, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/05/2026	SIC, Sick Pay	1	1.00 Days
08/14/2026	VAC, Vacation Pay	1	1.00 Days
08/17/2026	VAC, Vacation Pay	1	1.00 Days
08/18/2026	VAC, Vacation Pay	1	1.00 Days
08/19/2026	VAC, Vacation Pay	1	1.00 Days

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SIC, Sick Pay	1	1.00					1.00 Days
VAC, Vacation Pay	1		1.00	3.00			4.00 Days
Total Days		1.00	1.00	3.00			

18. Scroll down and agree to the statement at the bottom by checking the box. Submit your leave report.

NOTE: You will not be able to Submit until you scroll down and click the attestation box.

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SIC, Sick Pay	1	1.00					1.00 Days
VAC, Vacation Pay	1		1.00	3.00			4.00 Days
Total Days		1.00	1.00	3.00			

Routing and Status

Name	Action
	Originated On 08/24/2026, 02:53 PM
	Submit By 09/10/2026, 11:59 PM
Stewart, Julie A.	In the Queue

Comment (Optional):

Add Comment

2500 characters remaining

☐ 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.

The Submit button will highlight blue when you check the attestation box.

Return

Submit

Self Service Leave Reporting For Monthly Paid Employees

19. If for any reason you need to recall your leave report, you may do so at any time **before** your supervisor approves it by clicking on the Recall Leave Report.

Employee Dashboard

Leave Report

Test Staff Leave Reporter, HUMR24-00, S, PRFSH, Ck Distribution-Fac/Staff-Time Cloc

Leave Balances

06/01/2019 - 06/30/2019

6.00 Days

Pending

Submitted On 07/22/2019, 03:51 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Exit Page

Recall Leave Report

Review

20. Please let us know if you encounter any issues. Thank you!