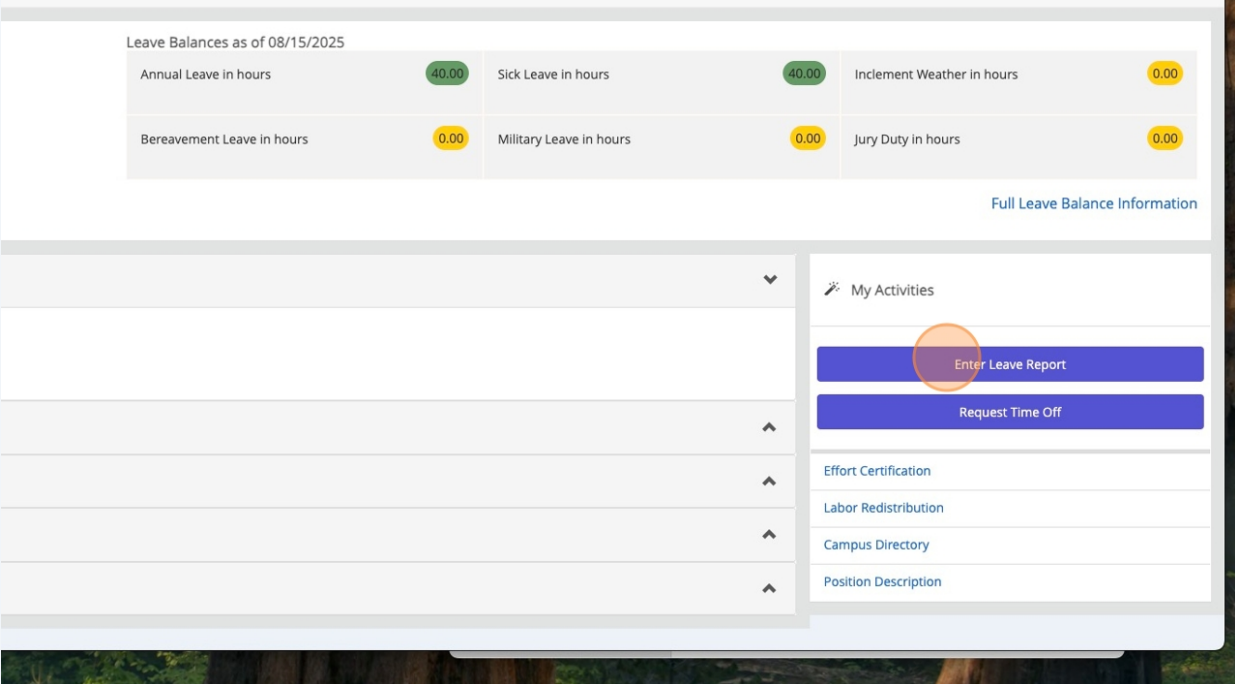


How to Submit a Leave Report in Banner Services

1

Click "Enter Leave Report"



Leave Balances as of 08/15/2025

Annual Leave in hours	40.00	Sick Leave in hours	40.00	Inclement Weather in hours	0.00
Bereavement Leave in hours	0.00	Military Leave in hours	0.00	Jury Duty in hours	0.00

[Full Leave Balance Information](#)

My Activities

- Enter Leave Report**
- Request Time Off
- Effort Certification
- Labor Redistribution
- Campus Directory
- Position Description

2 Click "Enter Leave Report"

Leave Balances as of 08/15/2025

Annual Leave in hours	40.00	Sick Leave in hours	40.00	Inclement Weather in hours	0.00
Bereavement Leave in hours	0.00	Military Leave in hours	0.00	Jury Duty in hours	0.00

[Full Leave Balance Information](#)

My Activities

- Enter Leave Report**
- Request Time Off
- Effort Certification
- Labor Redistribution
- Campus Directory
- Position Description

3 Click "Leave Report" (not Leave Request)

Employee Dashboard • Leave Report

Leave Report

Leave Report | Leave Request

Leave Period	Hours/Days/Units	Submitted On	Status
Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology			
07/16/2025 - 08/15/2025			Not Started

[Start L](#)

4 Click "Start Leave Report" for the Desired time period

Leave Report Period

Submitted On	Status
E Information Technology	Not Started

Start Leave Report

Prior Periods

5 Select the day you would like to enter time for. Note: the default calendar date will default to the end of the current pay period

Time Entry

bannertest.tnstate.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/calendar/106650/P

Employee Dashboard • Leave Report • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

07/16/2025 - 08/15/2025

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
13	14	15	16	17

Add Earn Code

Earn Code

Select Earn Code

6 Click the arrow to change the date as necessary

The screenshot shows the Tennessee State University Employee Self-Service portal. The user is logged in as "Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology". The page displays a calendar for the period 07/16/2025 - 08/15/2025. The calendar shows days 6 through 11. An orange circle highlights the left arrow button on the calendar navigation. Below the calendar is a section labeled "Add Earn Code" with a dropdown menu for "Earn Code" showing "Select Earn Code".

7 Once you select the desired date, Click the Earn Code dropdown

The screenshot shows the Tennessee State University Employee Self-Service portal. The user is logged in as "Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology". The page displays a calendar for the period 07/16/2025 - 08/15/2025. The calendar shows days 30 through 4. The date 31 is highlighted in blue. Below the calendar is a section labeled "Add Earn Code" with a dropdown menu for "Earn Code" showing "Select Earn Code". An orange circle highlights the dropdown arrow on the "Earn Code" field. At the bottom left, there is a link labeled "Exit Page".

8 Select code

07/16/2025 - 08/15/2025 ⓘ

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3
				4

<

+ Add Earn Code

Earn Code

Select Earn Code

- Annual Leave
- Sick Leave
- Inclement Weather
- Bereavement
- Military Leave

Exit Page

9 Enter "Hour(s)"

07/16/2025 - 08/15/2025 ⓘ

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3
				4

<

+ Add Earn Code

Earn Code

Annual Leave

Hours

1

Exit Page

10 After click "Save"

In Progress Submit By 08/21/2025, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
1	2	3	4	5

+ Add Earn Code

Hours

7.5

Cancel Save Preview

11 Optional - Click this cell

bannertest.tnstate.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/calendar/106650/P

Employee Dashboard • Leave Report • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

07/16/2025 - 08/15/2025 7.50 Hours ⓘ

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31 7.50 Hours	1	2	3

+ Add Earn Code

Annual Leave ⓘ 7.50 Hours

12 Click here

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

07/16/2025 - 08/15/2025 7.50 Hours ⓘ

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31 7.50 Hours	1	2	3

4

[Add Earn Code](#)

Earn Code

Select Earn Code

[Exit Page](#)

13 Click here

ab/timeEntry#/teApp/leavereport/calendar/106650/P

at Affairs Random Links Sites needed later RingCentral Icon Website SNOW Tickets Apple MDM Info TSU Meal Info 1tot1 SSO All Bookmarks

Test, John D.

ss and Finance, 010240-00, S, W40100, WTE Information Technology

, W40100, WTE Information Technology

[Restart Leave Report](#) [Leave Balances](#)

In Progress Submit By 08/21/2025, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
1	2	3	4	5

[Add Earn Code](#)

14 Click this cell

sb/timeEntry#/teApp/leave/report/calendar/106650/P

Incognito

Test, John D.

ss and Finance, 010240-00, S, W40100, WTE Information Technology

, W40100, WTE Information Technology

Restart Leave Report Leave Balances

In Progress Submit By 08/21/2025, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
8	9	10	11	12

+ Add Earn Code

15 Click here

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

07/16/2025 - 08/15/2025 7.50 Hours

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	7	8	9	10

+ Add Earn Code

Earn Code

Select Earn Code

Exit Page

16 Click here

07/16/2025 - 08/15/2025 | 7.50 Hours ⓘ ☰

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	7	8	9	10

<

+ Add Earn Code

Earn Code

Select Earn Code

- Annual Leave
- Sick Leave
- Inclement Weather
- Bereavement
- Military Leave

Exit Page

17 Enter "Hours"

Interim VP of Business and Finance, U10240-00, S, W40100, WIE Information Technology

07/16/2025 - 08/15/2025 | 7.50 Hours ⓘ ☰

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	7	8	9	10

<

+ Add Earn Code

Earn Code

Annual Leave

Hours

1

Exit Page

18 Click Save

In Progress Submit By 08/21/2025, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
8	9	10	11	12

+ Add Earn Code

Hours

4

Cancel Save Preview

19 Optional - Click the Copy if you need to copy hours over several days

ss and Finance, 010240-00, S, W40100, WTE Information Technology

, W40100, WTE Information Technology

Restart Leave Report Leave Balances

In Progress Submit By 08/21/2025, 11:59 PM

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
8	9	10	11 4.00 Hours	12

+ Add Earn Code

Total: 4.00 Hours

20 Select the days you want to copy

In Progress Submit By 08/21/2025, 11:00 AM

ry

(08/11/2025, MONDAY)

Pay Period: 07/16/2025 - 08/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 7.50 Hours	1	2
3	4	5	6	7	8	9
10	11 4.00 Hours	12	13	14	15	16

Cancel Save

Total: 4.00 Hours

Cancel Save Preview

21 Click here

In Progress Submit By 08/21/2025, 11:59 PM

5, MONDAY)

Pay Period: 07/16/2025 - 08/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 7.50 Hours	1	2
3	4	5	6	7	8	9
10	11 4.00 Hours	12	13	14	15	16

Cancel Save

Total: 4.00 Hours

Cancel Save Preview

22

In Progress

Submit By 08/21/2025, 11:59 PM

5, MONDAY)

Pay Period: 07/16/2025 - 08/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 7.50 Hours	1	2
3	4	5	6	7	8	9
10	11 4.00 Hours	12	13	14	15	16

Cancel

Save

TUESDAY

Total: 4.00 Hours

Cancel

Save

Preview

23 Click Save

In Progress

Submit By 08/21/2025, 11:59 PM

5, MONDAY)

Pay Period: 07/16/2025 - 08/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 7.50 Hours	1	2
3	4	5	6	7	8	9
10	11 4.00 Hours	12	13	14	15	16

Cancel

Save

TUESDAY

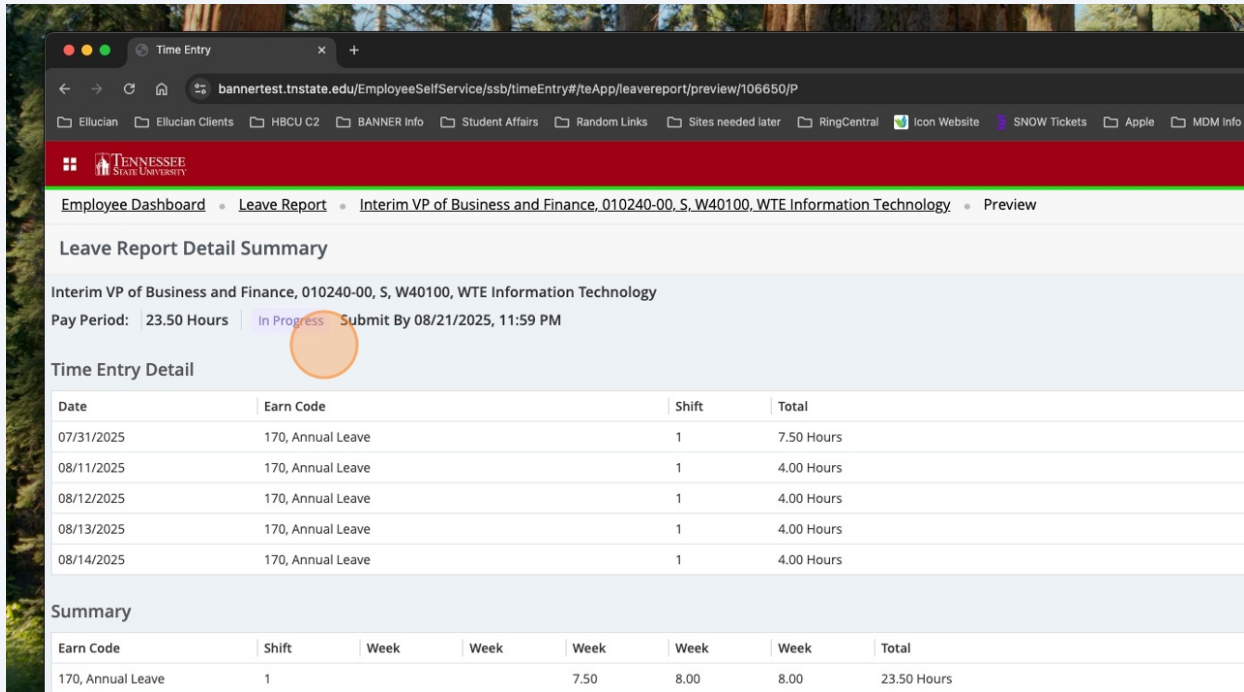
Total: 4.00 Hours

Cancel

Save

Preview

24 Verify your time entries



Time Entry

bannertest.tnstate.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/preview/106650/P

Employee Dashboard • Leave Report • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology • Preview

Leave Report Detail Summary

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Pay Period: 23.50 Hours In Progress Submit By 08/21/2025, 11:59 PM

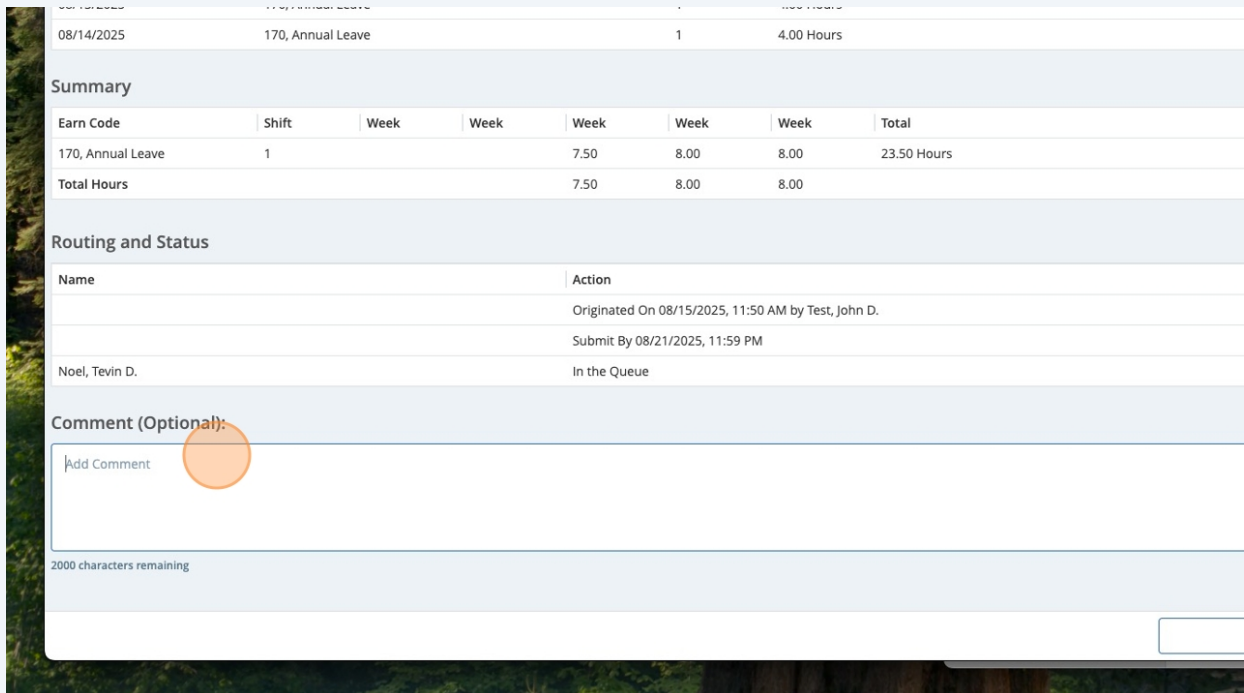
Time Entry Detail

Date	Earn Code	Shift	Total
07/31/2025	170, Annual Leave	1	7.50 Hours
08/11/2025	170, Annual Leave	1	4.00 Hours
08/12/2025	170, Annual Leave	1	4.00 Hours
08/13/2025	170, Annual Leave	1	4.00 Hours
08/14/2025	170, Annual Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1			7.50	8.00	8.00	23.50 Hours

25 Enter Comment if necessary



08/14/2025 170, Annual Leave 1 4.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1			7.50	8.00	8.00	23.50 Hours
Total Hours				7.50	8.00	8.00	

Routing and Status

Name	Action
	Originated On 08/15/2025, 11:50 AM by Test, John D.
	Submit By 08/21/2025, 11:59 PM
Noel, Tevin D.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

26 Click Submit

1				
4.00 Hours				

Week	Week	Week	Total
7.50	8.00	8.00	23.50 Hours
7.50	8.00	8.00	

Action
Originated On 08/15/2025, 11:50 AM by Test, John D.
Submit By 08/21/2025, 11:59 PM
In the Queue

Return

Submit