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"

3   Click "Leave Report" (not Leave Request)

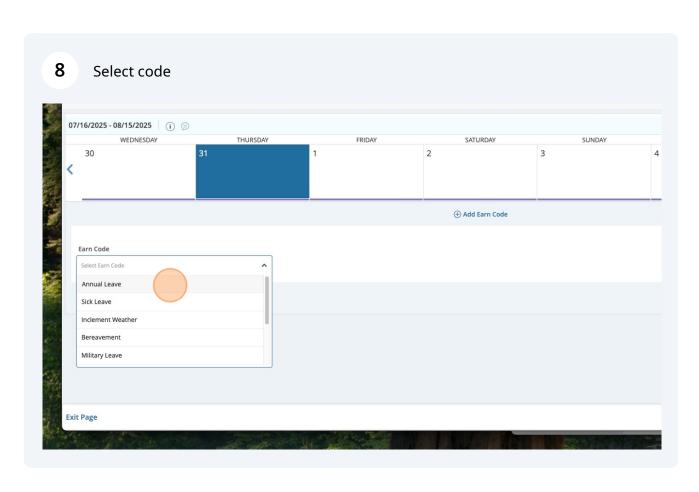**4** Click "Start Leave Report" for the Desired time period
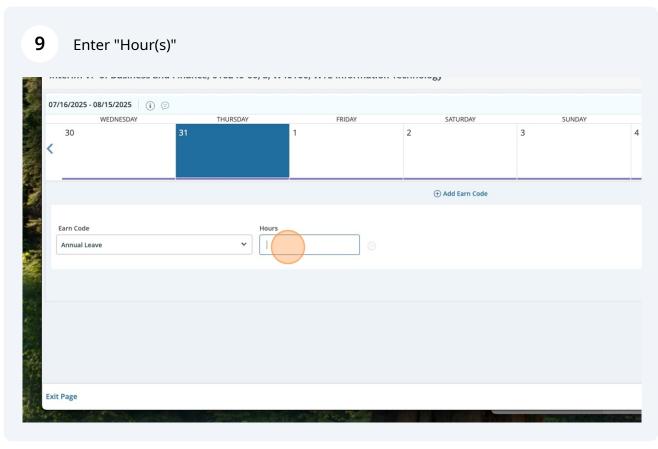

5 Select the day you would like to enter time for. Note: the default calendar date will default to the end of the current pay period
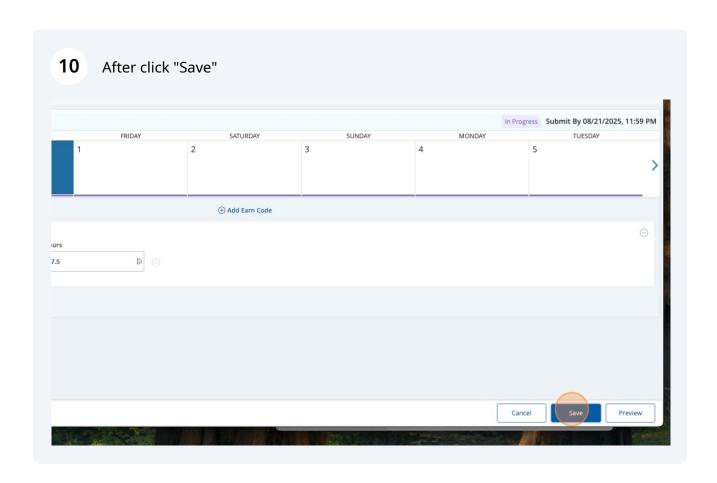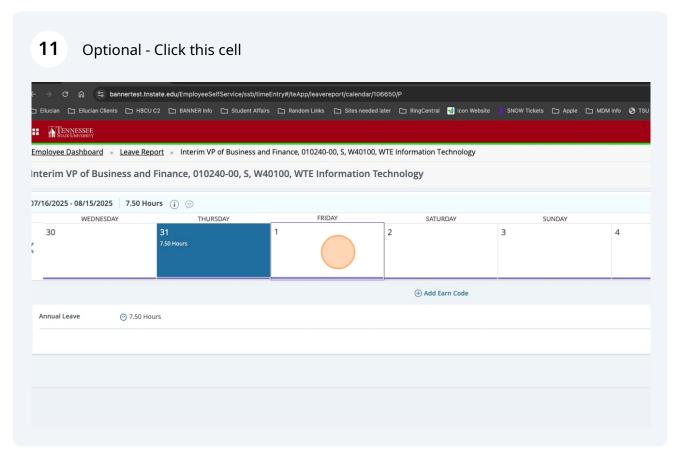
6   Click the arrow to change the date as necessary

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

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

Exit Page

10   After click "Save"

11   Optional - Click this cell

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

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13 Click here

⚙ ⓐ 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

15 Click here

16 Click here

07/16/2025 - 08/15/2025 | 7.50 Hours (i) 💬

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	7	8	9	10	11

⊕ 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, 010240-00, S, W40100, WTE Information Technology

07/16/2025 - 08/15/2025 | 7.50 Hours (i) 💬

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	7	8	9	10	11

⊕ Add Earn Code

Earn Code   Hours

Annual Leave ⌄   ⊖

Exit Page

18 Click Save

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

20 Select the days you want to copy
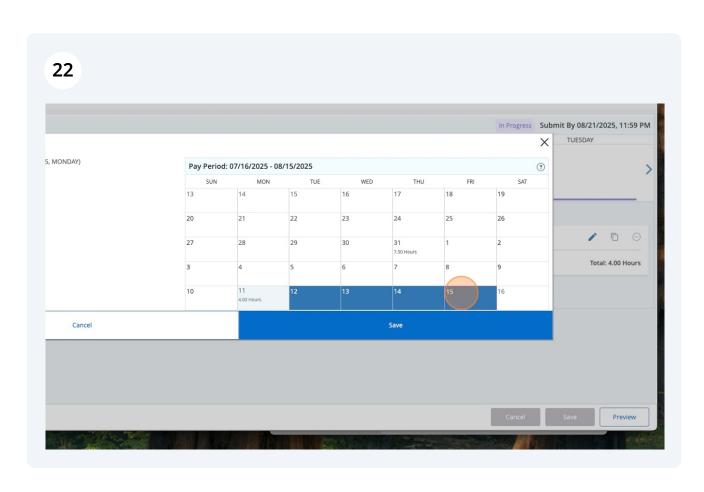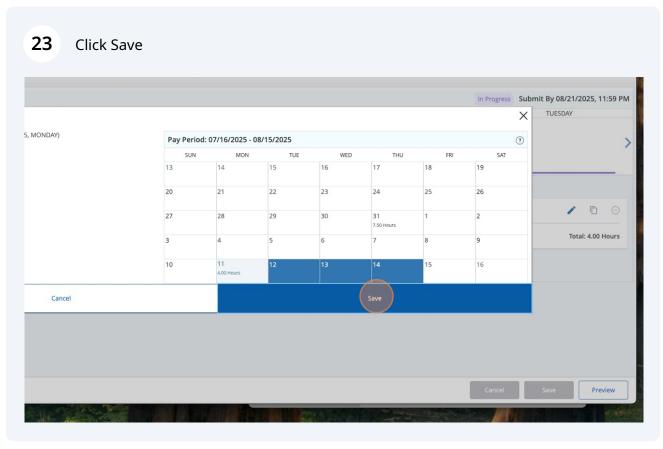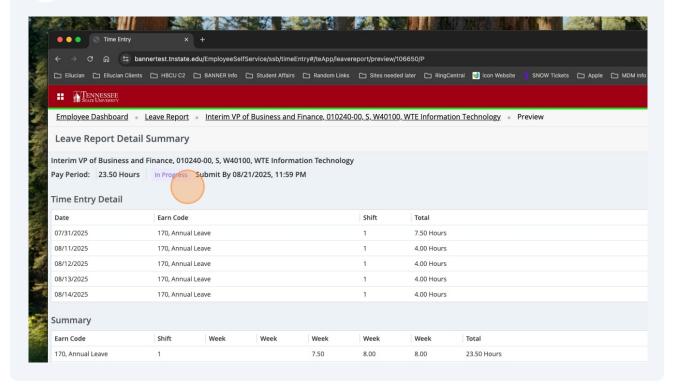

21 Click here

22

23 Click Save

24 Verify your time entries

25 Enter Comment if necessary

26   Click Submit

	1	4.00 Hours		

k	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