Leave Reporting
Questions and Answers

Question: **What is the purpose of the on-line Leave Reporting process?**
Answer: **The purpose of on-line leave reporting is to eliminate an outdated paper process. If used properly, it can also allow supervisors to be more aware of the time-off submitted by their employees. And, by distributing the responsibility of the task to the employee, what previously took one person a significant amount of time each month, will take an individual less than 5 minutes.**

Question: **Who should be contacted if there are problems with the Leave Reporting activities?**
Answer: **Questions should be directed to Monica Hatchett in Payroll (mcotton@fa.ua.edu, x.8215)**

Question: **What is the timeframe for employees to enter their time off into the Banner on-line system?**
Answer: **Entries can be accepted beginning on the 8th day of the reporting month through the 7th day of the following month. For example, time for the month of January may be entered into the on-line system beginning on Jan 8 until Feb 7 at 5pm. The timeframe is the same for each month, even when those dates fall on a weekend.**

Question: **What is the timeframe for approvals to be completed in the Banner on-line system?**
Answer: **Approvals should be completed by the 10th day of the month following the reporting month. The sooner the balances are updated, the more accurate the employee's balance is.**

Question: **May employees be asked to submit their time earlier than the "official" Banner cut-off?**
Answer: **Departments, at their discretion, may alter the dates that employees must have their time-off into the on-line system. However, keep in mind that the "official" time is displayed on the employee's leave report page, which is the 7th of each month.**

Question: **Why would an employee not see the month they want to post to as an option in the drop-down listing?**
Answer: **The employee is probably trying to report outside of the established reporting timeframe or they never started the report and the due date has passed.**

Question: **What is the problem if an employee receives a message that reads "You have no records available….please contact payroll"?**
Answer: **There is no *one* answer to this question but some of the most common reasons are: (1) the position that has been established as the "official" approver is vacant, (2) all of the various set-ups for an approver are not complete, (3) a PA updating the employee's employment record has not been received/completed, (4) employee's position has been terminated due to budgetary reasons and a new PA has not been received/completed by Input**

Question: **What is the best way to ensure completion of the process by the deadline?**
Answer: **(1) Enlist assistance from your dean, director or department head or HR Partner. Make sure everyone understands that the employee's part is simple and quick. (2) Send e-mail reminders close to the end of the month. And follow-up with those who have not started their report by the last few days**

of the month. (3) Encourage employees not to wait until the last minute; time can be entered (and SAVED) throughout the month and submitted after the month has ended.

Question: **Why is another party unable to enter the time for an employee?**
Answer: **Banner's on-line leave reporting is a SELF-SERVICE feature and requires an individual's confidential user id and password.**

Question: **What steps should be taken when an employee takes time off during the month, starts their leave report, but fails to submit the on-line report by the deadline?**
Answer: **If you can routinely send out a reminder to your employees to submit their leave report, these occurrences should become rare. But, Banner also has an override feature that will let a system administrator "override" that employee's leave report and submit it to the approver. Contact Susan Lee (slee@fa.ua.edu, x. 5817)**

Question: **When is an approver permitted to make changes to an employee's leave report that is in the approver's queue?**
Answer: **When an employee submits any hours in error, fails to enter hours, or enters hours on an incorrect day or leave type, they should notify the approver. Departments, at their discretion, may also set forth internal guidelines if deemed appropriate. If there is a concern that an employee did not report time off, a supervisor should be notified.**

Question: **How are changes made to the approver?**
Answer: **It is best if you recognize the need to change approvers <u>in advance</u> of the month in which the change needs to take place. Notify payroll of those future changes no later than the 5th of the month. Changes will become effective on the 8th. Banner is not effective-dated for leave reporting approvals. This means that the approver assigned in Banner at the time the employee initiates their leave report will be the approver who must approve the reports that month for that org code (or employee's position).**

Question: **Why are on-line reports in a status of "Error"?**
Answer: **If the employee attempted to submit their on-line report more than once it may end up in a status of 'Error'. This is probably due to the browser speed of submitting the report to the database and has been a rare occurrence. The on-line report, however, can still be approved and the balance should update correctly.**

Question: **Why do on-line reports show that the employee has "<u>Errors</u>"? Will that 'Error' be removed when the approval is completed?**
Answer: **If the employee submitted their on-line report with 0.00 hours, Banner will identify this as an error. If 0.00 is correct, approve that employee and continue with the approvals. The error will remain even after the approvals are completed.**

Question: **What is the best way to see the details of the total time-off for an employee?**

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Answer: **Click on the employee's name to see the type of leave and hours per day that were taken for that month.**

Question: **If an approver is absent during the time approvals are to be done, what needs to happen?**
Answer: **Official approvers should always have an established Proxy in the event of their absence.**

Question: **What if an employee is out during the entire leave reporting period?**
Answer: **If an individual is off and does not report that time on-line, a manual entry will be necessary. An e-mail should be sent to Payroll (mcotton@fa.ua.edu, x.8215) and include the name, cwid, leave type, number of hours and reason for manual entry. This should be sent no later than the 10th of the month. Keep in mind that this is a web tool and time off can be entered from any workstation. An employee does not have to be on campus to submit or approve leave time.**

Question: **What if an employee misses the deadline for entering time off?**
Answer: **Time taken should be entered during the month in which the employee is away from work. However, when this is not possible, the time may be entered in the following month. The employee should record the time on the first Saturday of the current month. In such cases, the employee and their supervisor should note in their file when the time off was actually taken.**