Enter Leave in Banner or Submitting With No Time Used

Employee Instructions

To enter time used or submit with no time used:
- Go to Banner from MUW Homepage.
- Enter User ID (Your 9501 number) and PIN.
- Select Employee Information.
- Select Leave Report.
- Select Access my Leave Report.
- Select the appropriate reporting period from the drop-down box (Note: Normally, there will only be 1 or 2 months from which to choose.).
- Select Leave Report button to move to next screen.
- Enter all leave taken on the appropriate day by selecting the "Enter Hours" link on that day on the appropriate row.
- For example, to report 8 hours personal leave for April 8, select the "Next" button to scroll to the next week.
- Click the Enter Hours link on April 8 on the Personal Leave row.
- New information will pop up on the screen just below Submit Date with a box beside Hours. Verify that you are using Personal Leave and that it is on the correct date just above the box. Enter your 8 hours in the blank box.
- Once the correct hours are entered, select Save.
- Continue moving through the entire month by choosing Next or Previous.
- Once you have verified that all time taken has been entered for Personal, Medical and Comp Time (if appropriate), select Submit for Approval. NOTE: Once Submit for Approval has been selected, the Approver is the only one who can make changes or return to the employee for correction.
- REMINDER: It is the employee's responsibility that all leave rules and laws have been followed when taking leave. If medical leave was taken and the employee accrues personal leave, 8 hours of personal leave must be taken before each use of medical leave. (See Leave Rules FAQ for all leave rules).