



Banner Self-Service Leave Report Employee & Supervisor Instructions

REMINDER:

It is the employee's responsibility to follow leave rules and laws when using leave. If medical leave was used and the employee accrues personal leave, 8 hours of personal leave must be used before each use of medical leave. Follow this link for leave rules:

<https://www.muw.edu/hr/employees/handbook/information/benefits/#leaveallowances>

If you need assistance, please contact Human Resources.

Leave report deadlines:

- Each month, employees will receive an email from hrinfo@muw.edu with deadlines to submit your leave report.
- After the deadline, employees will not have access to their leave report and should contact Human Resources for instructions to submit a late leave report.

CAUTION: Use the function keys in Banner Self-Service to navigate the leave report instead of the browser back arrow key, which may result in lost entries or cause a submission error. Instructions are for desktop and could vary if using a mobile device or tablet.

To enter leave used:

1. Go to WConnect from MUW Homepage and log in.
2. Select Banner Self-Service.
 - **If prompted with Enhance your Experience pop-up box - select No Thanks.**
3. Select Employees Tab.
4. Select Leave Report.
5. Select Start Leave Report. (The current reporting month should be the only available report.)
6. Use the arrow buttons to move through the days of the month to select the day leave was used. When selected, the day box will be blue.
7. Select the type of leave you are using from the Earn Code drop down menu.
8. Enter the hours used in the Hours Box.
9. Select Save. (You must save each entry before proceeding to another entry.)
10. To add Comments (ex: FMLA, med cert, bereavement, etc.) select the Speech Bubble, located above the days of the week, to bring up the comment box. After entering the comment, select Save. A yellow number will appear by the bubble indicating comments have been added. You can edit comments by clicking on the speech bubble and selecting the Edit tool.
11. Select Preview to see all hours entered.

12. Verify that all time used has been entered on the correct day for Personal, Medical and Comp Time (if appropriate).
13. If incorrect, select the Return tab to make changes.
14. If correct, select Submit.
 - *If submitted in error, you can select the Recall Leave Report tab to cancel the submission ONLY IF it has not been approved by the supervisor. Once changes are made, you will need to re-submit your leave report.*

To submit a leave report when no leave was used:

1. Follow steps 1-5 above.
2. Click the arrow to scroll through the days to activate the leave report.
3. Select the Preview tab.
4. Select Submit.

Accessing a leave report after it's started but not submitted:

1. Follow steps 1-5 above.
2. For the monthly calendar view, select Leave Report Period drop down menu, select Month and then select the current reporting month.
3. For a weekly view, select the date range under Leave Period.

Supervisor leave approval:

1. Go to WConnect from MUW Homepage and log in.
2. Select Banner Self-Service.
 - *If prompted with Enhance your Experience pop-up box - select No Thanks.*
3. Select Employee Dashboard.
4. Select Approve Leave Report.
5. Select the Employee Name to open the leave report in a Detail Summary View. You can also view the status of each employee's leave report on this page. To view who hasn't started, select Not Started from the drop down menu.
6. From this screen you have the option to:
 - a. Select Approve tab to approve leave report.
 - *This action is final and cannot be reversed. If a leave report is approved with an error, contact Human Resources for instructions to submit a corrected leave report.*
 - *After approving, select Time Entry Approvals to return to the previous screen to open the next leave report.*
 - b. Select Return for Correction tab if the employee has a leave entry error to correct. You will be required to enter a comment before the return for correction action is complete. Please notify the employee their leave was returned – they do not get a notification from the system.
 - c. Select Details tab to open a weekly calendar view of the leave report. In this view you can scroll through the days to review leave used.
 - *While Supervisors have the ability to change an employee's leave report before approving; do not take this action prior to consulting with Human Resources as well as providing comments in the leave report for documentation.*
7. Proxy leave approval is available in certain circumstance. Contact Human Resources for information.