WEB LEAVE ENTRY

The following instructions are for the leave reports of monthly (exempt) employees who accrue Annual and Sick leave. [Nine-Month Faculty Members and Non-exempt (semi-monthly) employees as well as monthly employees who do not accrue leave will continue to submit paper time reports.]

INSTRUCTIONS FOR EMPLOYEES ENTERING LEAVE

1. Go to http://www.tnstate.edu and click on MyTSU.
2. Enter Username and Password to login. (Contact the Help Desk at x7777 if you have login questions.)
3. Click on Banner Services, then Employee, then Leave Report, then Access My Leave Report, then Select.
4. Ensure the correct reporting period is reflected in the box and click Leave Report.
5. Go to the date/type of leave taken, then Click Enter Hours. If needed, click Next to cycle through additional dates.
6. Enter approved hours for that date/type in the box and click Save. Repeat until the report is complete.
7. If no leave is taken during the leave period, enter zero (-0-) hours for one day to avoid the error message, “Warning-No hours entered”.
8. If needed, click Comments to add clarifying notes (e.g., "Administrative Closing Leave not reflected 02/15/20xx. On duty.")
9. Click Submit for Approval.
10. Ensure the top of the screen reflects successful transmission and the bottom reflects routing to the supervisor.
11. Click Submit for Approval, then Log Out.

NOTE: SINCE BANNER DOES NOT SEND EMAIL NOTIFICATIONS, PLEASE CALENDAR THE 16TH OF EACH MONTH AS A RECURRING DEADLINE.

INSTRUCTIONS FOR SUPERVISORS APPROVING LEAVE

1. Go to http://www.tnstate.edu and click on MyTSU.
2. Enter Username and Password to login. (Contact the Help Desk at x7777 if you have login questions.)
3. Click on Banner Services, then Employee, then Leave Report, then Approve or Acknowledge Time, then Select.
4. Select the department to be reviewed and then click Select.
5. Ensure the correct time periods are reflected for each employee and contact those who have not submitted leave reports.
6. Click an employee’s name and compare his/her entries to the Record-Keeper’s leave summary.
   - If the information matches, click Approved.
   - If the information does not match, have the Record-Keeper contact the employee to reconcile the difference. Click Return for Correction if the employee has to make a correction, and return later to approve that employee’s leave.
7. If needed, click Comments to add clarifying notes for Payroll. [See #7 in the “Employees” section above for an example.]
8. Click Submit for Approval.
9. Ensure the top of the screen reflects successful transmission and the bottom reflects routing to Payroll.
10. Select Next for the next employee’s report until all are completed. Return to step 4 until all departments completed.
11. Click Log Out.

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