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.
   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".
7. If needed, click ***Comments*** to add clarifying notes (e.g., "Administrative Closing Leave not reflected 02/15/20xx. On duty.")
8. Click ***Submit for Approval***.
9. Enter PIN as: (1) the first six digits of SSN **or** (2) 6-digit date of birth.
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***.

NOTE: SINCE BANNER DOES NOT SEND EMAIL NOTIFICATIONS, PLEASE CALENDAR THE 17TH OF EACH MONTH AS A RECURRING DEADLINE.