Title	**Banner Leave Report**
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Created by	Julie Burke, Project K.E.Y.S. Karen Keenan, Division of Human Resources
Copyright	Kent State University and Sungard Higher Education, 2007
Process Owner	Robinette Hodges, Barbara Casher
Dept/Division	Records/Division of Human Resources Academic Personnel/Office of the Provost
Get help with this process	
Get help with Banner Access	Contact the Help Desk, 672-HELP (672-4357)
Processes	About Leave Report Time Reporting Channel in FlashLine Enter Leave Report Hours


About Banner Leave Report

Unclassified staff and faculty at Kent State University use **Banner Leave Report** to report vacation, sick, and personal time for the current and previous pay periods.

Six past and present pay periods are displayed under Leave Report.

Classified, hourly unclassified, and student employees report time in *Kronos*. A link to *Kronos* can be found in the *Workflow and Utilities* channel on the *My Action Items* tab in *FlashLine*.

Leave Report Channel (My Action Items tab in FlashLine)

Click More for the list of current/past report periods.
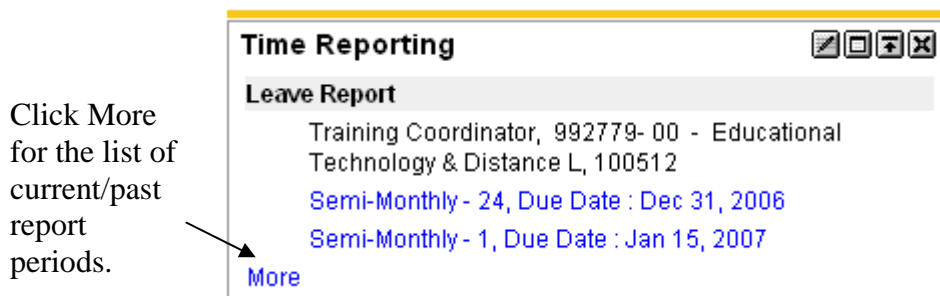
The complete reporting and approval procedure is as follows:

1. Employee enters, **saves** hours, can can exit.
2. Employee **submits** hours when hours for the period are final. Submitting hands off the report to the approver.
3. Approver reviews the leave report.
4. Approver may **return** the report to the employee for corrections, if so;
5. Employee corrects and re-**submits** the report
6. Approver reviews and **approves** the report.

   (This is the point at which the leave hours are deducted from the employee's leave balance.)

7. Any changes post-approval must be made through a request to HR Records (unclassified) or Academic Personnel (faculty).

Log in to FlashLine, access Time Reporting

Step	Action
1.	Open a web browser and go to your campus home page, or www.kent.edu.
2.	Click the Flashline Link at upper right. Type your FlashLine ID and password into the log in fields provided, click Go.
3.	Click the My Action Items tab. Look for the **Time Reporting** channel.

The Leave Report Form

Time and Leave Reporting

ⓘ Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:		Mgr, Acad Personnel -- 997534-00
Department and Number:		Academic Personnel -- 100075
Leave Report Period:		Nov 16, 2006 to Nov 30, 2006
Submit By Date:		Dec 31, 2006 by 12:00 A.M.

Earning	Total Hours	Total Units	Thursday Nov 23, 2006	Friday Nov 24, 2006	Saturday Nov 25, 2006	Sunday Nov 26, 2006	Monday Nov 27, 2006	Tuesday Nov 28, 2006	Wednesday Nov 29, 2006
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

| Position Selection | Comments | Preview | Submit for Approval | Restart | Previous | Next |

Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

	(Select your position if you have more than one reporting line.)
1.	Select the reporting period from the drop-down list, which displays the current period and past periods.
2.	You will see the Time and Leave Reporting detail screen, displaying the first week of a pay period.
3.	To view the second week of a period, click the **Next** button at the lower right.

Enter Leave Hours for a Specific Day

Earning	Total Hours	Total Units	Thursday Nov 23, 2006
Vacation Pay	0		Enter Hours
Sick Leave Pay	0		Enter Hours
Personal Leave Pay	0		Enter Hours
Total Hours:	0		0
Total Units:		0	0

Hours: 8

Save   Copy

	Hours	Units	Nov 16, 2006	Nov 17, 2006	Nov 18, 2006	Nov 19, 2006	Nov 20, 2006	Nov 21, 2006	Nov 22, 2006
Vacation Pay	16		8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16		8	8	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

1.	Locate the day for which you wish to enter leave.
2.	Click the blue **Enter Hours** link for the type of leave you are reporting. (A, above.)
3.	The Hours detail will appear (B, above.) Type the number of leave hours in the Hours field. Click **Save**.
4.	Click **Copy** to copy the same number of hours to additional days.
5.	At this point, you can exit Time Reporting with the hours **saved but not submitted** to your approver. Note: You may change report hours as many times as desired in a period as long as you click **Save,** but do not click Submit for Approval.
6.	Enter **Comments** if desired. Click **Preview** to refresh the view. Click **Restart** to clear all entries on a screen.
7.	At the end of the pay period, or when you are certain that your hours report is correct for the period, click **Submit for Approval**. (C, above.)

Certify and Submit the Report

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and Flashline Password.

Enter your Flashline Password and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

FLASHLINE Passwd: [   ]

Submit

1.	Enter your FlashLine password to certify your leave report.
2.	Click Submit to submit the report for approval.
3.	After you submit the report, you will be able to view your hours for this period, but you will not be able to make changes. Contact your supervisor to make changes.
	Note: Your approver can change your hours or return the report to you for correction until he/she has approved the report.

Verification Message

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠️ **Your leave report was submitted successfully.**

Leave Report

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Earning	Total Hours	Total Units	Thursday Nov 16, 2006	Friday Nov 17, 2006	Saturday Nov 18, 2006	Sunday Nov 19, 2006	Monday Nov 20, 2006	Tuesday Nov 21, 2006	Wednesday Nov 22, 2006

When you submit leave for approval, a confirmation message will appear on-screen.

Corrections

The approver may return the leave report to you for correction. **There is no automatic notification that this has happened, your approver must tell you** to change the form. The approver may include comments on the report, which you will see.

You may request that your approver return the report to you for changes.
As long as the approver has not approved the period, they can make changes to your record on your behalf, or return the record to you so that you can make the changes.

Complete a returned report in the same manner as the original. Enter the corrected hours, Save the hours, provide comments if you wish, and Submit for Approval.

Exit Leave Reporting

Exit Leave Reporting at any time by clicking the double-arrow
Back button found in the page header.