


Employee Leave Report Instructions

At the 'Welcome to Banner @ JCU' screen click on 'Staff' and then on the drop down menu click on 'Employee Dashboard'. The following screen will appear. Click on 'Enter Leave Report'.

Employee Dashboard



[My Profile](#)

Leave Balances as of 03/26/2021

Vacation Time in hours	157.50	Sick Time in hours	388.00	Personal Time in hours	15.00
Mission Leave in hours	22.50				

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [02/26/2021](#) [All Pay Stubs](#) [Deductions History](#)

Earnings Benefits Taxes

My Activities

- [Enter Time](#)
- [Enter Leave Report](#)
- [Approve Time](#)
- [Approve Leave Report](#)
- [Approve Leave Request](#)

Click 'Start Leave Report'.

[Employee Dashboard](#) > [Leave Report](#)

Leave Report

Approvals Timesheet Leave Report

Leave Report Period: ▼

Leave Period	Hours/Days/Units	Submitted On	Status	
[REDACTED]				Prior Periods
03/01/2021 - 03/31/2021			Not Started	Start Leave Report
02/01/2021 - 02/28/2021	15.00 Hours	02/26/2021	Completed	i

Click on the date to enter leave hours.
To select your earn code, click on the down arrow.

Employee Dashboard • Leave Report [Redacted] Leave Report successfully created.

Restart Leave Report Leave Balances

03/01/2021 - 03/31/2021 Submit By 04/10/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
21	22	23	24	25	26	27

Add Earn Code

Earn Code
Select Earn Code

To enter multiple earn codes for a specific day, click on 'Add Earn Code'.
Once all hours have been entered, click 'Save'.
The status of your leave report and its due date/time are displayed on the top right corner.

Employee Dashboard • Leave Report [Redacted] Restart Leave Report Leave Balances

03/01/2021 - 03/31/2021 In Progress Submit By 04/10/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17	18	19	20

Add Earn Code

Earn Code Hours
Vacation Time 3.75

Earn Code Hours
Personal Time 3.75

Exit Page Cancel Save Preview

To submit your leave report for approval, click 'Preview'.

Employee Dashboard • Leave Report • [Redacted] Leave Report data successfully saved.

[Redacted] Restart Leave Report Leave Balances

03/01/2021 - 03/31/2021 | 7.50 Hours In Progress Submit By 04/10/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17 7.50 Hours	18	19	20

Vacation Time 3.75 Hours Total: 3.75 Hours

Personal Time 3.75 Hours Total: 3.75 Hours

[Exit Page](#) Cancel Save **Preview**

Review your hours and if correct, click 'Submit'. Once this step is done you will be unable to go back and change any hours.

Preview ✕

[Redacted]

Pay Period: 03/01/2021 - 03/31/2021 | 7.50 Hours

Submit By: 04/10/2021, 11:59 PM

Earning Distribution	
Earn Code	Total
Vacation Time	3.75
Personal Time	3.75
Total Hours	7.50
Total Units	0.00

Weekly Summary

Cancel **Submit**

The following screen will appear:

The screenshot displays a web interface for an Employee Dashboard. At the top, there are navigation links for "Employee Dashboard" and "Leave Report". A green notification box in the top right corner states: "The Leave Report has been successfully submitted." Below this, a status bar shows "Pending" and "Submitted On 03/26/2021, 02:48 PM". The main area is a calendar grid for the month of March 2021, from 03/01/2021 to 03/31/2021. The grid shows days 14 through 20. Day 17 (Wednesday) is highlighted with "7.50 Hours" and a blue bar at the bottom of the grid.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15	16	17 7.50 Hours	18	19	20

Employee Leave Reports will be due on the 5th of the following month.

Supervisor approval will be due on the 10th of the following month.

Please note, any changes in due dates will be sent via email.