Leave Reports and Monthly Time Reporting – How to Use the Online Reporting System

Presented by
Jennifer McLean
Payroll Operations Manager
Objectives:

At the end of this session, you will be able to:

- Log into Banweb
- Report Daily Time
- Report Overtime
- Report Leave
- Locate Your Leave Balances
Email Notices

You will receive a notice on the 1st of each month indicating your prior month time report is due and your new month time report is available for use.

Click on the link in your email to go to your Time Sheet.
Banweb: banweb.pdx.edu

- Log In with Your Odin account:
Banweb: banweb.pdx.edu

- Log In with Your Odin Account:
  - Go to the Employee Services Tab
Banweb: banweb.pdx.edu

- Log In with Your Odin Account:
  - Employee Services Tab
  - Leave Reports and Monthly Time Reporting
Monthly Dashboard
Request Leave

You can navigate to Monthly Leave Reports or Leave Approvals from either the top menu bar or the center menu bar.
Leave Balances

Your Leave Balances are listed at the bottom of the page.
Request Leave

Leave Dashboard: Jennifer McLean

- I'm Sick Today
- Request Leave
- Monthly Leave Report
- Leave Approvals

Full Request History

Unapproved Requests

Recently Approved Requests

Leave Summary

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Available Leave as of 06/30/16</th>
<th>Approved Requests</th>
<th>Pending Requests</th>
<th>Reported Leave</th>
<th>Projected Remaining Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>596.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12.00</td>
<td>584.00</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>233.00</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
<td>201.00</td>
</tr>
</tbody>
</table>
• Employees can click “I’m Sick Today” to report as out sick the night before or tomorrow of absence
• The system will auto-populate today’s date
• Notification of absence is sent to employee’s supervisor
• Employees should comply with department policies
• Employee has the option of selecting a pre-determined email list or adding an email to notify others of their absence
  ▫ Email lists for departments can be set up by their Dean, Director or Department Chair (DDD list)
# Leave Request: Jennifer McLean

## Leave Date(s)

<table>
<thead>
<tr>
<th>Request From Date:</th>
<th>Request To Date:</th>
<th>Total Hours:</th>
<th>Type of Leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07/2016</td>
<td>03/07/2016</td>
<td>3.0</td>
<td>Sick Leave Taken</td>
</tr>
</tbody>
</table>

## Comments to Supervisor:

- Include comments in email notifications

## Notify Mailing List (In Addition to Supervisor)

**Suggested Lists**
- bbighaus@pdx.edu
- hrc-mbc-group@pdx.edu
- moorejm@pdx.edu
- vui@pdx.edu

**Additional Lists**
- fakeEmail27@pdx.edu

[Submit Request] [Cancel]
Today’s information is Auto-Populated for You

**Leave Request: Jennifer McLean**

<table>
<thead>
<tr>
<th>Leave Date(s)</th>
<th></th>
<th>Total Hours:</th>
<th>Type of Leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request From Date:</td>
<td>03/07/2016</td>
<td></td>
<td>Sick Leave Taken</td>
</tr>
<tr>
<td>Request To Date:</td>
<td>03/07/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments to Supervisor:**

- □ Include comments in email notifications

**Notify Mailing List (in Addition to Supervisor):**

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- hrc-mbc-group@pdx.edu
- moorejm@pdx.edu
- vul@pdx.edu

**Additional Lists**
- fakeEmail27@pdx.edu

[Submit Request] [Cancel]
• Your supervisor will be emailed
• You can email additional people

Leave Request: Jennifer McLean

Leave Date(s)

<table>
<thead>
<tr>
<th>Request From Date:</th>
<th>Request To Date:</th>
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<tr>
<td>03/07/2016</td>
<td>03/07/2016</td>
<td>3</td>
<td>Sick Leave Taken</td>
</tr>
</tbody>
</table>

Comments to Supervisor:

☑ Include comments in email notifications

Notify Mailing List (in Addition to Supervisor)

Suggested Lists
- bbqhaus@pdx.edu
- hrc-nbc-group@pdx.edu
- moorejm@pdx.edu
- vu1@pdx.edu

Additional Lists
- fakeEmail27@pdx.edu
- Additional Mailing Lists
• Your supervisor will be emailed
• You can email additional people
• You can create a departmental list under Administration Tab
Request Leave

- Click on the box “Request Leave”
Request Leave

- Request Leave
- Leave Balances are Displayed
- Select Position
- Select Dates
- Select type of Leave
- Click “Submit Request”

### Leave Summary

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Available Leave as of 06/30/16</th>
<th>Approved Requests</th>
<th>Pending Requests</th>
<th>Reported Leave</th>
<th>Projected Remaining Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>595.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12.90</td>
<td>584.00</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>233.00</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
<td>201.00</td>
</tr>
</tbody>
</table>

### Select your position*

- HRC UU Payroll Manager (09:45:57-00)
- Supervisor: Pam Hutchins (HRC UU Dir-Payroll@HRIS&Comp)

* If your current supervisor is not listed please contact askhr@pdx.edu.

### Leave Date(s)

<table>
<thead>
<tr>
<th>Request From Date:</th>
<th>Request To Date:</th>
<th>Total Hours:</th>
<th>Type of Leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vacation Time Taken</td>
</tr>
</tbody>
</table>
Request Leave

- Click on the box “Request Leave”
- Leave Balances are Displayed
Request Leave

- Click on the box “Request Leave”
- Leave Balances are Displayed
- Select Position
Request Leave

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- Select Dates
Request Leave

- Click on the box “Request Leave”
- Leave Balances are Displayed
- Select Position
- Select Dates
- Select type of Leave

![Leave Request: Jennifer McLean](image-url)

**Leave Summary**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Available Leave as of 08/31/16</th>
<th>Approved Requests</th>
<th>Pending Requests</th>
<th>Reported Leave</th>
<th>Projected Remaining Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>592.00</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>231.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>231.00</td>
</tr>
</tbody>
</table>

**Select your position**

- Supervisor: Pam Hutchins (HRC UU Dir-Payroll&HRIS&Comp)

**Leave Date(s)**

- Request From Date: 10/10/2016
- Request To Date: 10/10/2016
- Total Hours: 0
- Type of Leave: Vacation Time Taken

**Comments to Supervisor:**

- Include comments in email notifications
Request Leave

- Click on the box “Request Leave”
- Leave Balances are Displayed
- Select Position
- Select Dates
- Select type of Leave
- Submit Request
Report Time

- Click on the box “Monthly Leave Report”
Report Time

- To enter daily time worked, click on the “Calendar Entry” button.
Report Time

- To Enter Daily Time Click on Calendar Button
- Time Requested and Approved in advance is populated. Review for accuracy. Update if needed.
Report Time

- To Enter Daily Time Click on Calendar Button
- Review Time Requested and Approved
- Use Drop Down to select Type Of Work or Leave
- Change Hours When Needed
- Click on Day to Add Time
- Close Calendar when done
Report Time

- To Enter Daily Time Click on Calendar Button
- Review Time Requested and Approved
- Use Drop Down for Type Of Leave
- Change Hours When Needed
- Click on Day to Add Time
- Click on “X” in corner to remove time
- Close Calendar when done
Report Time

• To Enter Daily Time Click on Calendar Button
• Review Time Requested and Approved
• Use Drop Down for Type Of Leave
• Change Hours When Needed
• Click on Day to Add Time
• Close Calendar
• "Save Changes Without Submitting" throughout the month as you enter updates

If your current supervisor is not listed please contact askhrc@pdx.edu.

By selecting Submit below I certify that
  * The time entered represents a true and accurate record of my leave taken/time worked.
  * I am responsible for any changes made using my ID and password.

☐ I confirm that no leave was taken during October.

Save Changes Without Submitting
Report Time

- To Enter Daily Time Click on Calendar Button
- Review Time Requested and Approved
- Use Drop Down for Type Of Leave
- Change Hours When Needed
- Click on Day to Add Time
- Close Calendar
- Save Without Submitting
- To Delete/Change time after it was Saved
- Click on the “X” to the right

Monthly Time Reporting: Daniel Hernandez

Select your position*

- HRC UI Payroll Technician, D96720-00, 600300

Select the report month*

- November

Time/Leave Report Status: In Progress

Time Worked/Leave Taken for November

<table>
<thead>
<tr>
<th>Dates</th>
<th>Type of Leave</th>
<th>Requested Hours</th>
<th>Request Status</th>
<th>Actual Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2016</td>
<td>Hours Worked</td>
<td>8</td>
<td>IAI Reported</td>
<td>8</td>
</tr>
<tr>
<td>11/02/2016</td>
<td>Hours Worked</td>
<td>8</td>
<td>IAI Reported</td>
<td>8</td>
</tr>
<tr>
<td>11/03/2016</td>
<td>Hours Worked</td>
<td>8</td>
<td>IAI Reported</td>
<td>8</td>
</tr>
<tr>
<td>11/04/2016</td>
<td>Vacation Time Taken</td>
<td>8</td>
<td>IAI Reported</td>
<td>8</td>
</tr>
</tbody>
</table>
Report Time

- When finished with entry for the month
- Click “Submit Leave Report”

<table>
<thead>
<tr>
<th>Employee/Supervisor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments to HR (max 140 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Submit To:
Pam Hutchins (HRC UU Dir-Payroll&HRIS&Comp)

If your current supervisor is not listed please contact askhrc@pdx.edu.

By selecting Submit below I certify that:

* The leave time entered represents a true and accurate record of my leave taken/time worked.
* I am responsible for any changes made using my ID and password.

[Submit Leave Report] [Save Changes]
View All Requests

- To view all Requests click on “Full Request History” up in the left hand corner.
Prior Reports

- To view prior month reports click on “View Previous Submissions” up in the right hand corner

### Report Leave Taken: Jennifer McLean

**Select your position**: HRC UU Payroll Manager, D94597-00, 600300

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Leave</th>
<th>Requested Hours</th>
<th>Request Status</th>
<th>Actual Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/05/2016</td>
<td>Vacation Time Taken</td>
<td>8</td>
<td>Approved</td>
<td>8</td>
</tr>
<tr>
<td>07/06/2016</td>
<td>Vacation Time Taken</td>
<td>8</td>
<td>Approved</td>
<td>8</td>
</tr>
<tr>
<td>07/07/2016</td>
<td>Vacation Time Taken</td>
<td>8</td>
<td>Approved</td>
<td>8</td>
</tr>
<tr>
<td>07/08/2016</td>
<td>Vacation Time Taken</td>
<td>8</td>
<td>Approved</td>
<td>8</td>
</tr>
<tr>
<td>07/25/2016</td>
<td>Sick Leave Taken</td>
<td>8</td>
<td>Late Reported</td>
<td>8</td>
</tr>
<tr>
<td>07/27/2016</td>
<td>Sick Leave Taken</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Leave Subtotal**
- Sick Leave Taken: 8
- Vacation Time Taken: 32

### Additional Leave Taken

**From Date**: [ ] **To Date**: [ ] **Total Hours**: [ ] **Type of Leave**: [Select Leave Type]
Still Have a Question?

Resources:
HR Website:  http://www.pdx.edu/hr
Call HR: x4926
Email HR: askhrc@pdx.edu