Online Leave System FAQ

How do I access the new Online Leave System?

In BANWEB (banweb.pdx.edu), enter your PSU log-in information. Then, select “Employee Services” on the top tabs. From there, select one of the three leave options: Leave Reports, Leave Dashboard & Leave Requests, or Leave Approvals.

INFORMATION FOR ALL EMPLOYEES:

How and when do I REPORT leave?

You must submit any leave taken during a month or pay period at the end of that month or pay period. You will receive an email on the first of each month prompting you to report leave for the prior month. You’ll receive a reminder email around the 10th of the month if your prior month’s leave has not yet been submitted.

1) Click on the “Leave Reports” button from your Leave Dashboard.
2) Select or confirm your position information and the report month.
3) Leave requested in advance will be pre-populated in your monthly Leave Reports. Review the pre-populated leave information and edit if necessary.
4) To add new leave entries, enter the information in the “Additional Leave Taken” box. Use the (add) icon if you have more than one leave date series to add to your report.
5) Optional: Enter comments to your supervisor if you’d like.
6) Required: Comments to HR describing “Other Leave” when this leave type is reported, such as Jury Duty.
7) Optional: Enter comments to HR clarifying information reported if needed.
8) When you’re finished, click “Submit” at the bottom of the page.

What If I Did NOT Use Leave Last Month?

1. Click on the “Leave Reports” button from your Leave Dashboard.
2. Select or confirm your position information and the report month.
3. At the bottom of the report click the box next to the statement, “I confirm that no leave was taken during the month”.
4. When you’re finished, click “Submit” at the bottom of the page.

How do I REQUEST leave?

1) Click the “Request Leave” button from your Leave Dashboard.
2) Select or confirm your position information, enter your requested leave dates, and select the type of leave you’d like to use.
3) Optional: Add comments to your supervisor if you’d like.
4) Optional: Select a mailing list to inform the appropriate team if you’d like.
5) When you’re finished, click “Submit” at the bottom of the page. Your supervisor will be informed that you have requested leave. The mailing list you’ve selected will receive a notification email when your supervisor approves your leave.
6) Leave requested in advance will be pre-populated in your monthly Leave Reports.

I’m calling in sick TODAY. How do I notify my supervisor and team?

If your department’s “call in sick” protocol includes email notification, including email generated from the online leave system, then:

1) Click the “I’m Sick Today” button from your Leave Dashboard.
2) The leave notification page will appear, pre-populated with today’s information.
3) Optional: Add comments to your supervisor if you’d like.
4) Optional: Select a mailing list to inform the appropriate team.
5) When you’re finished, click “Submit” at the bottom of the page. Your supervisor and the mailing list you selected will receive an email notifying them that you’re sick.

My Leave REQUEST was RETURNED FOR CORRECTION. What do I do now?

1) Look in the “Unapproved Requests” box in your Leave Dashboard.
2) Click on the (expand) icon to the left of the request with the status of “Returned for Correction” and scroll down to see your supervisor’s comments.
3) Click the (resubmit) icon to the right of the request, edit the request, and resubmit your edited request if appropriate.

My Leave REPORT was RETURNED FOR CORRECTION. What do I do now?

1) Click on the “Leave Report” button from your Leave Dashboard.
2) Click on the (comment) link to the right of the report with the status of “Returned for Correction” to see your supervisor’s comments.
3) Click the (resubmit) icon to the right of the report, make corrections by either editing the hours in the “Actual Hours” column or adding leave in the “Additional Leave Taken” box.
4) When you’re finished, click “Submit” at the bottom of the page.

How do I change an EXISTING Leave Request?

1) Click the “Request Leave” button from your Leave Dashboard.
2) To DELETE a request entirely, simply click the (delete) icon to the right of the entry.
3) To MODIFY a request, click on the (expand) icon to the left of the entry. Edit your request in the new window.
4) Optional: Add comments to your supervisor if you’d like to.
5) When you’re finished, click the “Save Hours” button below the request total to route your request to your supervisor for approval.

How do I change a Leave REPORT that I’ve ALREADY SUBMITTED?
The correction method depends on the report’s status, as follows:

1) Report status is **Pending or Approved** (this is before payroll has processed leave); ask your supervisor to return your report to you for correction, enter corrections, and resubmit.

2) Report status is **Complete** (payroll has processed leave); your correction must be submitted manually, outside of the Online Leave System. Print a copy of the report in need of correction, write in your corrections, sign the copy, and have your supervisor sign to approve the change. Forward the correction to HR.

**What are the deadlines for employee leave REPORT submission and supervisor APPROVAL?**

1) All overtime exempt employees are required to report their leave activity, including a confirmation of no leave taken, each month.

2) Employees will receive an email prompt to submit leave activity for the prior month on the 1st. If not submitted, reminder emails are sent on the 10th and late notices with cc to supervisor on the 13th and the 16th.

3) If an employee fails to submit a monthly leave report by the end of the day on the 16th the system will automatically submit their report for approval. Any leave entered will be forwarded for approval, and if no leave has been entered a default report indicating not time taken is forwarded to the supervisor for verification. The supervisor must then either “Return for Correction” or “Approve” the report.

4) Final approval by supervisors must be completed by the end of day on the 17th to feed leave activity into payroll processing to maintain accurate employee leave balances.

**ADDITIONAL INFORMATION FOR APPROVERS, SUPERVISORS, AND MANAGERS:**

**How do I APPROVE my employee’s leave REPORT?**

1) From BANWEB, Employee Services, select “Leave Approval Dashboard.” Leave reports are listed by Approver in the second section of the Leave Approval Dashboard. You may see pending reports awaiting your action, or action by another supervisor you are a proxy for.

2) Click on the approver’s name to open a list of leave reports pending approval/disapproval.

3) Click on the (expand) icon to the left of the report to see the details of that report.

4) Click on the (approve) icon to approve the report, or the (disapprove) icon to send the report back for correction.

5) To mass “Approve All” leave reports
   a. First, review pending leave reports for leave recording errors or omissions
   b. Return reports with errors for correction
   c. Approve the remaining leave reports at one time by clicking on the “Approval All” button located at the bottom left-hand corner of the page.
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How do I view leave requests or leave reports I’ve recently acted on or approved?

From BANWEB, Employee Services, under the Leave Approval Dashboard:
1) Select your name in the category you want to review (requests or reports) and a summary of past transactions, sorted by status and then by month, is listed.
2) For a full list of Leave Reports for employees who report directly to you, including status and hours reported, select the “View All Reports” link in the upper right-hand corner of the page, then select the report month from the drop down arrow.

How do I add or remove a Proxy Approver?

1) From BANWEB, Employee Services, select “Proxy Setup.”
2) Your current Proxies and systems for which they are authorized to approve on your behalf are listed on the left side of the screen.
3) To remove proxy access check the “Remove” box, then “Save.”
4) To add Proxy Approvers, use the right side of the screen.
5) Select the individual to appoint as your proxy, and the approval system you are granting proxy approval rights to.
6) Review the internal control and fiscal authority statements. Certify they are true by checking the box, then “Save."

What reports are available to help supervisors track leave balances?

Data Master (Cognos) reports, under Production Content, Human Resources, include:

- Leave Balances by Employee ID - H0007
- Leave Balances by (Home) Organization Code - H0008
- Employee Managers and Time Approvers by Organization Code - H0019

How do I provide feedback about the Online Leave System?

If you would like to let us know of your overall experience using the new leave system, of any glitches encountered, and other observations about the Online Leave System, please send your comments by email to askhrcc@pdx.edu.

How do I get additional help with the Online Leave System?
Contact HR at by email to askhrc@pdx.edu, or by phone at 503-725-4926. Your question will be routed to an HR team member for a response.