FAQ for Online Leave and Monthly Time Reporting System

How do I access the Online Leave and Monthly Time Reporting System?

In BANWEB (banweb.pdx.edu), enter your PSU log-in information. Then, select “Employee Services” on the top tabs. From there, select Leave Reports and Monthly Time Reporting, or Leave Dashboard & Leave Requests.

How and when do I REPORT Time?

Overtime-eligible employees must record their actual time worked and leave taken, recording daily activity totals, throughout the month, then submit their monthly time report at the end of each month.

You will receive an email on the 1st of each month prompting you to submit the prior month’s report and to begin recording your current month report.

1) Click on the “Leave Reports” button from your Leave Dashboard.
2) Select your position and the report month.
3) Leave requested in advance will be pre-populated in your monthly Time Report. Review the pre-populated leave information and edit if necessary.
4) To add daily time, go to the section “Enter or Add Additional Time Worked/Leave Taken” click on the box marked “Calendar Entry”.
5) In the Calendar Entry, select number of hours and pay/leave type from the fields below, then click on the days in the calendar to add that pay/leave type to the form for those days.
6) To remove an entry before saving, click the “X” in the corner.
7) Click “Close Calendar”
8) Click “Save Without Submitting”
9) To remove an entry after saving, slick the “X” to the right of the day in the “Time Worked/Leave Taken” section.
10) Optional: Enter comments to your supervisor if needed.
11) Required: Comments to HR describing “Other Leave” when this leave type is reported, such as Jury Duty.
12) Optional: Enter comments to HR clarifying information reported if needed.
13) When you’re finished for the month, click “Submit” at the bottom of the page.

When are Leave and Monthly Time Reports due?

Time reports should be submitted at the end of each month. You’ll receive a reminder email around the 10th of the month if you have not submitted your time.

How do I REQUEST leave?

1) Click the “Request Leave” button from your Leave Dashboard.
2) Select your position, 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 Monthly 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 Time 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 Time REPORT submission and supervisor APPROVAL?

1) All employees are required to report their work and leave activity each month.

2) Employees will receive an email prompt to submit their time report 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) 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 time or 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 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 askhr@pdx.edu.

How do I get additional help with the Online Leave System?

Contact HR at by email to askhr@pdx.edu, or by phone at 503-725-4926. Your question will be routed to an HR team member for a response.