



Electronic Leave Request Guide

How to approve a leave request

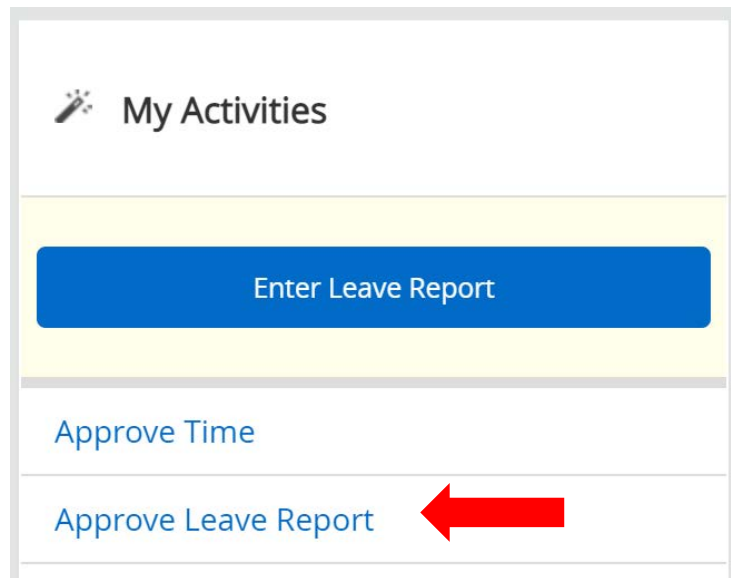
What is an electronic leave request?

The electronic leave request replaces the paper leave form for **exempt** employees requesting to use sick and vacation time only.

***Please note that requests for jury duty and bereavement leave should still be submitted using the current paper leave [form](#).*

How do I review an electronic leave request submitted for approval?

1. Log in to [Banner Web-Employee](#) and you will be taken to the Employee Dashboard.
2. Select *Approve Leave Report* (right hand side under *My Activities*).



3. Confirm that you are reviewing for the correct pay cycle.

The screenshot shows the 'Employee Dashboard - Time Entry Approvals' interface. It features a navigation bar with 'Approvals' and 'Leave Report' tabs. Below are filters for 'Leave Report', 'All Departments', '04/01/2021 - 04/15/2021 (2021 SM 7)', and 'All Status except Not Started'. A distribution status report shows a bar chart with 'Pending' and 'In Progress' categories. A table below shows a pending leave report for Hall, Farrell.

Employee Name	ID	Organization	Hours/Days/Units
Hall, Farrell	900000222	1-71102, Information Systems	8.00 Hours

- Click on the person's name and a dialogue box will pop out. This will give you a summary of the hours requested.

Preview ✕

900000222 - Hall, Farrell

, SE9829-00, 1, 71102, Information Systems

Pay Period: 04/01/2021 - 04/15/2021 | 8.00 Hours

Submitted On: 03/31/2021, 03:02 PM

Earning Distribution	
Earn Code	Total
Vacation	8.00
Total Hours	8.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	8.00
Week 2	
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Details

[Return for correction](#) [Approve](#)

- To view the exact day(s) requested select *Details* and a calendar will come for you to view.
 - You can select the arrows to view additional days in the pay cycle to see if time was entered for those days.

Employee Dashboard • Time Entry Approvals • Specialist, Safety, SE9829-00, 1, 71102, Information Systems

900000222-Hall, Farrell, SE9829-00, 1, 71102, Information Systems Leave Balances

04/01/2021 - 04/15/2021 8.00 Hours ⓘ 🗨 Pending Submitted On 03/31/2021, 03:02 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 8.00 Hours	2 Good Friday	3

➕ Add Earn Code

Vacation 8.00 Hours ✎ 🗑 ⊖

Total: 8.00 Hours

- Once done reviewing, select preview and the previous dialogue box in number 4 will appear.

A. To approve a leave report select *Approve*.

Weekly Summary

Week	Total Hours
Week 1	8.00
Week 2	
Week 3	

Comment (Optional):

Add Comments

2000 characters remaining

Confidential Comment

Details

Return for correction Approve

B. To return a leave report enter necessary comments and select *Return for correction*.

Weekly Summary	
Week	Total Hours
Week 1	8.00
Week 2	
Week 3	

Comment (Optional):


Add Comments

2000 characters remaining

Confidential Comment

Details


Return for correctionApprove

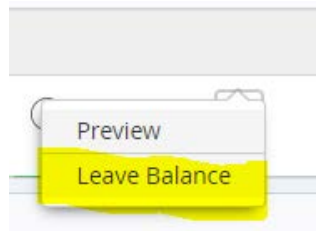


FAQ's

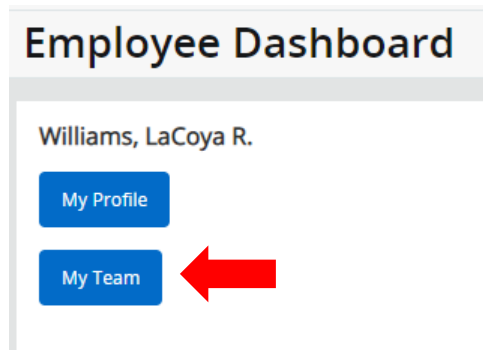
- How do I view my employee(s) leave balances?
 - There are two ways to view after logging in to [Banner Web-Employee](#).
- 1. If trying to view while approving a leave request, select on the three dots in the space where their report is and then select *Leave Balance*.



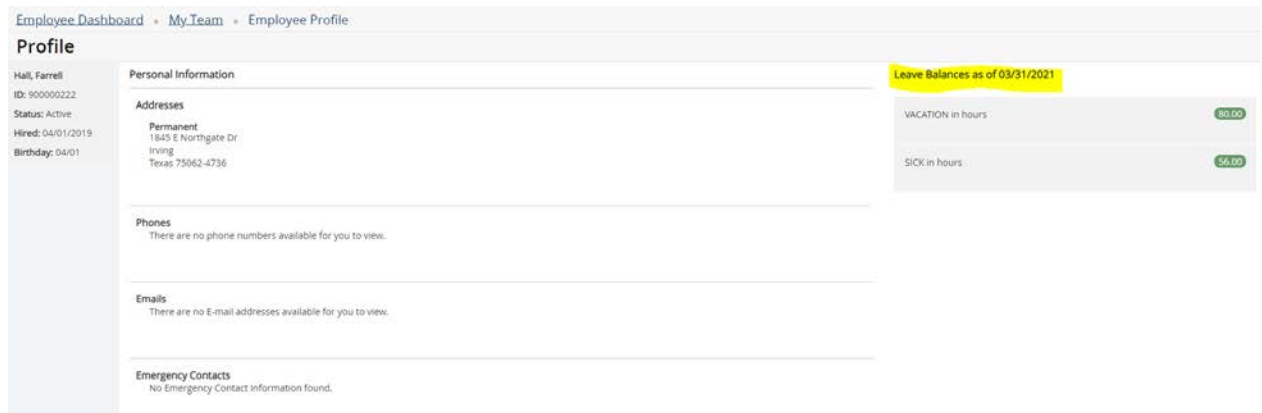
Employee Name	ID	Organization	Hours/Days/Units	
Hall, Farrell SE9829-00	900000222	1-71102, Information Sysms	8.00 Hours	



- 2. While on your Employee Dashboard select *My Team*.



Select on the appropriate employee name and you will be taken to an information page about the employee. The leave balances will then appear in the top right.



Employee Dashboard • My Team • Employee Profile

Profile

Hall, Farrell
ID: 900000222
Status: Active
Hired: 04/01/2019
Birthday: 04/01

Personal Information

Addresses

Permanent
1945 E Northgate Dr
Irving
Texas 75062-4736

Phones

There are no phone numbers available for you to view.

Emails

There are no E-mail addresses available for you to view.

Emergency Contacts

No Emergency Contact Information found.

Leave Balances as of 03/31/2021

VACATION in hours: 80.00

SICK in hours: 56.00

- Someone on my team indicated that they submitted a leave report but I did not receive it. Who do I contact?
 - Please send an email to hr@udallas.edu.

- What if an employee on my team submits the paper version of the leave request for sick or vacation time and the deadline for the electronic submittal has not passed?
 - Please return the paper form to the employee and request that they submit an electronic leave request for you to review and approve.

- What if someone on my team submitted a leave report already but now needs additional time off in that same pay cycle I have already approved?
 - Once a leave report for a pay cycle has been submitted and approved, an additional one for that same pay cycle cannot be submitted. If time was missed for a cycle in which the leave report has already been submitted, an employee should add the missed time to the next available leave report and insert a comment that indicates that X amount of hours are from whatever day in that previous cycle.

It has been recommended that employees not submit a leave request until the end of the pay cycle to ensure all requested time for that cycle is captured.

- What happens if I forget to approve a leave request before the listed deadline?
 - If there are leave requests pending your approval you will receive an email notification 24 hours before the approval deadline. If still not approved, you will receive another one 3 hours before the approval deadline.

****Note: Leave reports are due for submission and approval by 11:59pm on the last day of each payroll cycle. Payroll cycles end on the 15th and 30th/31st of month.***

- What if I see a leave form in progress but an employee has not submitted it to me for approval yet.
 - The employee will receive an email reminder 24 hours before the submission deadline. Another email reminder will go out 3 hours before the deadline if still not submitted.
 - As the approver you can also send the employee a reminder. Once logged in to review your approvals, look for things that are “*In Progress*”

or “Returned”. Check the box next to the employee name and then select “send Reminder”.

Pending 1			
Employee Name	ID	Organization	Hours/Days/Units
[Redacted]	[Redacted]	[Redacted]	8.00 Hours
Pending - In the Queue 0			
In Progress 0			
Returned 1			
Employee Name	ID	Organization	Hours/Days/Units
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	8.00 Hours

- How do I see previously approved leave reports?
 - From your *Employee Dashboard* select *Approve Leave Report*. Select the appropriate pay cycle from the drop down and you can view previous reports approved.