

## ONLINE LEAVE REPORT INSTRUCTIONS

Online leave reporting is required for all permanent, benefited employees except faculty. Faculty leave reports are routed through DocuSign and can be found on the Payroll website under forms. Adjuncts, graduate assistants, temporary employees, and student workers do not complete an online leave report.

1. To get to your monthly leave report click on the Leave button in Tech Express:



2. Once you click on the leave button, your results will depend on what type of access you have for leave reporting. If you are a proxy or approver, you will see the following information (if you're neither a proxy or approver, please proceed to step 3):

### Time Reporting Selection

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#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/> ←
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ↓ ←
Act as Superuser:	<input type="checkbox"/>

Select ←

When completing your own leave report, choose “Access my Leave Report” and make sure “Self” is in the dropdown box where it says “Act as Proxy.” Click select to continue.

- Most employees will only have one choice when they get to the leave report selection but if you've had a change in position or organizational code in the last two years, you should have more than one job/position choice. (The old position is there so you can view your prior leave reports. These stay on the web for two years.) You will click "My Choice" and use the dropdown box next to your current job to access your current leave report and then click on the leave report button to continue.

## Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Specialist, 614130-00 Business Office, 200001	<input checked="" type="radio"/>	Oct 01, 2020 to Oct 31, 2020 In Progress ▼
Specialist, 614130-00 Human Resources, 200002	<input type="radio"/>	Aug 01, 2020 to Aug 31, 2020 Completed ▼

**\*\*IMPORTANT:** Please be aware that Banner will populate the current month's leave report as the top choice in the dropdown box. Example: If you need to complete your September leave report but it's October 1, make sure you use the drop down to get to your September leave report or you will accidentally fill out the leave report for October.

- The leave reports for administrative employees and clerical and support employees have a few differences. If you are an administrative employee, please proceed to step 4a. If you are a C&S employee please proceed to step 4b.

### 4a. Administrative employees

Administrative employees will see the following choices for reporting leave:

Earning
Annual Leave
Sick Leave
Bereavement Leave
Jury Duty
Military Leave
Leave Without Pay
Other Paid Time

Administrative employees need to report all leave that is used. To report leave taken, go to the correct day on the leave report and click on the “Enter Hours” link that is on the same line as the appropriate type of leave.

Earning	Total Hours	Total Units	Sunday Nov 08, 2020	Monday Nov 09, 2020
Annual Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>



Once you click on the link you will see this block above the leave report:

**Earning:** Annual Leave  
**Date:** Nov 09, 2020  
**Hours:**



Enter the number of hours used in the box next to “Hours” and click “Save.” The hours used will then show up on the leave report. If for some reason you need to change the hours prior to submitting for approval, you can change what you typed in the box and hit “Save” again. If you’ve already moved on to something else and realize you need to make a change, just click on the hours you originally reported for that day to return to the above block to make corrections. Be sure to click “Save” when finished with corrections.

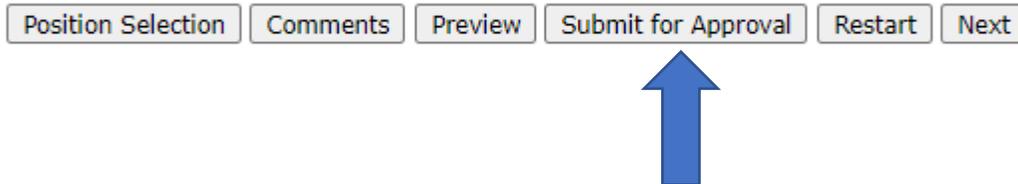
If you need to enter the same number of hours for multiple days, you can click the “Copy” button after you have entered the number of hours and you will see this:

Sunday Nov 01, 2020	Monday Nov 02, 2020	Tuesday Nov 03, 2020	Wednesday Nov 04, 2020	Thursday Nov 05, 2020	Friday Nov 06, 2020	Saturday Nov 07, 2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday Nov 08, 2020	Monday Nov 09, 2020	Tuesday Nov 10, 2020	Wednesday Nov 11, 2020	Thursday Nov 12, 2020	Friday Nov 13, 2020	Saturday Nov 14, 2020
<input type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	<input type="text"/>
Sunday Nov 15, 2020	Monday Nov 16, 2020	Tuesday Nov 17, 2020	Wednesday Nov 18, 2020	Thursday Nov 19, 2020	Friday Nov 20, 2020	Saturday Nov 21, 2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday Nov 22, 2020	Monday Nov 23, 2020	Tuesday Nov 24, 2020	Wednesday Nov 25, 2020	Thursday Nov 26, 2020	Friday Nov 27, 2020	Saturday Nov 28, 2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday Nov 29, 2020	Monday Nov 30, 2020					
<input type="text"/>	<input type="text"/>					



Check each box that you would like to copy the hours to and then click “Copy” at the bottom of the screen. You will get a message at the top of the page that says “Your hours have been copied successfully.” Click the “Leave Report” button to return to your leave report.

When leave report is complete (at the end of the month), click “Submit for Approval.”



**\*\*IMPORTANT:** Please be aware that clicking the “Submit for Approval” button more than once will cause a submit error which can only be cleared by the payroll person who monitors leave reports. Please be mindful when clicking this button to avoid unnecessary errors.

**\*\*IMPORTANT:** Administrative employees must submit a leave report even if no leave is taken. If no leave is taken, enter the number zero on any annual leave line and then click “Submit for Approval.”

Earning	Total Hours	Total Units	Sunday Nov 01, 2020	Monday Nov 02, 2020	T
Annual Leave	0		Enter Hours	0	
Sick Leave	0		Enter Hours	Enter Hours	
Bereavement Leave	0		Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	
Military Leave	0		Enter Hours	Enter Hours	
Leave Without Pay	0		Enter Hours	Enter Hours	
Other Paid Time	0		Enter Hours	Enter Hours	
Total Hours:	0		0	0	
Total Units:		0	0	0	



Please proceed to step 5 for further information about leave reports.

#### **4b. Clerical and Support Employees**

Clerical and support employees will see the following choices for reporting leave:

Earning
Regular Hours Worked
Annual Leave
Sick Leave
Holiday Pay
Overtime 1.0
Overtime 1.5
Comp 1.0
Comp 1.5
Compensatory Time Taken
Bereavement Leave
Jury Duty
Military Leave
Leave Without Pay
Other Paid Time

Clerical and support employees need to report all leave that is used and all regular hours that are worked. It's also possible that C&S employees may be reporting comp and/or overtime.

To report leave taken and/or hours worked, go to the correct day on the leave report and click on the "Enter Hours" link that is on the same line as the appropriate type of leave/earning.

Earning	Total Hours	Total Units	Sunday Nov 08, 2020	Monday Nov 09, 2020
Annual Leave	0		Enter Hours	Enter Hours



Once you click on the link you will see this block above the leave report:

<b>Earning:</b>	Annual Leave
<b>Date:</b>	Nov 09, 2020
<b>Hours:</b>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Copy"/>	



Enter the number of hours used in the box next to “Hours” and click “Save.” The hours used will then show up on the leave report. If for some reason you need to change the hours prior to submitting for approval, you can change what you typed in the box and hit “Save” again. If you’ve already moved on to something else and realize you need to make a change, just click on the hours you originally reported for that day to return to the above block to make corrections. Be sure to click “Save” when finished with corrections.

If you need to enter the same number of hours for multiple days, you can click the “Copy” button after you have entered the number of hours and you will see this:

Sunday Nov 01, 2020	Monday Nov 02, 2020	Tuesday Nov 03, 2020	Wednesday Nov 04, 2020	Thursday Nov 05, 2020	Friday Nov 06, 2020	Saturday Nov 07, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 08, 2020	Monday Nov 09, 2020	Tuesday Nov 10, 2020	Wednesday Nov 11, 2020	Thursday Nov 12, 2020	Friday Nov 13, 2020	Saturday Nov 14, 2020
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 15, 2020	Monday Nov 16, 2020	Tuesday Nov 17, 2020	Wednesday Nov 18, 2020	Thursday Nov 19, 2020	Friday Nov 20, 2020	Saturday Nov 21, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 22, 2020	Monday Nov 23, 2020	Tuesday Nov 24, 2020	Wednesday Nov 25, 2020	Thursday Nov 26, 2020	Friday Nov 27, 2020	Saturday Nov 28, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 29, 2020	Monday Nov 30, 2020					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="button" value="Leave Report"/> <input type="button" value="Copy"/>						

Check each box that you would like to copy the hours to and then click “Copy” at the bottom of the screen. You will get a message at the top of the page that says “Your

hours have been copied successfully.” Click the “Leave Report” button to return to your leave report.

### What needs to be recorded on my leave report if I am a C&S employee?

- A. All regular scheduled work hours that are worked should be reported as “Regular Hours Worked.”
- B. All hours for Tech holidays should be reported as “Holiday Pay.”
- C. All hours that will be paid Overtime should be recorded as Overtime 1.0 or Overtime 1.5. Overtime 1.0 is for any hours **worked** between 37.5 and 40 hours. Overtime 1.5 is for any hours **worked** over 40 hours.
  - A regular work week runs Monday through Sunday.
  - When calculating Overtime, holidays count as time worked but annual and sick days do not.
- D. All hours that will be accrued as Comp Time should be recorded as Comp 1.0 or Comp 1.5. Comp 1.0 is for any hours **worked** between 37.5 and 40 hours. Comp 1.5 is for any hours **worked** over 40 hours.
  - A regular work week runs Monday through Sunday.
  - When calculating Comp Time, holidays count as time worked but annual and sick days do not.
- E. Compensatory Time Taken is for recording any used comp time.

When leave report is complete (at the end of the month), click “Submit for Approval.”



**\*\*IMPORTANT:** Please be aware that clicking the “Submit for Approval” button more than once will cause a submit error which can only be cleared by the payroll person who monitors leave reports. Please be mindful when clicking this button to avoid unnecessary errors.

**\*\*IMPORTANT:** When submitting your leave report you may see a message about insufficient leave. This is normal because of how regular hours worked is reported.

**5. Other leave choices:**

- A. Military: Only used by those who may be on active military duty. (Refer to policy 618 for further information)
- B. Jury: If you report jury duty on your leave report, please send back-up documentation (court attendance certificate) to payroll via email or campus mail. (Refer to policy 615 for further information)
- C. Bereavement: When claiming bereavement leave, please put your relationship to the deceased in the comment section of the leave report. (Refer to policy 613 for further information)
- D. Leave Without Pay: This is used if you are taking time off and you don't have leave to cover it.
- E. Other Paid Time: This can be used for various reasons (Covid, inclement weather, individual departmental decisions) and will always need to be accompanied by an explanation in the "Comments" section of the leave report.

**6. Buttons: Underneath the leave report you will find a few buttons to choose from.**

- A. Position Selection: You will probably only have this button if you've changed positions in the last couple of years. It's not something you need to select since clicking it takes you back to where you first selected your leave report (see number 3).
- B. Comments: Click on this button to record any comments that need to be made about your leave report. Be sure to save the comment once you've entered it.
- C. Preview: This will give you an overview of your entire leave report. You can double check that you have entered the correct hours for the appropriate type of leave.
- D. Submit for Approval: Only click this button one time once your leave report is completed and ready to submit for approval.
- E. Restart: This button gives you the opportunity to start over with entering your leave. Once you click it, you will see a message saying "Restarting will delete all changes that you have made to your time record." You can then click the "Submit" button to restart or you can click "Cancel."
- F. Next: This button will take you to the next seven days of your leave report since only seven days at a time are available on the screen for leave entry.
- G. Previous: You will only see this button once you have used the "Next" button. It will take you back through your leave report.

## 7. DEADLINES

Deadlines for submission of leave reports vary each month because of how the dates fall on the calendar. An email is sent to all leave approvers/proxies on the last day of each month with reminders of submission and approval deadline dates. The submission deadline is the date all employees should have their leave report submitted for approval. The approval deadline is the date all approvers should have approved all leave reports they are responsible for. The approval deadline is usually a couple of days past the submission deadline in order for corrections to be made, if needed.

In order to avoid late submissions and multiple email reminders, a good rule of thumb is to submit your leave report on the last working day of the month. It's also a good idea to put a reminder on your calendar to help you remember when to submit your monthly leave report.

Although faculty leave reports are not submitted through online leave reporting, the same deadlines should be observed.

If you have any questions about leave reports, please email [leavehelp@tntech.edu](mailto:leavehelp@tntech.edu).