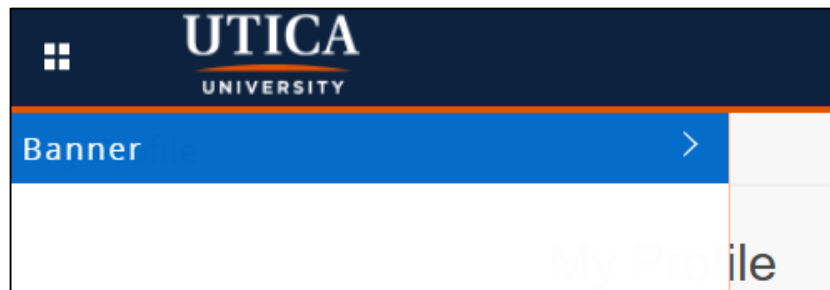
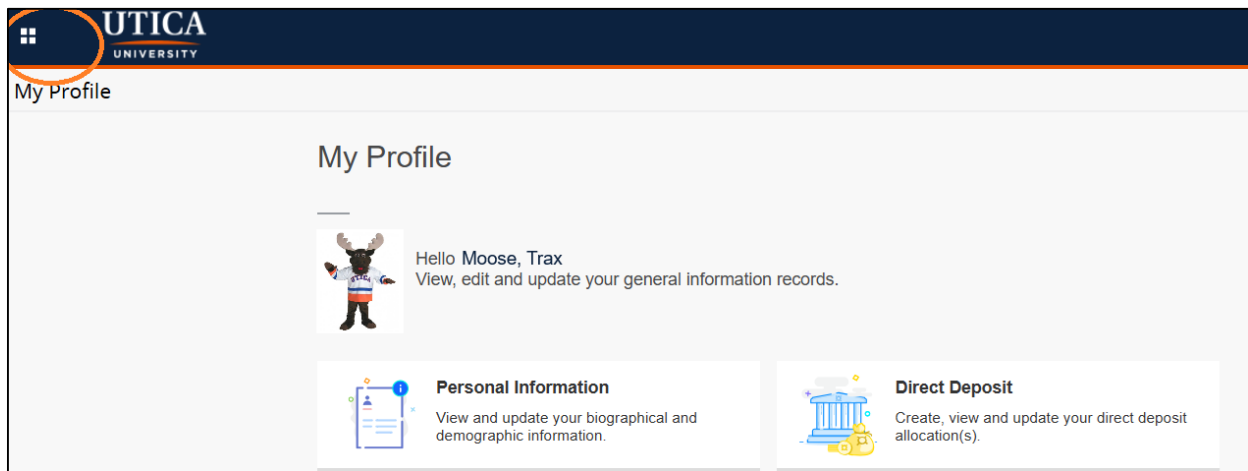
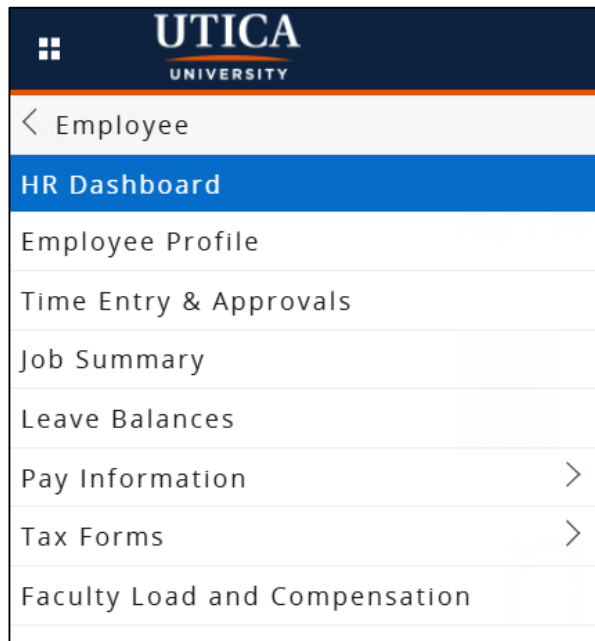




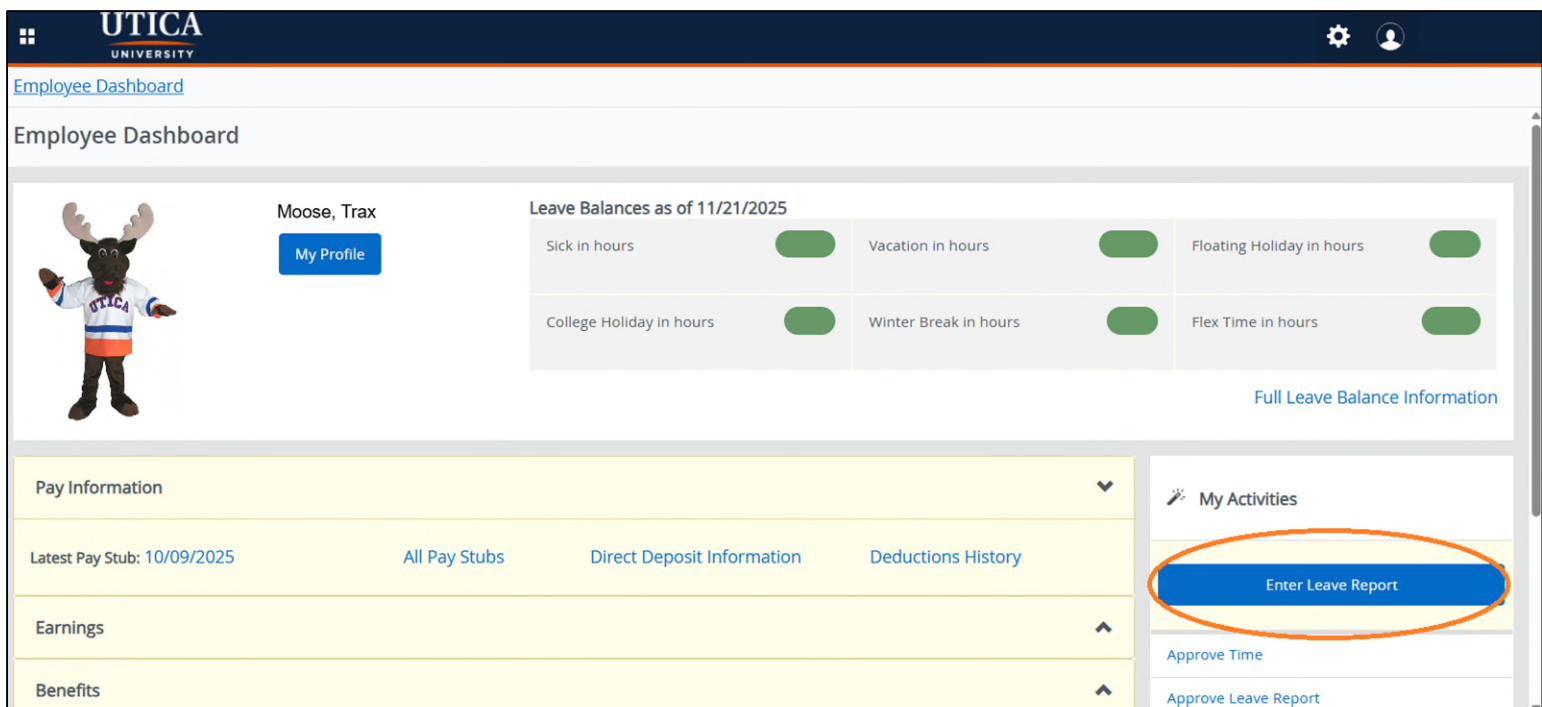
## PROCEDURE FOR SUBMITTING LEAVE REPORTS

1. Visit Banner Web by clicking on the following link: [bannerweb.utica.edu](http://bannerweb.utica.edu)
2. Click on the four squares in the top left corner. Select Banner, Employee, and lastly, HR Dashboard





3. On the Employee Dashboard screen, click the “Enter Leave Report” button on the righthand corner under “My Activities.”



4. Select on the current leave report period to begin recording your time.

UTICA UNIVERSITY

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status
Campus Mascot, 999123-00, U, 123456, Student Affairs <span>Prior Periods</span>			
11/01/2025 - 11/30/2025	16.50 Hours		In Progress

5. Use the left and right arrow buttons pictured on the calendar to toggle throughout each week of the month.

11/01/2025 - 11/30/2025 Info Comments In Progress Submit By 12/10/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6	7

◀ ▶

⊕ Add Earn Code

6. To record time taken, select the day and utilize the “Earn Code” dropdown menu to select the type of time used (e.g., vacation, floating holiday, sick, flex, etc.).

11/01/2025 - 11/30/2025 Info Comments In Progress Submit By 12/10/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5	6	7

◀ ▶

⊕ Add Earn Code

**Earn Code**

Select Earn Code

- Vacation Pay
- Floating Holiday
- Sick Time
- Holiday Pay
- Bereavement Time

Cancel Save Preview

7. Enter hours for the selected day and hit “save.” You will then see the type of leave saved for that specific date entered along with buttons to edit, copy, and delete.

11/01/2025 - 11/30/2025 | 8.00 Hours ⓘ ⓘ In Progress Submit By 12/10/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22	23	24 8.00 Hours	25	26	27	28

➕ Add Earn Code

Vacation Pay ⓘ 8.00 Hours

(edit) (delete)

Copy

Total: 8.00 Hours

8. To enter the same amount and type of time across multiple days, you can use the “copy” tool.

11/01/2025 - 11/30/2025 | 8.00 Hours ⓘ ⓘ In Progress Submit By 12/10/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22	23	24 8.00 Hours	25	26	27	28

➕ Add Earn Code

Vacation Pay ⓘ 8.00 Hours

(edit) (delete)

Copy

Total: 8.00 Hours

9. A pop-up will be displayed for the month. Select the days you wish to copy the amount and type of time. This tool is useful for recording multiple days of time such as an entire week of vacation or multiple days of Flex throughout the month.

**Copy Leave Report Entry** ✕

Vacation Pay : 8.00 Hours (11/03/2025, MONDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 11/01/2025 - 11/30/2025 ⓘ

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 8.00 Hours	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Cancel Save

10. When you are done copying your time, hit the “Save” button to return to your leave report and continue filling in time for the rest of the month.

11. Before you can submit your report, you must “preview” the time submitted.

11/01/2025 - 11/30/2025 | 51.00 Hours | In Progress | Submit By 12/10/2025, 05:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22	23	24	25	26	27	28

+ Add Earn Code

Earn Code  
Select Earn Code

Exit Page | Cancel | Save | Preview

12. Review the time recorded for the month and utilize the optional comment box towards the bottom of the page if needed.

13. In order to submit your time, you must check the box that reads, “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.”

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Employee Dashboard • Leave Report • Preview

255, Flex Work Pay	1	5.50	5.50	11.00 Hours
Total Hours		40.00	5.50	5.50

Routing and Status

Name	Action
	Originated On 11/18/2025, 08:22 AM by
	Submit By 12/10/2025, 05:00 PM
Supervisor Name	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

☒ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return | Submit

14. After you submit, your leave report is then recorded and complete.