UTICA COLLEGE

PROCEDURE FOR

SUBMITTING COMPENSATED ABSENCE REPORTS

Go to UC Home page by typing www.utica.edu in the browser box

Click on "Banner Web" in the browser bar and click Enter Secure Area. Log in using your User Name and Password.

Click on "Employee"

Click on "Leave Report"

You are now on the "Time Reporting Selection" page. Select "Access My Leave Report" and click on the select button.

You should now see the "Leave Report Selection" page. Confirm the month showing in the date box is the month for which you need to report time. If it is not, click on the down arrow and select the correct month. Click on "Leave Report" button.

This page is titled "Time & Leave Reporting". To record benefit time, click on "enter hours" under the reporting day. In the blank box, enter the benefit hours (7.5 for full day, 3.75 for half day etc.) click "Save". Scroll down to view entry. Continue this process until all benefit time is entered, using the "Next" button to view the entire month.

To enter multiple days, you can use the "copy" tool. Enter hours, and then click "Copy". The whole month will be displayed. Check the days necessary to record benefit time. Then click "Copy" again. A confirmation will appear "Your hours have been copied successfully". This tool is useful for recording multiple days of benefit time such as an entire week of vacation.

If you need to make a change in any data entered, just click on the data, type the change in the box and click "save".

View recorded time carefully to confirm accuracy.

Use the "Comment" button to note Family Medical Leave or other notes.

When confirmed, click on "Submit for Approval"

You must now sign in again with your username and password. If you fail to do this your report will not be successfully submitted and your supervisor (approver) will be unable to view it.

After sign in you will see a confirmation " ⚠ Your Leave Report Was Submitted Successfully"

When you see this message you are finished.