

In researching issues related to the time approval channels, we have found a Banner glitch related to the approval queues. Employees that you approve may have different leave categories based on their classifications and dates of hire, e.g. sick leave or salary continuation, vacation accrual on different schedules, etc. As each employee in a different leave category completes his/her time sheet/leave report, a different queue will appear in the approval channel. We are looking for a “work around” to this problem; however, in the meantime, you may see multiple queues with the same employees listed in each. You do not have to approve an employee multiple times – only once will suffice. We are sorry for the inconvenience. If you have questions, please contact GoAskHR@notes.udayton.edu or 9-2586. Thank you.

See below for example.



Welcome Linda Nianouris
You are currently logged in.



Front Porch

UD Daily

Campus Resources

Faculty

HR Connections

My Tab

Time Reporting

Leave Report

HRIS Director, 008421-00 - VP HR - Direct Reports, L1120A

Semi-monthly - 1, Due Date : Jan 03, 2011

Time Approval

D, L1120C, HRIS

Semi-monthly - 1, Period Ending : Dec 31, 2010, Time Sheet

Semi-monthly - 1, Period Ending : Dec 31, 2010, Time Sheet

Semi-monthly - 1, Period Ending : Dec 31, 2010, Time Sheet

D, L1120C, HRIS

Semi-monthly - 1, Period Ending : Dec 31, 2010, Leave Report

HR Express

ATTENTION

Vacation and Sick Leave Balances are now available. They have been calculated based on usage provided to HR and the balances are as of December 15th.

Research employees and employees on the bi-weekly pay schedule have not been loaded.

Community Conversations

Work/Life

eMbrace Wellness @ Work newsletter

TIAA-CREF Retirement Counseling Sessions

Employment Details

- Leave Details

HR Training Information

Banner Bulletins

Volume 4 - Student Web Time Entry - dated 12/07/2010

Volume 3 - Changes to the Approver /Superuser Role - dated 12/06/2010

Volume 2 - Overtime & Compensatory Time - dated 12/03/2010

Volume 1 - General Questions - dated 11/19/2010

Banner Documents Now Available

HR/Payroll Training Resources