Banner HR/Payroll FAQs - Leave Reporting (Exempt)

- **Why do I have to do leave reporting each pay period?**

  We are discontinuing the quarterly Paid Time Off (PTO) cards. Vacation and sick leave will now be calculated on a semi-monthly basis each pay period.

- **When and how do I submit my leave report to my Approver?**

  Payroll deadlines will continue to be published at http://campus.udayton.edu/~finance/finance/payroll.php/ There are deadlines for employee time entry as well as for the Approver to approve for payroll

- **In what increments do I record vacation and sick leave usage?**

  For exempt employees, these leaves will be reported each pay period in hours (v. days) in no less than half day increments. (Example: An exempt employee with a 35 hour per week work schedule should report 3.5 hours for a half day). Any time less than a half day should not be reported.

- **What if I forget to submit my leave report?**

  You will receive several email reminders to complete your leave report. If your deadline has passed, please contact the Office of Human Resources.

- **What if I consistently fail to submit a leave report?**

  Everyone has been required to submit their leave report quarterly using the PTO (Paid Time Off) Cards. We are now keeping track electronically, and Banner will calculate your accruals and balances automatically. If you do not report your leaves, our system will not accurately reflect your balances.

- **What if I make an error or need to make a change to the leave report?**

  Employees can make changes until the leave report is submitted to the Approver. If you have already submitted your leave report, your Approver can make the change for you or send it back to you for correction. If the Approver has already approved the incorrect leave report, the Office of Human Resources must be contacted.

- **What if my Approver misses the deadline? What if he/she makes an error?**

  If the Approver deadline has passed for an exempt employee leave report, a paper form must be completed, signed by the supervisor and vice president or dean of the division. The paper leave report is available on HR's website under forms at http://campus.udayton.edu/~hr/hrwebsite/Banner%20Info/Banner.htm

- **What do I do if I haven't taken sick or vacation leave during the pay period?**

  Entering a "0" for at least one day in either of the leave categories satisfies the reporting requirement.

- **What happens if I take time I don't have?**

  If your balance is not sufficient to cover the vacation or sick leave taken, your balance will become negative for any time less than a full day. Exempt employees cannot, by law, be docked for any time less than a full day. Pay should be docked in full day increments for any leave that is taken but has not yet been earned. If you have taken at least a day of unearned vacation or sick time, you should complete the form entitled "Unpaid personal leave form for exempt employees" which can be found on the HR website under forms at http://campus.udayton.edu/~hr/hrwebsite/Banner%20Info/Banner.htm

- **What happens when I reach my maximum vacation accrual?**

  Because you are reporting vacation usage and Banner is tracking the balances each pay period, once maximum is reached there will be no further accrual until time is used.

- **How are vacation and sick leave calculated if someone is at the maximum when the time period starts, but they take time during the time period?**

  Usage is subtracted first, and then the accrual is added to the balance.

- **What if the web time entry/leave reporting system goes down?**

  If Porches is not working, you will be able to access your leave report through the internet via Banner self-service. More information on that will be forthcoming.

- **Can my administrative support person enter vacation and sick time for me?**

  No, we recommend that people do their own leave reporting. It isn't difficult, and it can be done from anywhere. Providing someone else with access to your leave reporting also provides them access to your personal information, e.g. banking information, pay stubs, W2 form.

- **I have salary continuation, and don't report sick days. Why am I asked to record sick leave on my leave report?**

  Everyone (even those with salary continuation) have been asked to report time off due to illness on the PTO cards, so we will be requiring the same in the Banner system even if the sick days will not be counted toward salary continuation. In order to run accurate reports, all leaves must be reported. Note that if the employee has salary continuation and reports sick day usage, the system will show a negative balance which reflects time taken during the fiscal year. It does not impact the salary continuation balance which continues to be calculated manually on a case by case basis by Human Resources when there is a need for an extended leave.