



Electronic Leave Request Guide

How to submit a leave request

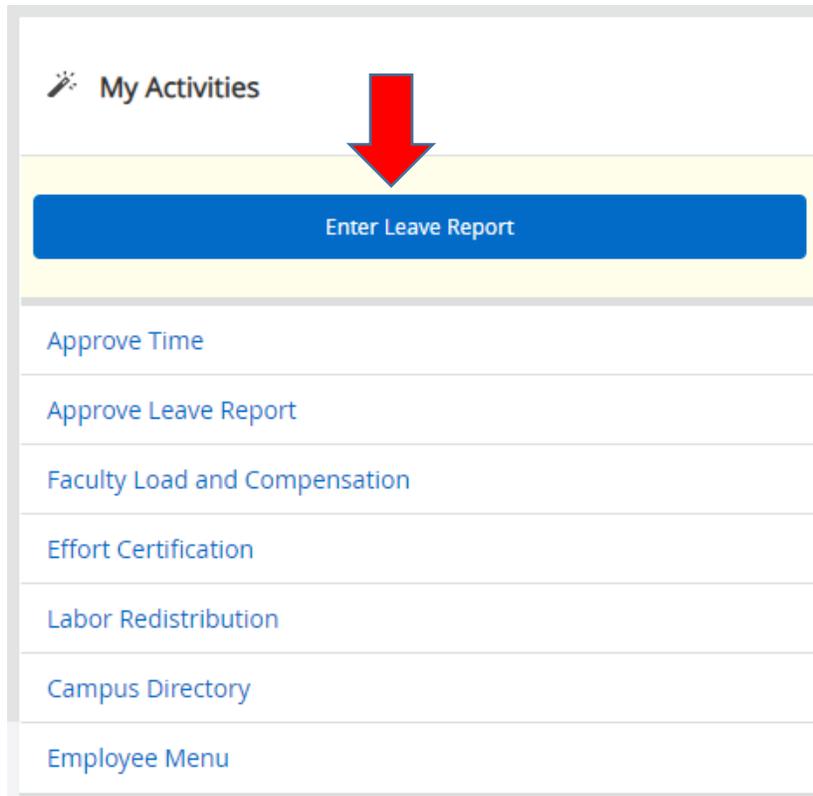
What is an electronic leave request?

The electronic leave request replaces the paper leave form for **exempt** employees requesting to use sick and vacation time only.

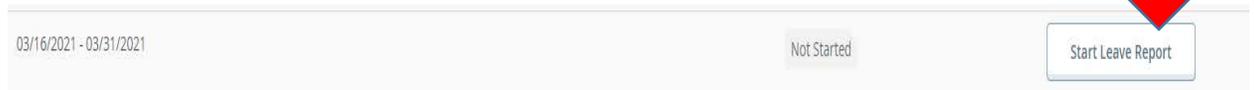
***Please note that requests for jury duty and bereavement leave should still be submitted using the current paper leave [form](#).*

How do I submit an electronic leave request?

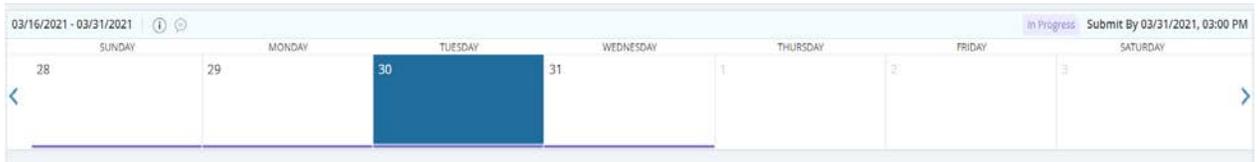
1. Go to udallas.edu/bportal
2. In the “Production Database” drop down. Select BannerWeb-Employee and you will be taken to the Employee Dashboard.
3. Click *Enter Leave Report* (right hand side under *My Activities*)



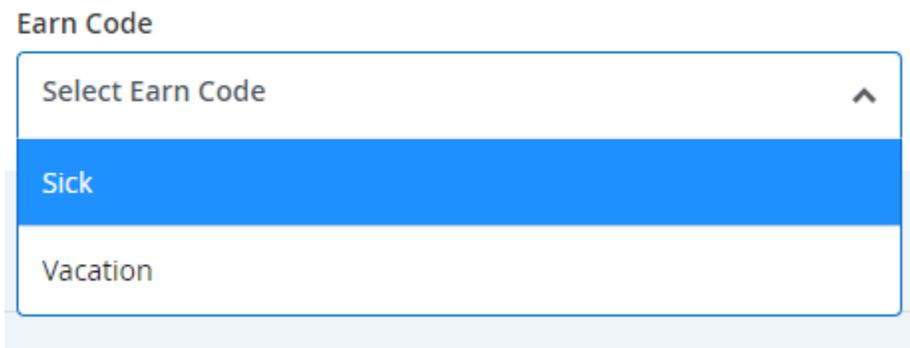
4. Select *Start Leave Report* for the appropriate time period for which you are requesting leave for.



5. Select the appropriate date on the calendar that the leave is being requested.

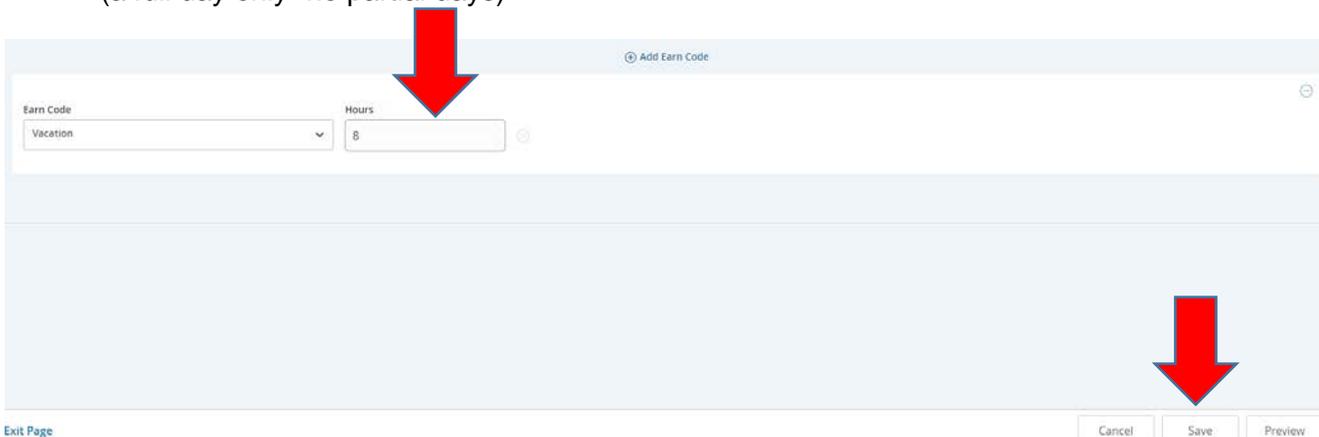


6. Select an Earn Code from the drop down.



7. Add the appropriate number of hours for the request and select save.

*Note: exempt employees should only enter requests in increments of 8 hours (a full day only- no partial days)



*** Steps 4 – 6 should be repeated for each day in that pay cycle that leave is being requested for.

Leave requests should not be submitted until all time for that pay cycle has been submitted. Only one leave report per pay cycle can be submitted.

It is highly recommended that the leave request not be submitted until the end of the pay cycle.

8. Once all time for that pay cycle has been submitted select *Preview*. You should then review all time shown for accuracy.
 - a. If correct scroll down, check the certification box and select *Submit*.

Preview ✕

9829-00, 1, 71102, Information Systems

Pay Period: 03/16/2021 - 03/31/2021 | 16.00 Hours

Submit By: 03/31/2021, 03:00 PM

Earning Distribution	
Earn Code	Total
Sick	8.00
Vacation	8.00
Total Hours	16.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	
Week 3	16.00

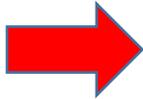
Comment (Optional):

Add Comments

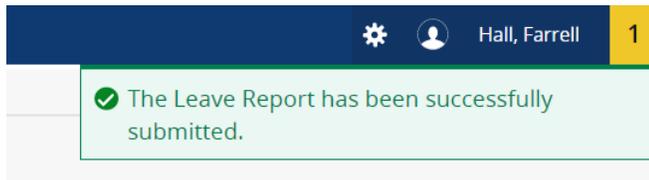
2000 characters remaining

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.

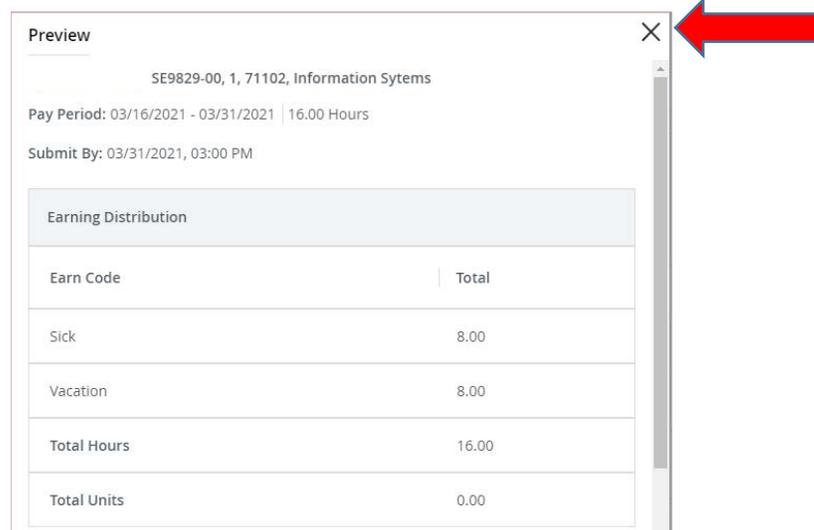
Cancel Submit



Once submitted you will receive the following message:



- b. If corrections need to be made select the X in the dialogue box, make any necessary corrections and repeat the steps above.



After your leave report is submitted it will go to your designated supervisor for approval.

***Note: Once your leave report is approved your hours will instantly come off of your balance. Depending on timing of when this is done and when payroll is actually processed, your sick or vacation balances on your check stub for that cycle may not reflect the accurate balance. However, please be sure to check accurate balances as described in the FAQs below.*

FAQ's

- What if I am not seeing the option for *Enter Leave Report* on my dashboard?
 - This could mean that you are a non-exempt (or hourly) employee. This feature is only for exempt employees. However, if you are an exempt employee and you are not seeing it please contact hr@udallas.edu.
- How do I view my leave balances?
 - Log in to [Banner Web-Employee](#). Leave balances will show on the *Employee Dashboard*.

[Employee Dashboard](#)

Employee Dashboard

Hall, Farrell

[My Profile](#)

Leave Balances as of 03/31/2021

VACATION in hours

80.00

SICK in hours

56.00

- What happens after I submit my leave report?
 - Your leave report will go to your designated supervisor for approval. The supervisor can either approve or return for correction.
 - If approved the listed hours will instantly come off of your leave balances and will be automatically reflect in the hours on your Employee Dashboard.
- **Note: Once your leave report is approved your hours will instantly come off of your balance. Depending on timing of when this is done and when payroll is actually processed, sick and vacation balances on your check stub for that cycle may not reflect the accurate balance. However, please be sure to check accurate balances as described in the FAQ above.*
- Your supervisor will receive an email reminder if your submitted leave report has not been approved at least 24 hours before the approval deadline. There will then be a second reminder 3 hours before the deadline if still not approved.*
- If returned you will receive an email notification. You will then be able to go back in and make any necessary edits, if applicable.
- My supervisor is not receiving my leave request. Who do I contact?

- Please send an email to hr@udallas.edu.
- How do I request additional time off for a leave report in a pay cycle that I have submitted and it has been approved by my supervisor?
 - Once a leave report for a pay cycle has been submitted and approved, an additional one for that same pay cycle cannot be submitted. Any additional time would have to be submitted on the next leave report. A comment should be included to indicate that X amount of hours are from whatever day in the previous cycle.
- What happens if I start a request and then forget to submit it by the listed deadline?
 - If a leave request is started but not submitted for approval before the deadline you should add the time to the next available leave request cycle and put comments of the specific date(s) the time was intended for.
You will receive an email reminder if your leave report has not been submitted for approval at least 24 hours before the submission deadline. If still not submitted, there will be a second reminder 3 hours before the deadline.

***Note: Leave reports are due by 11:59pm on the last day of each payroll cycle. Payroll cycles end on the 15th and 30th/31st of month.**
- What if I missed submitting a leave request for a pay cycle that has passed?
 - If you missed submitting a leave request for a pay cycle you should add the time to the next available leave request cycle and put comments of the specific date(s) the time was intended for.
- What if I submitted an electronic leave report but ended up not actually taking the time off?
 - If the time was not taken the hours can be added back to your vacation or sick leave. Please send an email, with your supervisor copied, to hr@udallas.edu.
- How can I see previous leave reports that have I have submitted and they were approved?
 - Log in to your *Employee Dashboard* and select *Enter Leave Report*.
 - Select *Prior Periods* and you will see a *Leave Report Submission History*.

Leave Report

Approvals

Leave Report

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status	
05/01/2021 - 05/15/2021			Not Started	<input type="button" value="Start Leave Report"/>
04/16/2021 - 04/30/2021			Not Started	<input type="button" value="Start Leave Report"/>

 Prior Periods

