Gadsden State Community College

# Leave Reporting for FT Employees

## Quick Reference Guide for Employees

### TIPS & REMINDERS

1. Full-time employees submit **leave by** clicking the Enter Leave Report button. ***(leave should be reported from the 1st of the month – end of the month).*** Deadline will be 5th of the following month at 11:59 pm.
2. Full-time employees Leave Balances: Always check your balances! Your balances are located on the **Employee Dashboard** in Self Service Banner.

### OPENING YOUR LEAVE REPORT

1. Type **www.gadsdenstate.edu** into your web browser.
2. Click MYGADSDENSTATE (top right corner)
3. myGadsdenstate Update – Click Get Started
4. Have you activated your Alabama.edu account? Click Yes
5. Enter A#@alabama.edu & PIN, Click Sign In
6. Click the Employee Self Service Banner Card
7. Click Employee Dashboard
8. Click **Enter Leave Report** button.

### ENTERING LEAVE

1. Select the appropriate day on the calendar
2. Click **Start Leave Report**
3. Click the **Earn Code** link under the day to report on and in the row for the *Earning Type* (*examples: Annual, Sick, Personal, etc.*).
4. In the **Hours** box, type the number of hours to report for this day of the pay period.
5. When you are finished, click **Save**.
6. If you wish to enter hours for another Earnings Code, or another day of the pay period, repeat steps 1 thru 3 until complete. To access the days in week two of the pay period, click the **arrow** buttons near the top of the leave report.
7. Please review **Submitting Your Leave Sheet** section before you click Submit for Approval

### LEAVING A COMMENT ON YOUR LEAVE REPORT

You can leave a comment on your leave report that both you and the approver will see when the leave report is accessed.

1. Click the **Comments** button at the bottom of the leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. *Note*: Comments on your leave report are only visible to you in **Preview** mode. Your Approver will check for comments.

### SUBMITTING YOUR LEAVE REPORT

When your leave report is ready to submit for approval, it's important to preview it first. Check your hours to make sure the days, numbers, and Earning Types are all correct. Make sure to click **Next** to move to the second week of the pay period. When ready, click the **Submit for Approval** button at the bottom of your leave report. After you submit for approval, the date you submitted your electronic leave report will appear at the bottom of the leave report in the Submitted for Approval By area. The person who will be approving your leave will appear in the Waiting for Approval From area.

### RETURNING YOUR LEAVE REPORT

If you have submitted your leave for approval, but need to make a correction to the leave report before it is approved, you can select **Recall Leave Report** at the bottom of the leave report to return the leave report back to yourself. Make any necessary changes, then submit your leave report for approval.

### ADJUSTING YOUR HOURS

1. Click the **Hours** link for the date that needs to be changed.
2. Click the pencil icon to the right 
3. In the **Hours** box, type over the incorrect number with the correct number of hours to report or enter 0, if no hours should be reported.
4. Click the **Save** button.

### DELETING HOURS

1. Click the delete icon.
2. You will see a message that states, "Are you sure you want to delete the earning record?"
3. Click **YES**
4. Click **SAVE**

### COPYING HOURS

1. To copy one day's entry to additional days, click on the **COPY** icon 
2. A box will appear, and you can select to **copy to the end of the pay period or** choose the days to copy the hours to**.**
3. Click SAVE

### STATUS DEFINITIONS

**Not Started** – The employee has not touched (extracted) their leave report. The approver should monitor this status throughout the pay period to ensure all leave reports are started.
**In Progress** – The leave report has been started. If the leave report is in this status when the due date/time has passed, the Submit button will disappear. In the event that the time period to enter time has closed before the employee has submitted a complete timesheet, the Approver will need to Submit and Return.
**Pending** – The leave report has been submitted for approval. If necessary, the employee can get the leave report back to enter corrections by clicking Return Time. The leave report will remain in Pending status until the Approver approves it, which will then convert it to an Approved status.
**Return for Correction** – The leave report has been returned to the employee for correction. The approver must contact the employee regarding the return of the leave report.
**Approved** – The leave report has been approved by the approver.
**Completed** – The leave report has been successfully processed through the payroll cycle.
**Error** – Occasionally an employee's leave report will fall into Error status as a result of improper navigation or issues in the Banner database, such as a change in Supervisor. Contact the Payroll Office.