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 OneACCS (top)
3. Click OneACCS (middle of page)
4. Enter User ID & PIN,
5. Click Sign In
6. Click Employee
7. Click Employee SSB9
8. **Employee Dashboard**

ENTERING HOURS ON YOUR LEAVE REPORT

1. Employee Dashboard
2. **Click Enter Leave Report**
3. Leave Report Tab
4. The month view will appear
5. Select the appropriate day on the calendar for which to report leave
6. Click **Start Leave Report**
7. For the date selected on the calendar, select the appropriate Earn Code (leave type) from the dropdown menu
8. Enter the number of hours by Earn Code
9. Click **SAVE**
10. Hours entered and saved will be displayed in the calendar.
11. To report hours under a different leave type for the same day, click **Add Earn Code**, and an additional dropdown box will appear
12. To enter leave for an additional day with a different leave type, select the day on the calendar and then select the earn (leave) code.
13. Enter the hours for the leave type, and click Save
14. The summary of leave types and hours will appear in the middle of the screen for each day selected

SUBMITTING YOUR LEAVE REPORT

1. **Employee Dashboard**
2. Select **Enter Leave**
3. The month view will appear
4. Select any day on the calendar for which to report
5. When you are ready to submit your completed leave report, click **Preview**
6. A preview box will pop up with a summary of your leave report. There is an optional comments section at the bottom. Once you are ready to submit, simply click the **Submit** button at the bottom of the box
7. Once your leave report is submitted, you will see a confirmation message at the top right of your screen.

You will also see that the status of your leave report has changed to **Pending**

RETURNING YOUR LEAVE REPORT

After you submit your leave report and while it is still in a pending status, you may recall it by clicking the Recall Leave Report Button at the bottom right of the screen.

ADJUSTING YOUR HOURS

To change hours you've entered for a particular day:

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.
5. **To delete the entire entry: Click the **delete icon**
6. Are you sure you want to delete the earning record? (Click **Yes**)
7. 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 time sheet. The approver should monitor this status throughout the pay period to ensure all time sheets are started.
In Progress – The time sheet has been started. If the time sheet 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 Approve.
Pending – The time sheet has been submitted for approval. If necessary, the employee can get the time sheet back to enter corrections by clicking Return Time. The time sheet will remain in Pending status until the Approver approves it, which will then convert it to an Approved status.
Return for Correction – The time sheet has been returned to the employee for correction. The approver must contact the employee regarding the return of the time sheet.
Approved – The time sheet has been approved by the approver.
Completed – The time sheet has been successfully processed through the payroll cycle.
Error – Occasionally an employee's time sheet 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.