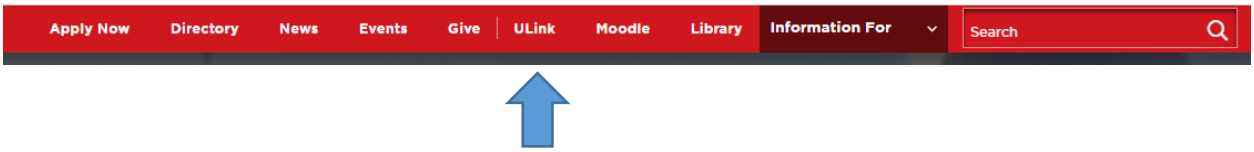
LEAVE APPLICATION INSTRUCTIONS

NOTE: There can only be one leave application submitted per pay period, so make sure the leave application has any and all leave taken during that pay period prior to submitting. Employees and supervisors will need to discuss how to proceed further. If they want the employee to enter and save only until ready to submit or if they want to submit and return if needed.

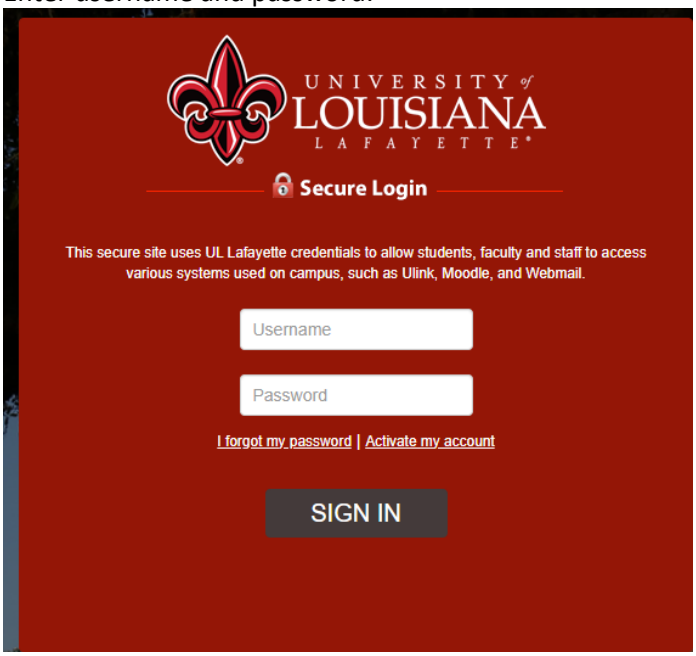
NOTE: Banner has a field titled hours per day, which is indicated as a regular 8 hours per day to give a 40 hour work week. Due to this, any hours beyond 8 hours will indicate a warning showing more hours than field for hours per day. Disregard the message.

NOTE: Banner is set up just as previously done for annual leave to be taken from compensatory leave first. The type of leave is indicated as annual/comp taken. It is set up for comp 1.5, then straight comp, then annual leave. Even if the employee is not eligible for comp or comp 1.5. Due to this, when an employee chooses this leave type, a message will populate indicating that the employee may not have enough leave in that balance. It is referring to the comp 1.5 balance as the first indicator. As long as the employee has enough leave in comp or annual they will not be docked. The employee should verify their leave balances.

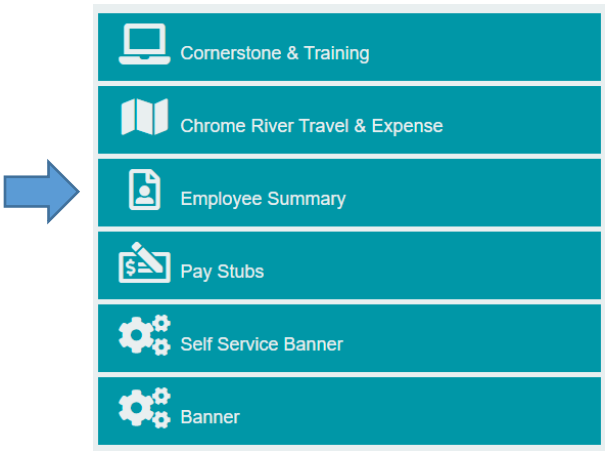
Go to the university website (www.louisiana.edu) and click the ULink link.



Enter username and password:

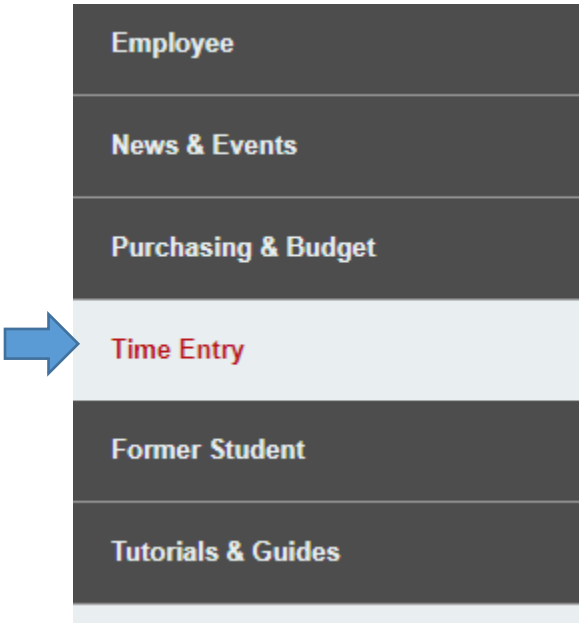


Click employee summary in the teal section on the right

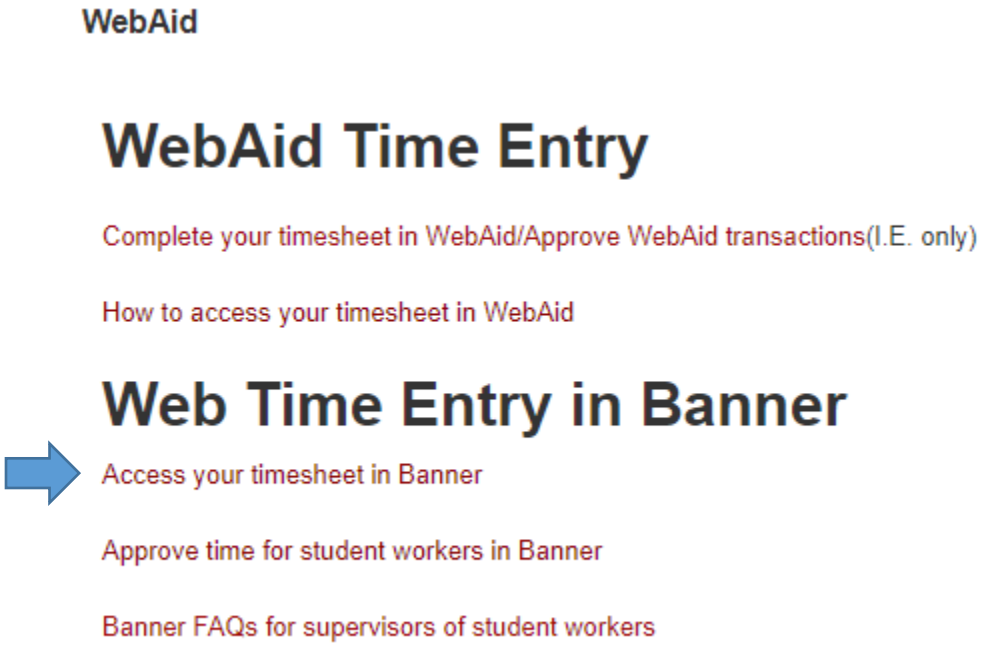


Or

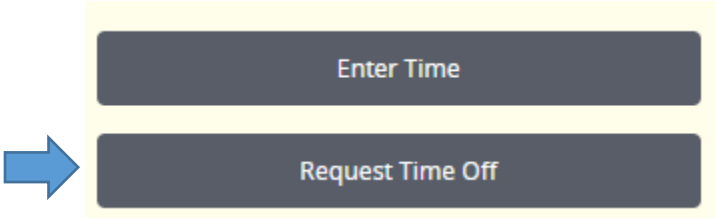
Click the time entry tab on the left



Click access your timesheet in Banner

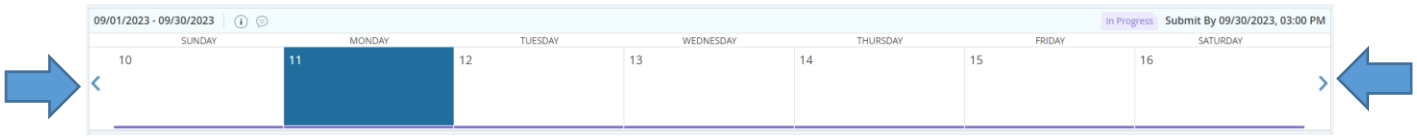


Click request time off on the right side of the page:



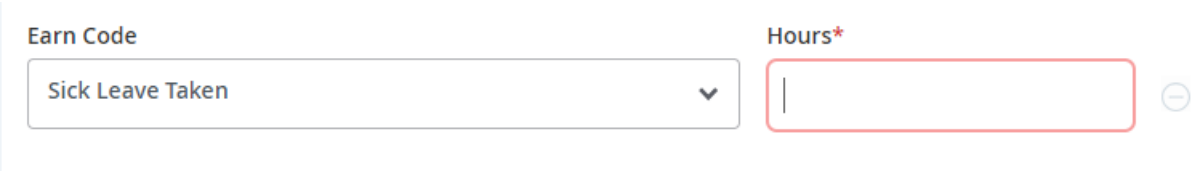
Each employee should see their main job indicated. There may be multiple pay periods indicated, however click start leave request for the time period needing to request leave (example using 9/5/23 for monthly employee).

A new screen will populate as a calendar on the date in which you are entering the system. Click the date requesting time off. You may need to click the arrows on the left or right if the required date not shown.



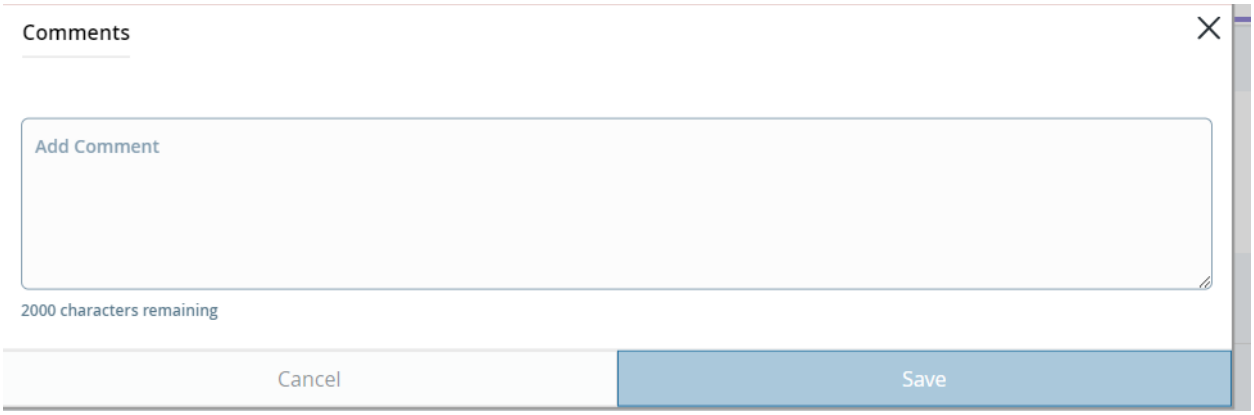
Click the date needed then click the arrow on the drop down menu to select the earn code needed.

A new box will appear for hours. Add the hours requested in the space provided.



The employee can add comments at this point to the leave application if needed. Click the comments button by the date.

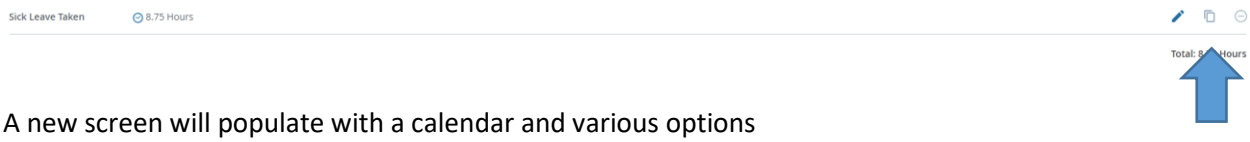
A new screen will appear to add comments, once completed save. The comment does not indicate the date, so you will need to add that to the comment.



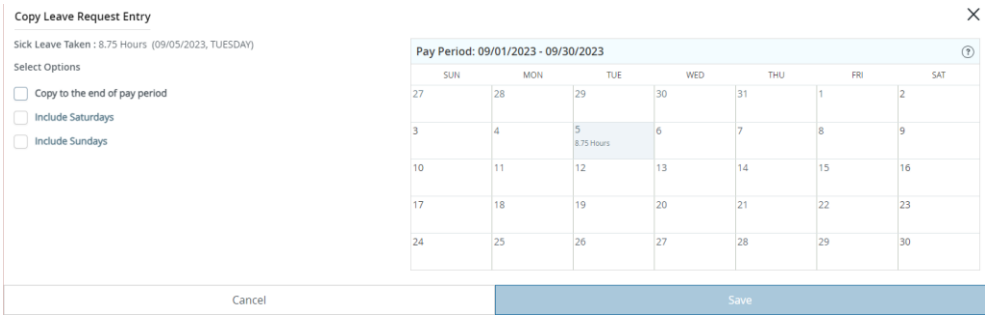
Click the save button at the bottom to save the application but not submit for approval.

Multiple Days with same type and hours

If you need to enter multiple days with the same leave type and amount of hours, once saved, click the copy button for the time just entered.



A new screen will populate with a calendar and various options



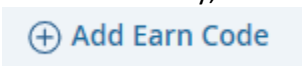
The employee can choose the options on the left (copy to the end of the pay period, include Saturdays, or include Sundays) or they can add days by simply clicking the day on the calendar. Once finished adding days, click save and the entry will be saved.

Multiple Days

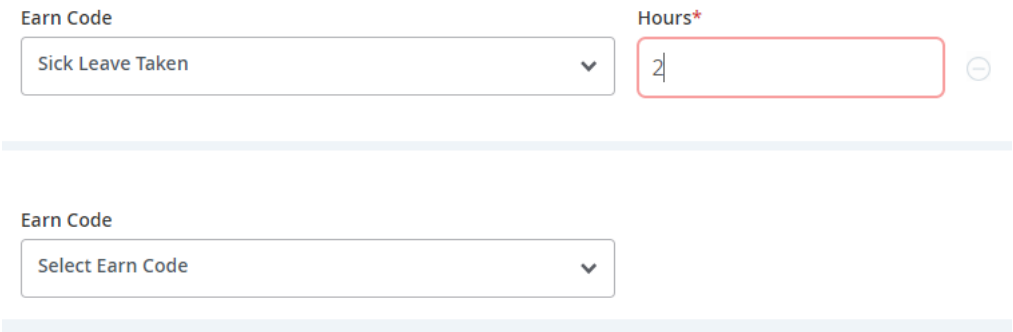
If you need to add multiple days with a different leave type or amount of hours, once saved click on another day and repeat the process.

Add earn code for same day

If the employee needs to add a leave application on the same day however a different type of leave, while on that day, click the button add earn code to add another earn code.



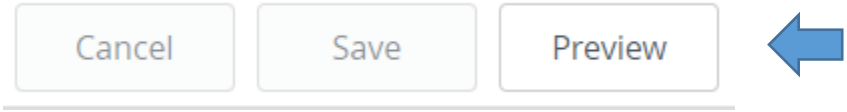
A new box will appear to add a new code with hours.



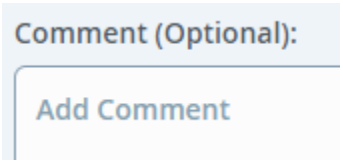
Submit Leave Application

NOTE: There can only be one leave application submitted per pay period, so make sure the leave application has any and all leave taken during that pay period prior to submitting.

To submit a leave application for a given pay period, click the preview button at the bottom.



A new screen will populate with the information of the leave application entered, the routing, and a comment section. Add comments to inform supervisor the need for the request and to remind yourself the need for the leave.



If the employee realizes that there is an issue with the leave, click the return button to go back and make the correction.

Once finished, click submit.

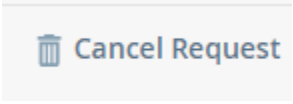
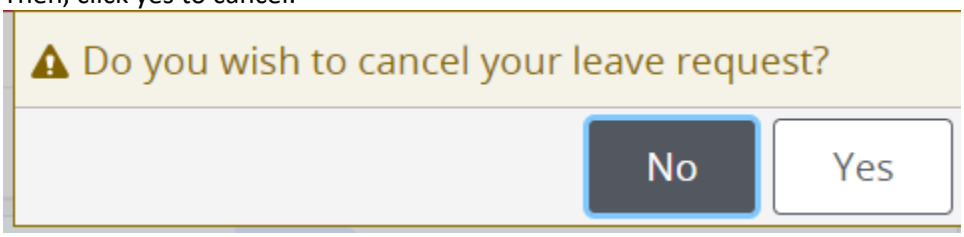
Once finished, click submit to send to supervisor for approval.

Once approved, the leave will appear on the employees timesheet.

Cancel Leave Application

A leave application can also be cancelled by the employee. When the employee enters the section to request time off at the beginning of the process, the status will have changed from not started to in progress, pending, or approved. Click that status.

It will take the employee back to the calendar for the leave. Click the cancel request button at the top.



Then, click yes to cancel.