Exception Leave Time Information and Instructions

Exception leave time reporting is for all full-time administrative employees (exempt) and full-time faculty to report time-off and automatically reduce their sick and/or vacation accrual balances through Banner Employee Services.

Enter Current Time or Leave - Is when an employee enters leave time in the current month and will be deducted from their leave balance once submitted. An employee can enter leave time up to 6 months in advance.

Employees will need to enter their leave time before the deadline dates (please see the Exception Leave Time Schedule), and supervisors will approve the leave through the system.

Emails will go out the day before the due date to remind employees to enter their leave time for the month and submit it to their supervisor.   Supervisors will receive an email to approve the leave time entered the next day.

Employees are only required to enter leave time if they have leave time to report. If an employee did not take any time-off in the month, a "timesheet" is not required to start or be submitted for approval.   Payroll will pull in all leave time entered regardless of whether the supervisor approves it.

Supervisors will be able to see their employee's leave balances and view the history of the leave time reported for up to two years. Employees will also be able to see their own leave balances and leave history for up to two years.

 Earn codes available for employees to enter:

- Vacation
- Sick
- Floating Holiday
- Jury Duty
- Bereavement
- Vacation Pay FMLA
- Sick Leave FMLA

Adjustments or corrections after the deadline

Payroll will pull leave time in around the 20th of the month. We understand that an employee may have an unplanned leave of absence from the 20th to the end of the month or adjustments may need to be made after the deadline. If so, please follow the process below if submitting or correcting time after the deadline.

- If deadline was missed and leave time was taken, an employee will need to send an email to the payroll department at uiwpayroll@uiwtx.edu , copying their supervisor. The email will need to state the date, the type of leave, and the number of hours, i.e., August 22, 20xx, sick, 8 hours. Payroll will update balances manually to reflect correctly within the next month.

- If an adjustment or correction is needed (for example, charged leave and did not take leave). The employee will need to send an email to the payroll department at uiwpayroll@uiwtx.edu, copying your supervisor. The email will need to state the dates with the incorrect leave time and what needs to be corrected or adjusted. Payroll will update balances manually to reflect correctly next month.

Request time off in advance.

The exception leave time in Banner does not eliminate the process of an employee requesting time off from their supervisor in advance. It is the employee's responsibility to notify their supervisor in a timely manner in accordance with the Employee Handbook and their department procedures.

If you have any questions or concerns, please contact the Payroll Office at 210-829-5860.
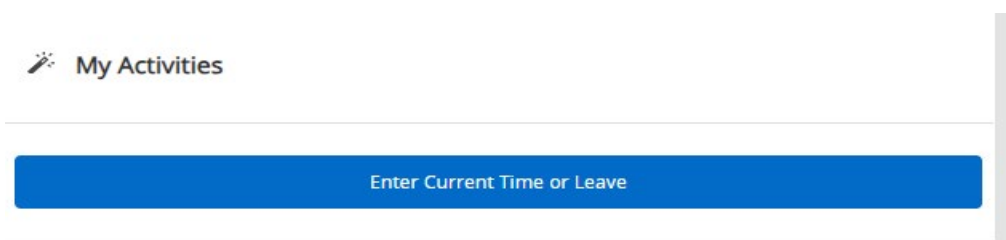
_____

Instructions on Entering Exception Leave Time

A. General

1. Login to Cardinal Apps.

2. Select Banner 9 Employee Services.


B9 Employee Services
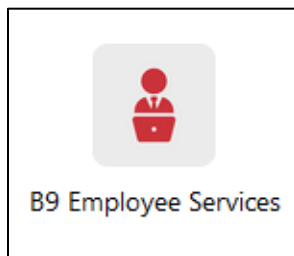
3. Click on **Enter Current Time or Leave** under My Activities on the right panel.

4. After you click on "Enter Current Time or Leave" you will be able to see current month and future months that are open for data entry. Click on **Start Timesheet** in the corresponding month to enter leave time. You can adjust your time in the current or future months at any time up to the deadline date.

Change View

To change the view of the timesheet to see the whole month, click on the drop-down box on the right side and select **Month**.
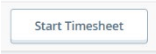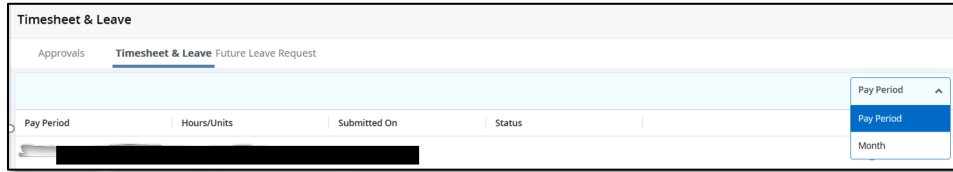

Additional Icons
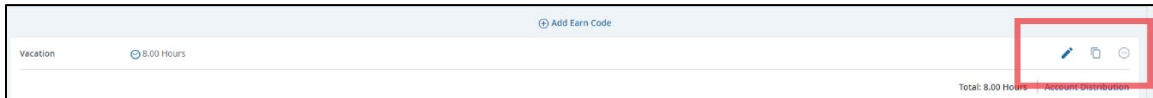
- Edit ✏️ icon allows you to make changes or corrections after leave is entered;
- Copy 🗐 icon allows you to copy a leave entry and paste it to other days, such as if you are taking a week vacation; and
- Delete ⊖ icon allows you to remove an entry entered by mistake.

*Always **Save** after you make a change.

B. Enter Current Time or Leave

1. Click **Start Timesheet** to begin entering time.

2. Select the day you want to report leave.

3. Click the **Earn Code** drop-down and select the type of leave, i.e., vacation, sick, jury duty, etc., and report the number of hours of leave taken.
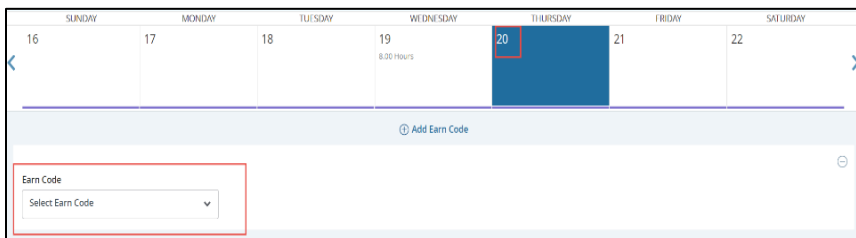
4. Click **Save** at the bottom of the screen when done.

Earn Code	Hours	
Vacation ⌄	8	⊖

t Page   Cancel   Save   Preview

Note: **Current Time or Leave**, your supervisor is not notified of the request to take leave until you have clicked **Preview** and then **Submit**. You can always wait to submit your leave for supervisor approval to the payroll deadline. However, if you do submit leave for approval earlier and want to make a correction, you can always click on **Recall Timesheet.**

Vacation	⊘ 8.00 Hours	
		Total: 8.00 Hours Account Distribution

Exit Page   Recall Timesheet   Preview

5. Click **Preview** when you are ready to submit the leave time to your supervisor. Review your time entered and click **Submit.** Remember to review the Exception Leave Time Schedule when leave time is due.

Earn Code	Shift	Total
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
VAC, Vacation	1	8.00 Hours
	Return	Submit