

## Frequently Asked Questions

### Exception Leave Time in Banner Employee Services

***How do I request time off and get approval from my supervisor per UIW policy?***

Each supervisor has their own preference of how they want to be notified. Before requesting any time off, always speak with your direct supervisor, as some supervisors prefer to be notified by an email, calendar invite, or completed internal leave request form, etc.

***Do I need to report exception time every month regardless of whether I take vacation, sick, or any other type of leave?***

No, you only need to report exception leave time if you have time that you have used (vacation, sick/floating holiday/bereavement/jury or any other type of leave) for the current month.

***What can I do if I submit my leave to my supervisor but need to make an adjustment before the deadline?***

You can navigate to your leave time in Banner self-service and click on “Recall Timesheet.” Banner will automatically mark the timesheet as recalled. Make your changes, save, and submit again to your supervisor.

***What can I do if my supervisor approves my leave request in Banner Self-Service but I need to make a correction before the deadline to submit it to Payroll?***

You can navigate back to your timesheet and click on “Recall Timesheet.” Banner will automatically mark the timesheet as recalled. Make your changes, save, and submit it again to your supervisor.

***What happens if I forget to submit my time to my supervisor for approval?***

Payroll pulls in all time that is in the status of “progress” and approves the leave.

***What happens if my supervisor does not approve my time by the deadline?***

Payroll pulls in all submitted leave by the deadline.

***What happens if I forget to enter any time and the approval deadline has passed?***

If you missed a deadline and need to submit time, you will need to send an email to the payroll department at [uiwpayroll@uiwtx.edu](mailto:uiwpayroll@uiwtx.edu), copying your supervisor. The email needs to include the date(s), type of leave taken, and hours, i.e., August 22, 20xx, Sick, 8 hours. Payroll will update balances manually to reflect correctly. The corrected leave balance will be updated no later than the month after submission.

***What happens if I entered time and need to make a correction after the deadline?***

If you need to adjust or correct the leave time submitted (for example, charged leave and did not take leave), you will need to send an email to the payroll department at [uiwpayroll@uiwtx.edu](mailto:uiwpayroll@uiwtx.edu), copying your supervisor. The email will need to state that the leave time was incorrect and include the date, type of leave, and hours that need to be

corrected or adjusted. Payroll will update balances manually to reflect correctly. The corrected leave balance will be updated no later than the month after submission.

***How do I see how many days of bereavement/floating holidays/jury duty I have taken?***

All earning codes that do not have accrual balances will not appear with your leave balances, as they do not roll over every year. However, you can see those earnings codes taken if you navigate to the Employee Dashboard in Banner self-service, click on Earnings and click on Earnings by date range.

***What if my supervisor is listed incorrectly in Banner self-service?***

If your supervisor is incorrect in Banner self-service, please notify your current supervisor. Your supervisor will need to complete the Personal Action Change form and submit for processing. The Personal Action Change form can be found on the Human Resources webpage under Forms.