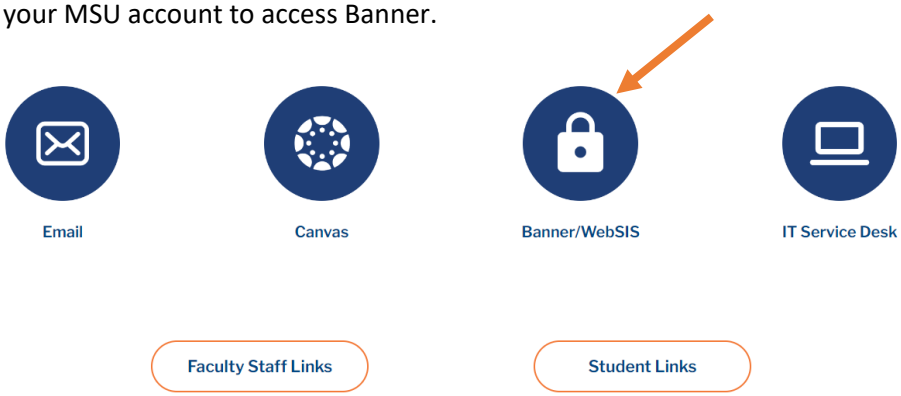
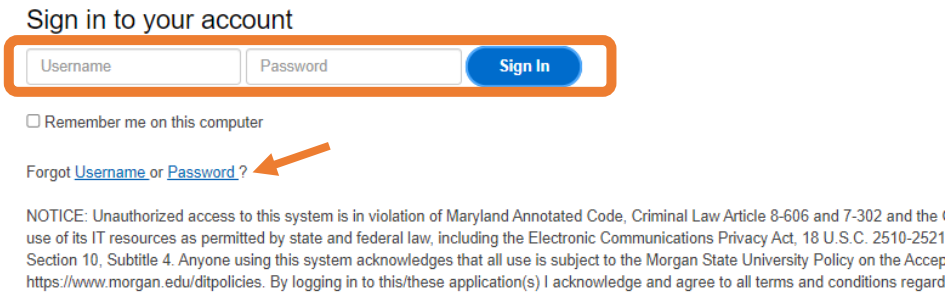
Instructions for Submitting & Approving Automated Leave Requests

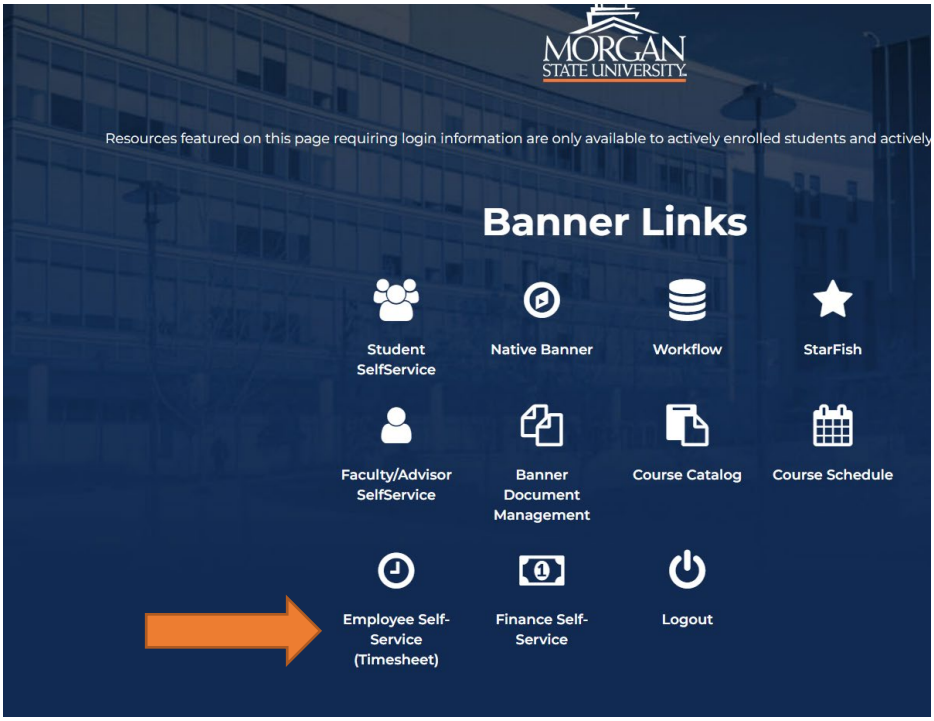
1. Visit https://www.morgan.edu/gateway and click on the Banner icon. You must be logged into your MSU account to access Banner.



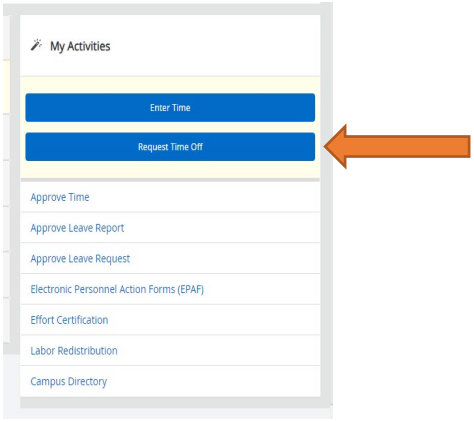
2. If prompted, enter your username and password. Click *Forgot Username or Password* if you need assistance. Remember, you may be prompted for dual-factor authentication.



3. Click the Employee Self-Service (Timesheet) icon.

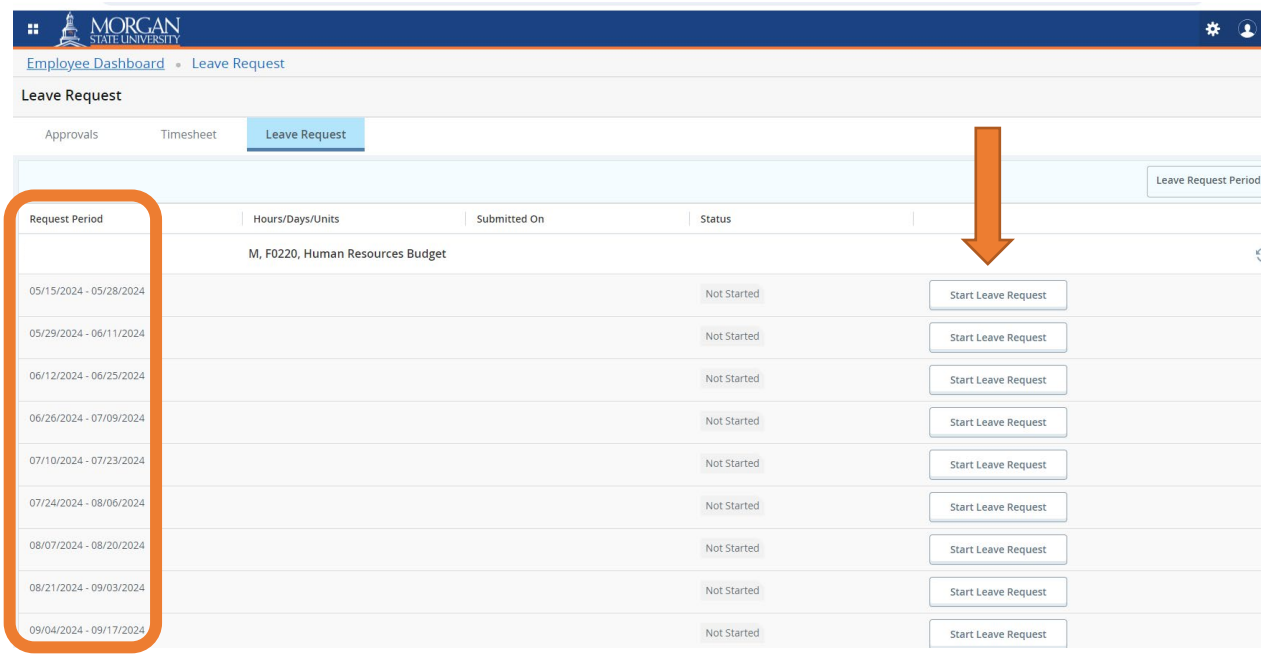


4. Click “Request Time Off

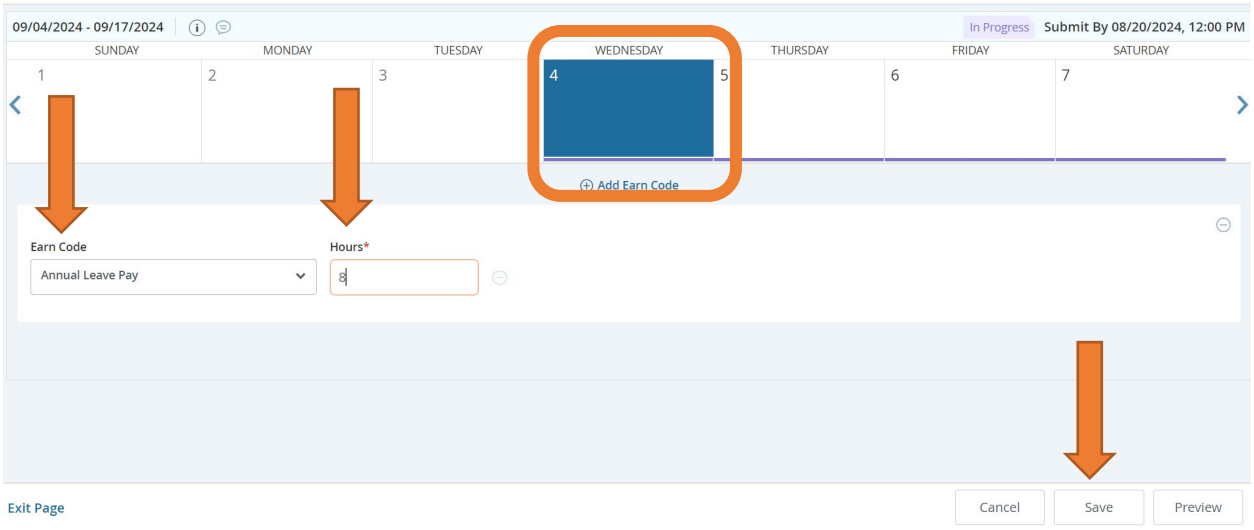


5. Identify the appropriate pay period containing the leave date and click on “Start Leave Request.”

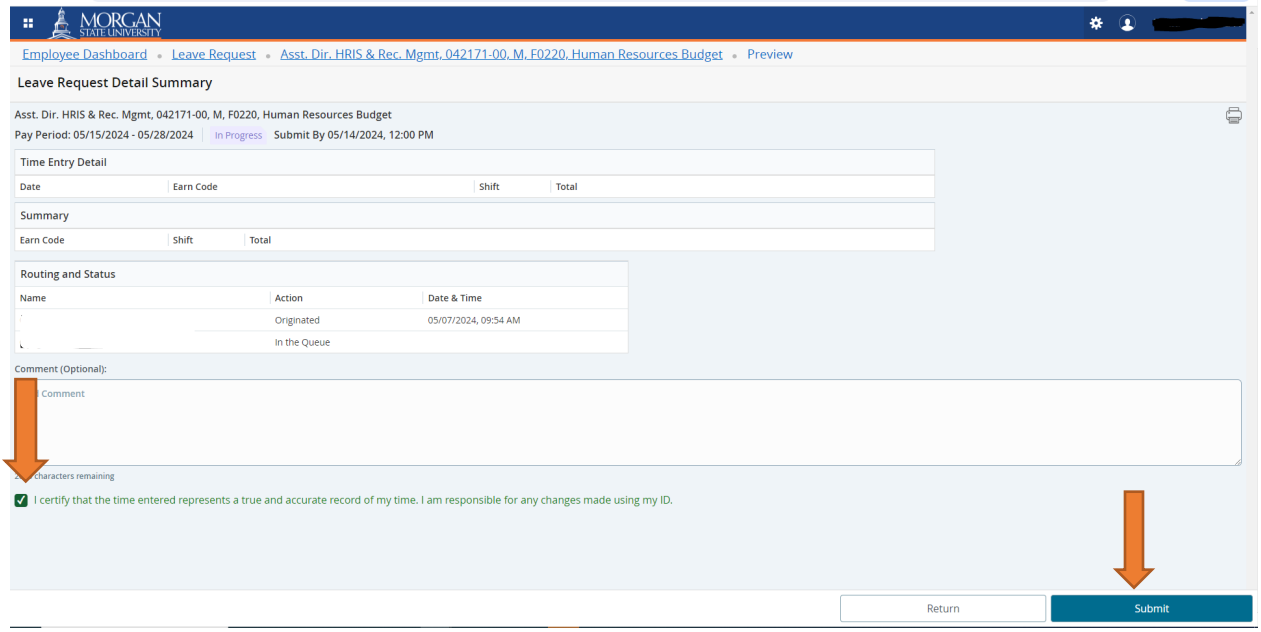
   Note: **Automated leave requests can only be made on future pay periods that have not yet been opened for time entry.**



6. Select the appropriate date of the leave. Enter the type of leave from the Earn Code drop-down menu. Enter the number of hours. Click Save.



7. Check the “I certify….” statement and click “Submit.”

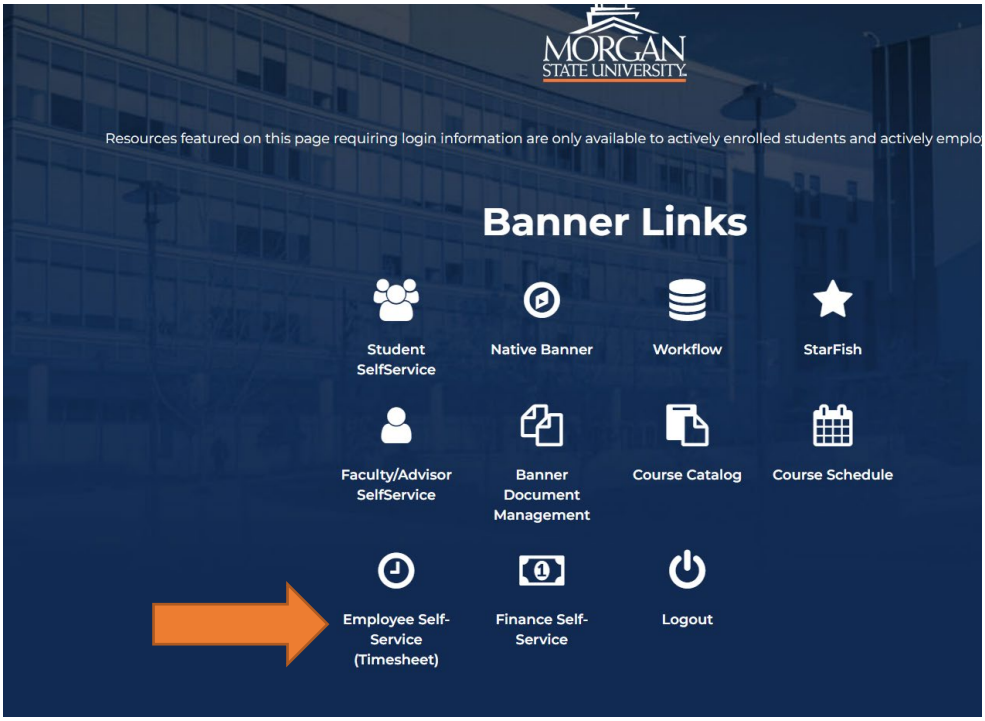


An email notification will be sent to the employee’s supervisor indicating there is a pending leave request.

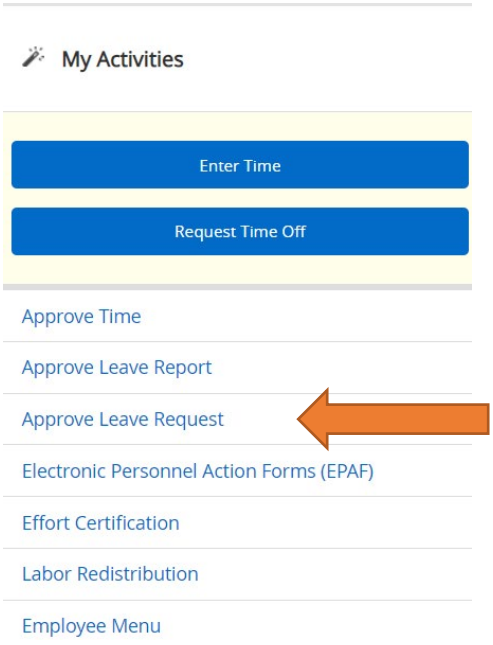
This new Banner leave request feature is not intended to replace departmental protocol. The Office of Human Resources recommends that employees check with their supervisor before utilizing this new feature.

Instructions for Approving Automated Leave Requests

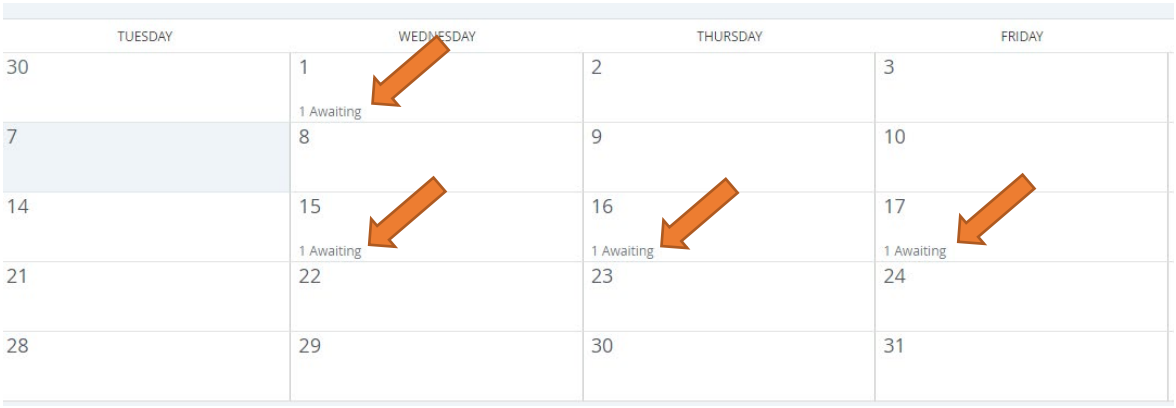
1. From the Banner menu, click the Employee Self-Service (Timesheet) icon.



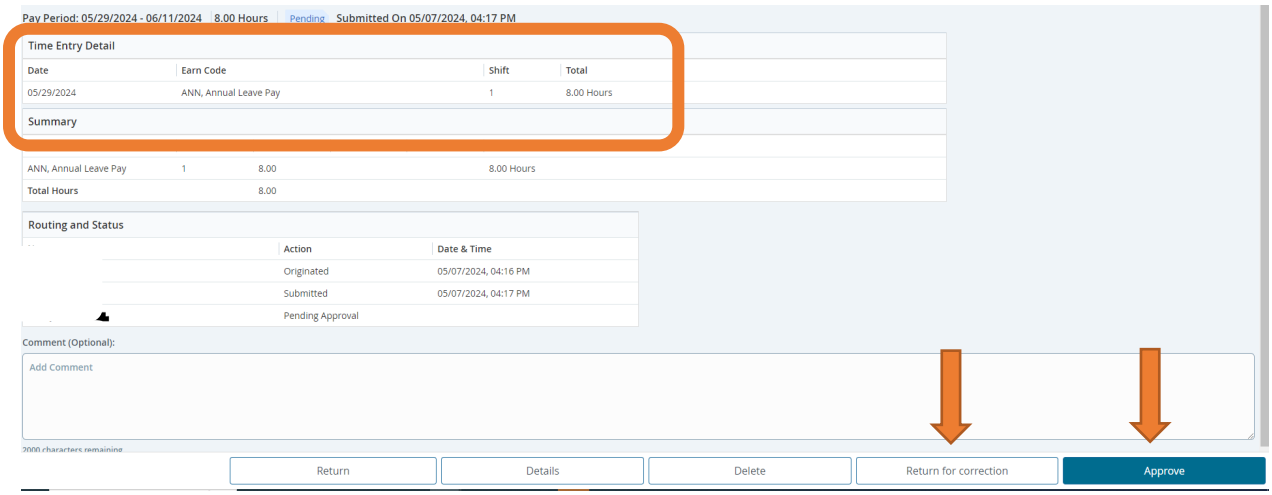
2. Click “Approve Leave Request.”



3. Select the request to be reviewed.



4. Review the request for accuracy. If the request is accurate, select “Approve.” Click on “Return for Correction” if there is an error the employee needs to correct.



Leave Request Approver

The supervisor will receive an email when an employee successfully submits a leave request. The approver can click the link in the email request or manually navigate to Banner to review the request. Supervisors should routinely review leave requests. Automated leave requests must be approved or denied before the affected pay period is available for time entry.

Questions? Email ohr@morgan.edu