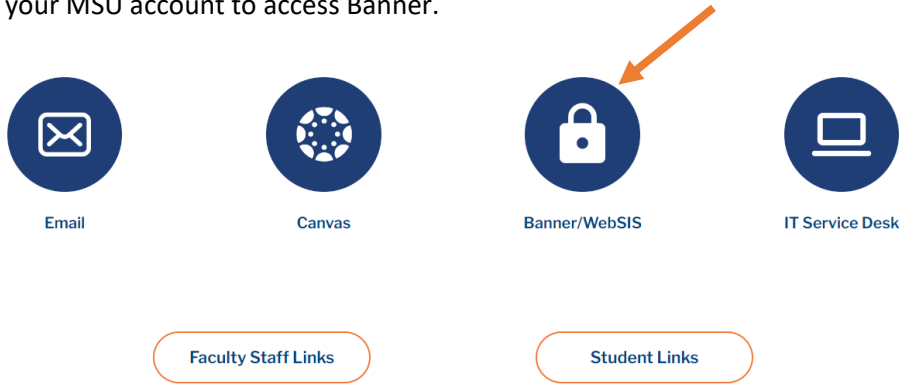


Instructions for Submitting & Approving Automated Leave Requests


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.

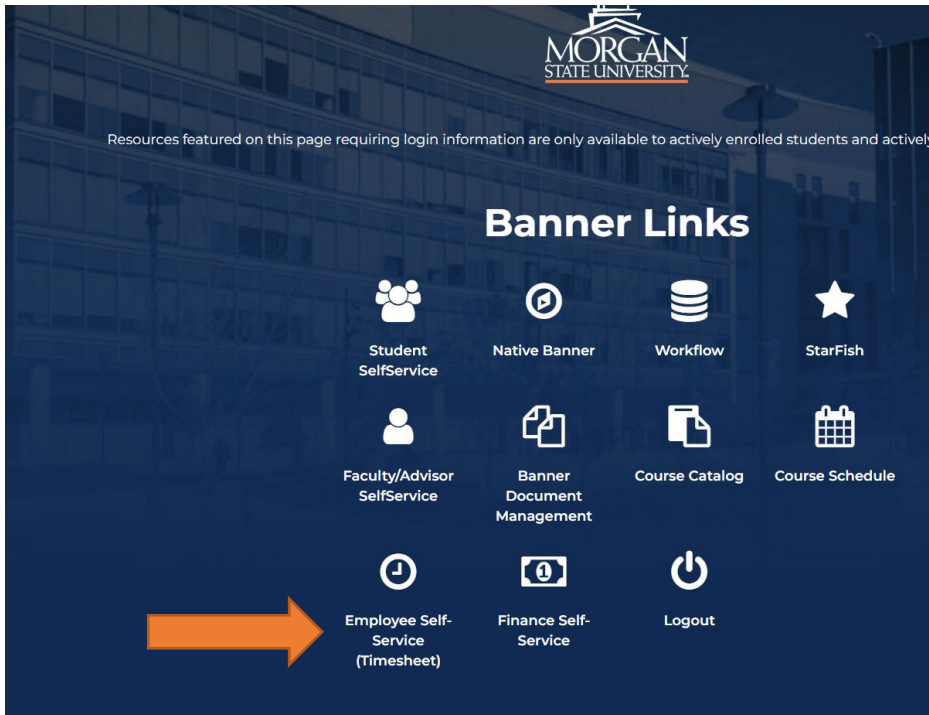
Sign in to your account

Remember me on this computer

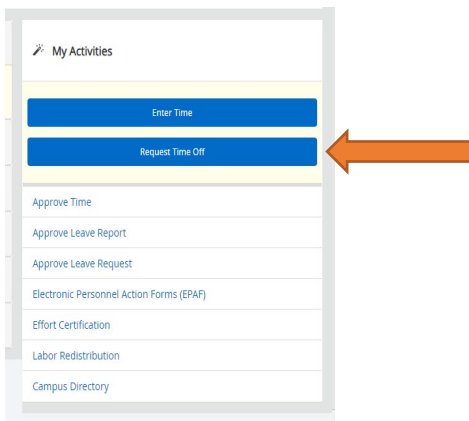
Forgot [Username](#) or [Password](#)? 

NOTICE: Unauthorized access to this system is in violation of Maryland Annotated Code, Criminal Law Article 8-606 and 7-302 and the use of its IT resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521 Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to the Morgan State University Policy on the Acceptable Use of Information Technology Resources. By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding the use of this system. For more information, please visit <https://www.morgan.edu/ditpolicies>.

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.**

Employee Dashboard • Leave Request

Leave Request

Approvals Timesheet **Leave Request**

Request Period	Hours/Days/Units	Submitted On	Status	
	M, F0220, Human Resources Budget			
05/15/2024 - 05/28/2024			Not Started	<input type="button" value="Start Leave Request"/>
05/29/2024 - 06/11/2024			Not Started	<input type="button" value="Start Leave Request"/>
06/12/2024 - 06/25/2024			Not Started	<input type="button" value="Start Leave Request"/>
06/26/2024 - 07/09/2024			Not Started	<input type="button" value="Start Leave Request"/>
07/10/2024 - 07/23/2024			Not Started	<input type="button" value="Start Leave Request"/>
07/24/2024 - 08/06/2024			Not Started	<input type="button" value="Start Leave Request"/>
08/07/2024 - 08/20/2024			Not Started	<input type="button" value="Start Leave Request"/>
08/21/2024 - 09/03/2024			Not Started	<input type="button" value="Start Leave Request"/>
09/04/2024 - 09/17/2024			Not Started	<input type="button" value="Start Leave Request"/>

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.

09/04/2024 - 09/17/2024

SUNDAY MONDAY TUESDAY **WEDNESDAY** THURSDAY FRIDAY SATURDAY

1 2 3 4 5 6 7

Annual Leave Pay Hours* 8

Cancel Save Preview

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

Employee Dashboard » Leave Request » Asst. Dir. HRIS & Rec. Mgmt. 042171-00, M, F0220, Human Resources Budget » Preview

Leave Request Detail Summary

Asst. Dir. HRIS & Rec. Mgmt, 042171-00, M, F0220, Human Resources Budget
Pay Period: 05/15/2024 - 05/28/2024 In Progress Submit By 05/14/2024, 12:00 PM

Time Entry Detail			
Date	Earn Code	Shift	Total

Summary		
Earn Code	Shift	Total

Routing and Status		
Name	Action	Date & Time
	Originated	05/07/2024, 09:54 AM
	In the Queue	

Comment (Optional):

Comment

characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

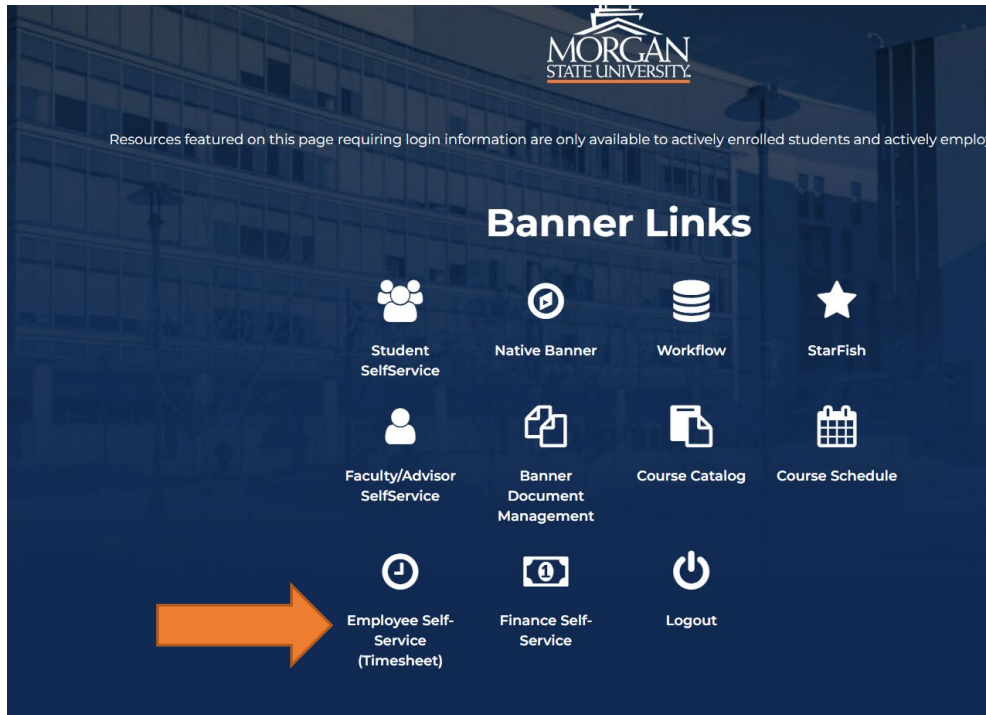
Return Submit

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

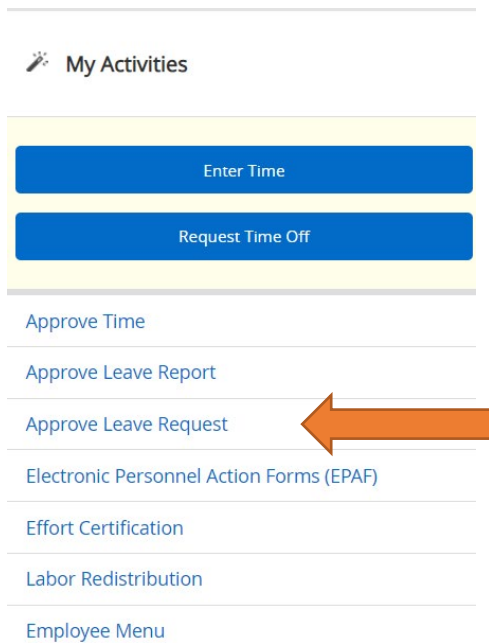
This new Banner leave request feature is not intended to replace departmental protocol. The Office of Human Resources recommends that employees check with their supervisor before utilizing this new feature.

Instructions for Approving Automated Leave Requests

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



2. Click "Approve Leave Request."



- Select the request to be reviewed.

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	1 1 Awaiting	2	3
7	8	9	10
14	15 1 Awaiting	16 1 Awaiting	17 1 Awaiting
21	22	23	24
28	29	30	31

- 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.

Pay Period: 05/29/2024 - 06/11/2024 8.00 Hours Pending Submitted On 05/07/2024, 04:17 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/29/2024	ANN, Annual Leave Pay	1	8.00 Hours

Summary			
ANN, Annual Leave Pay	1	8.00	8.00 Hours
Total Hours		8.00	

Routing and Status		
Action	Date & Time	
Originated	05/07/2024, 04:16 PM	
Submitted	05/07/2024, 04:17 PM	
Pending Approval		

Comment (Optional):
Add Comment

2000 characters remaining

Return Details Delete Return for correction Approve

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