



Banner 9 Leave Report User Guide

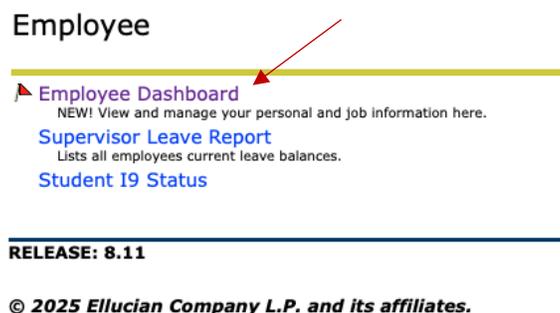
To enter a Leave Report in Banner 9, start by going to the Colorado College website and click “Sign Into CC” at the upper right:



Next, click the Banner (SSB) button:



After logging in, go to the Employee tab and click on Employee Dashboard:



From the Employee Dashboard, click Enter Leave Report in the My Activities section on the right-hand side of the dashboard:

Employee Dashboard

Tiger, Rocco

Leave Balances as of 12/12/2025

Vacation in hours: 119.60 | Sick in hours: 160.00

My Activities:

- Enter Time Sheet
- Enter Leave Report (highlighted with red arrow)
- Approve Time Sheet
- Approve Leave Report

Then click on the leave report you want to modify

Leave Report

Leave Period	Hours/Days/Units	Submitted On	Status
Information Solutions Architect, TE0023-00, T, 202001, Enterprise Information Solutions			
12/01/2025 - 12/15/2025	24.00 Hours		In Progress
11/16/2025 - 11/30/2025			Completed
11/01/2025 - 11/15/2025			Completed
10/16/2025 - 10/31/2025			Completed

To add leave hours, click the day and choose a Leave Type from the drop-down

12/01/2025 - 12/15/2025 | In Progress | Submit By 03/01/2026, 11:59 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8	9	10	11	12	13	14

Leave Type dropdown:

- Vacation - Exempt (selected)
- Sick Leave - Exempt
- Tiger Service day off-Exempt
- Jury Duty - Exempt
- CO Fam. Med. - Exempt

Enter hours and click Save:

12/01/2025 - 12/15/2025 | In Progress | Submit By 03/01/2026, 11:59 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8	9	10	11	12	13	14

⊕ Add Leave Type

Leave Type: Hours:

Exit Page | | |

Note that you can enter multiple types of leave for the same day by clicking Add Leave Type:

12/01/2025 - 12/15/2025 | In Progress | Submit By 03/01/2026, 11:59 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8	9	10	11	12	13	14

⊕ Add Leave Type

Leave Type: Hours:

Leave Type: Hours:

Exit Page | | |

After saving hours for one day, you can edit or delete those hours by clicking the corresponding icon:



You can also copy hours to the end of the pay period. For example, if you take 8 hours of vacation and want to enter the same number of hours every day for the remainder of the pay period, click the copy button. On clicking Save, the hours will copy forward to the end of the pay period, highlighted in gold:

Copy Leave Report Entry ✕

Vacation - Exempt : 8.00 Hours (12/13/2025, SATURDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Cancel
Save

Pay Period: 12/01/2025 - 12/15/2025 ?

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12 4.00 Hours	13 8.00 Hours
14	15	16	17	18	19	20

When you're done entering leave hours, click Review & Submit. If everything looks correct, add a comment if needed, check the certification box at the bottom, and click Submit:

[Employee Dashboard](#) » [Leave Report](#) » [Information Solutions Architect, TE0023-00, T, 202001, Enterprise Information Solutions](#) » Review & Submit

Summary

Leave Type	Shift	Week	Week	Week	Total
066, Vacation - Exempt	1		12.00	8.00	20.00 Hours
093, Sick Leave - Exempt	1		4.00		4.00 Hours
Total Hours			16.00	8.00	

Routing and Status

Name	Action
	Originated On 12/04/2025, 11:39 AM by Tiger, Roccy
	Submit By 03/01/2026, 11:59 PM
Rendon, Manuel	In the Queue

Comment (Optional):

Add Comment

2000 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

If you have submitted a leave report and it hasn't been reviewed by your supervisor, you can edit by clicking on the Pending type report:

Leave Report

Approvals
Timesheet

Leave Report

Leave Report Period v

Leave Period	Hours/Days/Units	Submitted On	Status	
Information Solutions Architect, TE0023-00, T, 202001, Enterprise Information Solutions Prior Periods				
12/01/2025 - 12/15/2025	24.00 Hours	12/12/2025	Pending	i

... and then clicking Recall Leave Report:

Vacation - Exem 4.00 Hours pt	Total: 4.00 Hours
Sick Leave - Exe 4.00 Hours mpt	Total: 4.00 Hours
Exit Page Recall Leave Report Review & Submit	

Your leave report will be re-opened and you can edit it. Be sure to Review & Submit the report when you are done.