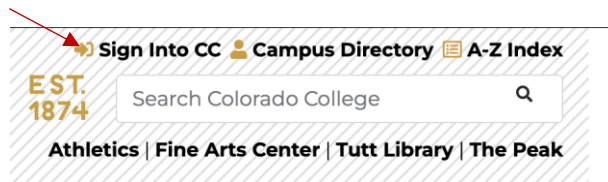




Banner 9 Leave Report User Guide

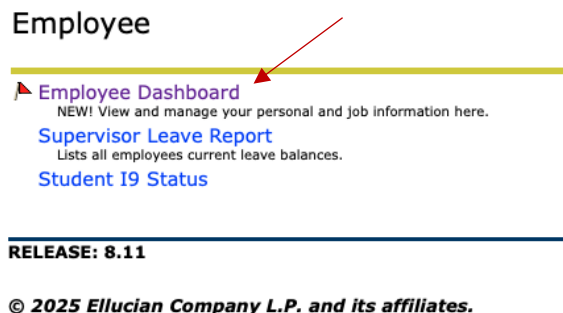
To enter a Leave Report in Banner 9, start by going to the Colorado College website and click “Sign Into CC” at the upper right:



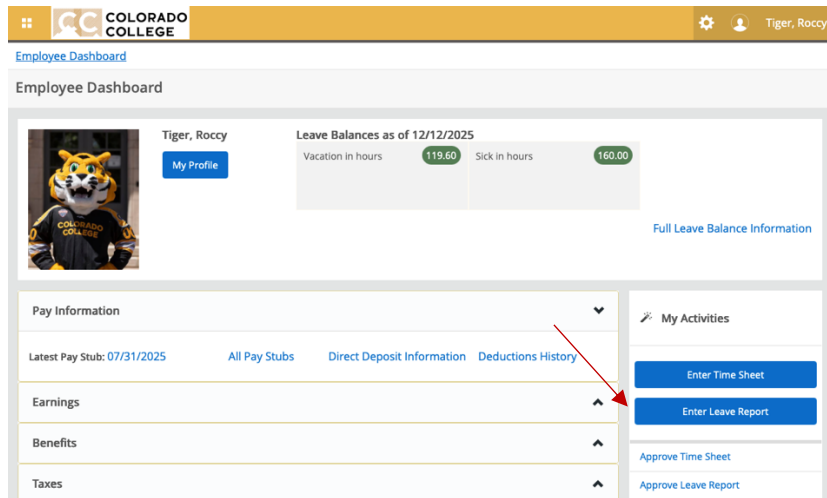
Next, click the Banner (SSB) button:



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

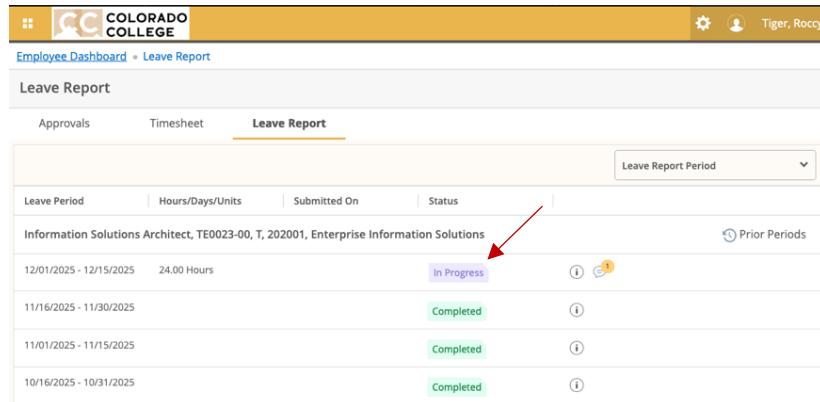


From the Employee Dashboard, click Enter Leave Report in the My Activities section on the right-hand side of the dashboard:



The screenshot shows the 'Employee Dashboard' for 'Tiger, Roccy'. It includes a profile picture of a tiger, a 'My Profile' button, and 'Leave Balances as of 12/12/2025' showing 'Vacation in hours' at 119.60 and 'Sick in hours' at 160.00. A red arrow points to the 'Deductions History' link in the 'Pay Information' section. On the right, under 'My Activities', there are buttons for 'Enter Time Sheet', 'Enter Leave Report', 'Approve Time Sheet', and 'Approve Leave Report'.

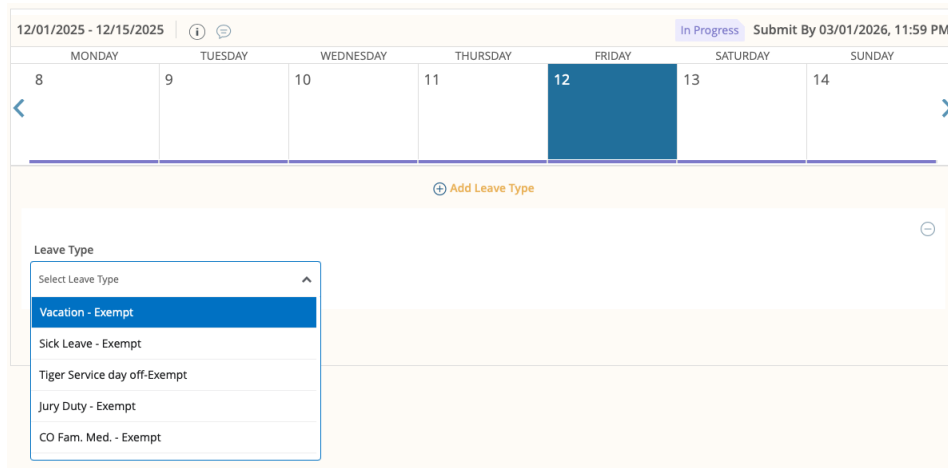
Then click on the leave report you want to modify



The screenshot shows the 'Leave Report' page. It has tabs for 'Approvals', 'Timesheet', and 'Leave Report'. A table lists leave periods with columns for 'Leave Period', 'Hours/Days/Units', 'Submitted On', and 'Status'. A red arrow points to the 'In Progress' status of the first entry. The table data is as follows:

Leave Period	Hours/Days/Units	Submitted On	Status
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

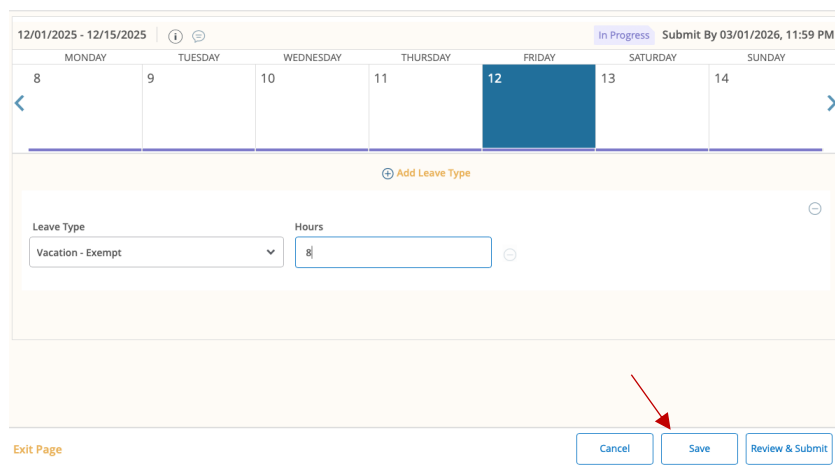
To add leave hours, click the day and choose a Leave Type from the drop-down



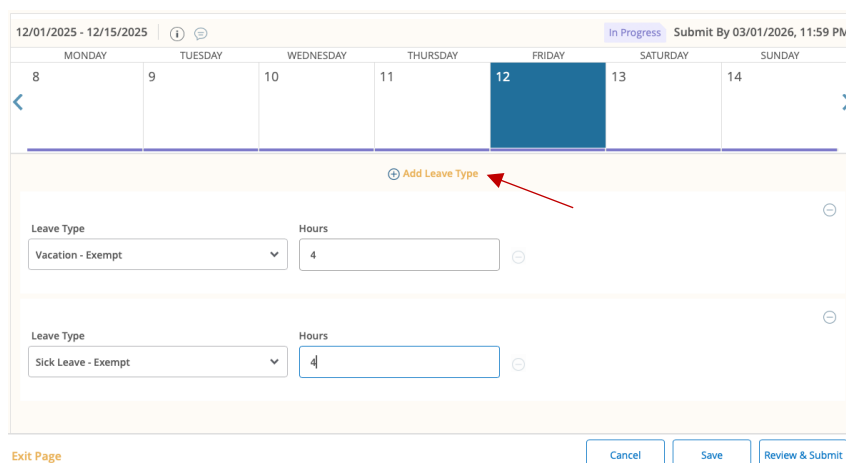
The screenshot shows a calendar view for the period '12/01/2025 - 12/15/2025'. The calendar displays days from Monday (8) to Sunday (14). Friday (12) is highlighted in blue. Below the calendar, there is a section to 'Add Leave Type' with a dropdown menu. The dropdown menu is open, showing the following options:

- Select Leave Type
- Vacation - Exempt
- Sick Leave - Exempt
- Tiger Service day off-Exempt
- Jury Duty - Exempt
- CO Fam. Med. - Exempt

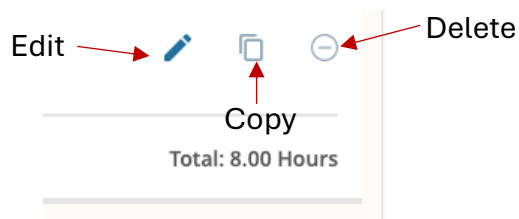
Enter hours and click Save:



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



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

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

Cancel

Save

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

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	12/12/2025	Pending

Prior Periods

... and then clicking Recall Leave Report:



The screenshot shows a web-based time sheet form. It has two main sections for leave entry. The first section is titled 'Vacation - Exem' with a blue circular icon and '4.00 Hours' next to it. Below this title is a text input field containing 'pt'. To the right of this section is a label 'Total: 4.00 Hours'. The second section is titled 'Sick Leave - Exe' with a blue circular icon and '4.00 Hours' next to it. Below this title is a text input field containing 'mpt'. To the right of this section is a label 'Total: 4.00 Hours'. At the bottom left of the form is a link 'Exit Page'. At the bottom right are two buttons: 'Recall Leave Report' and 'Review & Submit'. A red arrow points from the right side of the form area down to the 'Recall Leave Report' button.

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