

Banner Leave Reporting for Exempt Staff

Employee Self Service (wingsexpress) is upgrading! Leave Reports will continue to be submitted via Employee Self-Service. The leave reporting period continues to be from the first day of the month through the last day of the month. Reporting for each month will be due, from the employee, by the 5th of the month, following the leave. Supervisors will be required to approve the leave report by the 5th of the month, following the leave.

Please note: Accessing the upgraded Employee Self Service (wingsexpress) will require 2 Factor Authorization with Duo Security. Visit the CaTS website for more information and/or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>

Policies

<https://policy.wright.edu/policy/8420-sick-leave>

<https://policy.wright.edu/policy/8410-vacation>

<https://www.wright.edu/human-resources/winter-break-and-leave>

Roles

Exempt (monthly paid) Employees

Exempt staff, academic faculty and fiscal faculty will continue to reporting sick leave, vacation leave and/or winter leave. The leave reporting period is the first day of the month through the last day of the month. The Leave Report must be submitted by the 5th of the month, following the leave. NOTE: If no leave is taken, a monthly leave report is not required.

Approver

The supervisor, or designee, is the approver. This individual has the ability to update, change, return, or approve the Leave Report submitted by their employee. The approver is responsible for ensuring that all employees submit all leave taken on the appropriate Leave Report by the 5th of month, following the leave. Each Leave Report should be reviewed, in detail, ensuring that the leave time submitted is correct and that the leave hours assigned to the proper leave type, i.e., sick leave, vacation leave, etc. Approval (and if necessary, corrections made and communicated) is required by the 5th of the month, following the leave. An employee cannot approve their own Leave Report. NOTE: If no leave is taken, a monthly leave report is not required.

Proxy

A proxy is an individual designated by the approver in the Employee Self Service system to act on the approver's behalf to update, change, return, or approve the Leave Report submitted by their employee. If you have been designated as a proxy for an approver, you will be able to modify, return, and approve leave reports on behalf of that approver. An employee cannot be assigned as a proxy to approve their own Leave Report.

Responsibilities

Employee Responsibilities

1. Record accurate hours and days on your Leave Report, submitting no later than the 5th of the month, following the leave.
2. Select the appropriate leave codes (sick, vacation and/or winter leave) to ensure accurate reporting.
3. Check your leave balances to verify availability of hours before requesting/recording the leave. **Leave cannot be taken before it is accrued.**
4. Add comments to your Leave Report to document special circumstances, changes to your normal work schedule, or any other important information.
5. Review your Leave Report for accuracy before submitting it for approval.
6. Submit your Leave Report no later than the 5th of the month, following the leave.
7. Your assigned leave approver will also have until the 5th of the month, following the leave to review, comment, return for correction and/or approve the leave report.

Approver Responsibilities

1. Verify that all employees, with leave taken, have submitted their Leave Report by the 5th of the month, following the leave.
2. Notify employees that they need to submit the Leave Report when they have not done so.
3. Review all submitted Leave Reports, in detail. It is the responsibility of the approver to verify hours/dates of leave submitted by the employee are taken in accordance with University policy.
4. When corrections are necessary:
 - a. Prior to the 5th of the month, following the leave, return Leave Report to the employee for correction. The employee will receive an email generated by "Banner Workflow indicating Return for Correction" notifying them you have returned their Leave Report. A comment is required when returning a leave report for correction.
 - b. If error is discovered after the 5th of the month or after the leave report has been approved, contact the Appropriate HR Associate for instructions for correcting the error.
5. If desired, add comments on the Preview screen of an employee's Leave Report before approving. Comments cannot be added to Leave Reports which have already been approved.
6. Approve all Leave Reports individually prior to the 5th of the month, following the leave.
7. If you will be unable to approve the Leave Report, designate a proxy to perform your responsibility in your absence. Multiple proxies can be designated; an employee may never be designated as their own proxy.
8. Notify your proxy to review and approve Leave Reports on your behalf when you are not going to be available to perform this responsibility.

Proxy Responsibilities

1. Understand the required steps to approving Leave Reports and related policies.
2. Assume the role and responsibilities of 'acting approver' when designated by the approver.

Timeframes and Deadlines

1. Employees must submit their electronic Leave Report to their approver by the 5th of the month, following the leave.
2. Supervisors or their proxies are responsible for final approval of the Leave Report by the 5th of the month, following the leave.

LEAVE REPORTING BY EMPLOYEE – BY 5th OF MONTH, FOLLOWING THE LEAVE

Logging on To Employee Self Service (wingsexpress) for Leave Reporting

Access to the Leave Reporting in Employee Self Service (wingsexpress) through the wings.wright.edu portal.

1. The Leave Report will be accessed the from the Employee Dashboard in Banner Employee Self Service (wingsexpress). To access the Employee Dashboard:
 - Access wings.wright.edu
 - Enter your network username and password. This is the same username and password that you use to access your email.

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Sign in to continue

Campus Username (e.g. w001abc)

Password

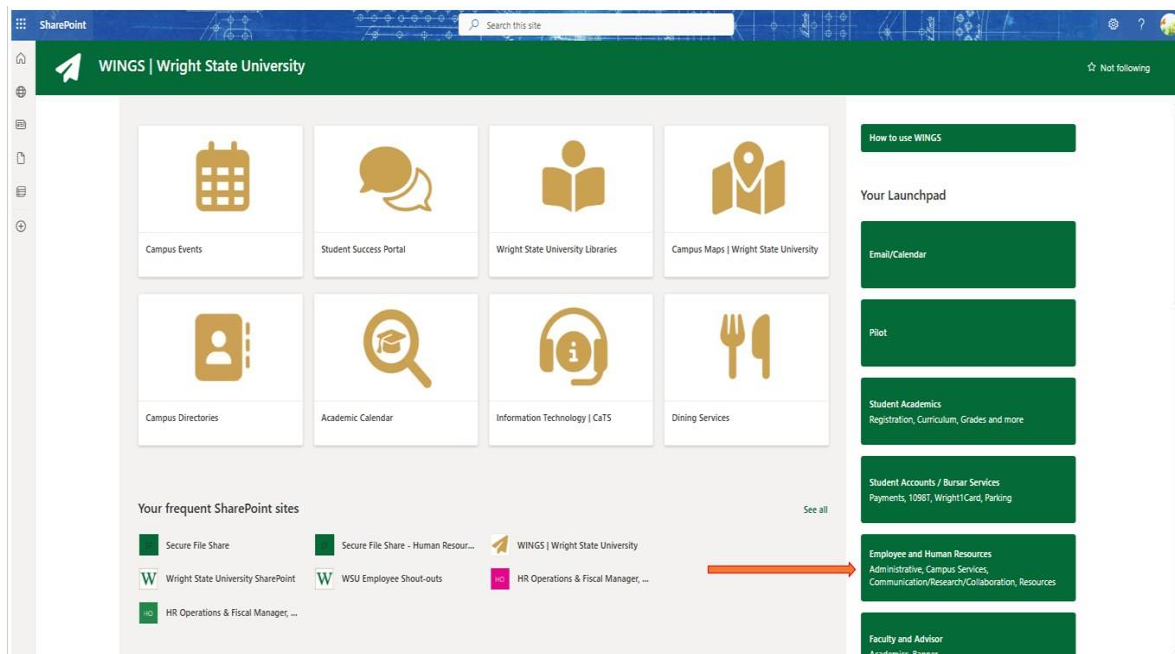
Cancel Sign On

Password Management | CaTS Help Desk
Wright State Accounts

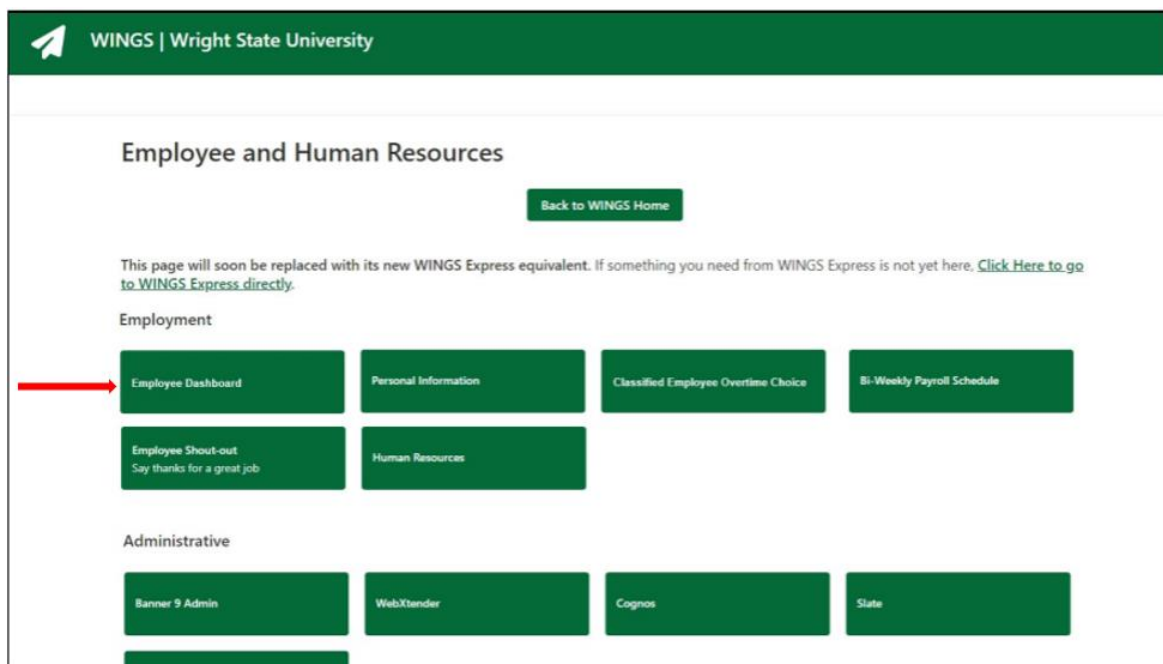
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Navigate to Employee and Human Resources



Click on Employee Dashboard



This action will 2 Factor Authorization with Duo Security. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>

1. Your current leave balances (effective as of the most recent pay date or most recent leave report approval) are displayed at the top of the page. Click Enter Leave Report.

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Employee Dashboard

Baker, Carmon R.

My Profile

Leave Balances as of 03/11/2025

Sick Leave in hours: [] Vacation Leave in hours: [] Winter Leave in hours: []

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/19/2024 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Salary Planner

Effort Certification

Labor Redistribution

The deadline to complete and submit your leave report is the 5th of the month, following the leave. Leave reports require approval by the 5th of the month, following the leave.

2. After you've clicked "Enter Leave Report", the periods that are open for leave reporting are displayed under the bar with your title. Click "Start Leave Report" for the pay period you are reporting.

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Employee Dashboard > Leave Report

Leave Report

Approvals Timesheet Leave Report

Leave Report Period

Leave Period Hours/Days/Units Submitted On Status


HRIS Manager, 997866-00, W, 218500, Department of Human Resources

03/01/2025 - 03/31/2025 Not Started Start Leave Report

Prior Periods

3. On the next screen,
 - a. **Navigate to the day** you need to report leave for and click on that day.
 - b. Click the drop-down for **“Earn Code”** to choose the type of leave you are reporting. Options are sick, vacation, etc.
 1. Please note: Academic Faculty only accrue sick leave.
 - c. An “Hours” box will open - Enter the **number of hours** in the box (*Consistent with non-exempt employees, leave may be reported in ¼ hour increments. Absence of a full day is recorded as 8 hours*).
 - d. Click **“Save”**

The left screenshot shows the 'Earn Code' dropdown menu with 'Vacation Pay' selected. The right screenshot shows the 'Hours' input field with '8' entered. Both screenshots show a calendar view with Tuesday, October 11th selected.

4. After you click “Save”, the hours of leave time are displayed on the date selected. *Please note: you must click “Save” after each entry.*
5. **To copy the leave time** (e.g., to copy one day, in order to record a week of vacation),
 - a. Click on the day you are copying from
 - b. Click the **“pages” icon**  (found on the right side of the screen, near the middle) to copy.
 - c. A new window will open displaying the full leave period.
 - d. **Click the box for each of the days you want to copy to**, and then click **“Save”**.

The left screenshot shows the 'Copy Leave Report Entry' dialog box with 'Vacation Pay' selected and 'Copy to the end of pay period' checked. The right screenshot shows the 'Copy Leave Report Entry' dialog box with 'Vacation Pay' selected and 'Copy to the end of pay period' checked.

- e. If you need to edit your submission after you've clicked Save, Click the "pencil" icon to edit your submission, and then click "Save".
- f. If you need to delete any entries after you've clicked Save, Click the "remove" icon to delete any entries, and then click "Save".
- g. Click (or select/confirm?) the prompt, "Are you sure you want to delete the earning record description?"

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Employee Dashboard > Leave Report > HRIS Manager, 997866-00, W, 218500, Department of Human Resources

Leave Report data successfully saved.

HRIS Manager, 997866-00, W, 218500, Department of Human Resources

03/01/2025 - 03/31/2025 40.00 Hours In Progress Submit By 04/05/2025, 11:59 PM

Calendar view showing days 8 through 14. Tuesday, March 12th is highlighted with 8.00 hours.

Buttons: Add Earn Code, Vacation Pay, Sick Pay, Total: 0.00 Hours, Cancel, Save, Review.

6. When ready to submit your leave report for the full month, you must first click the "Preview" button
 - a. The first section, titled "Time Entry Detail", displays a summary of all the leave types reported for the month.

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Employee Dashboard > Leave Report > HRIS Manager, 997866-00, W, 218500, Department of Human Resources

HRIS Manager, 997866-00, W, 218500, Department of Human Resources

03/01/2025 - 03/31/2025 40.00 Hours In Progress Submit By 04/05/2025, 11:59 PM

Calendar view showing days 22 through 28. Wednesday, March 26th is highlighted with 8.00 hours.

Buttons: Add Earn Code, Earn Code, Sick Pay, Hours, Cancel, Save, Preview.

Leave Report Detail Summary			
HRIS Manager, 997866-00, W, 218500, Department of Human Resources			
Pay Period: 03/01/2025 - 03/31/2025 44.00 Hours In Progress Submit By 04/05/2025, 11:59 PM			
Time Entry Detail			
Date	Earn Code	Shift	Total
03/12/2025	LPV, Vacation Pay	1	8.00 Hours
03/13/2025	LPV, Vacation Pay	1	8.00 Hours
03/14/2025	LPV, Vacation Pay	1	8.00 Hours
03/17/2025	LPV, Vacation Pay	1	8.00 Hours
03/18/2025	LPV, Vacation Pay	1	8.00 Hours
03/26/2025	SCK, Sick Pay	1	4.00 Hours

- b. The second section, “Summary”, displays all leave reported by week.

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
LPV, Vacation Pay	1	24.00	16.00				40.00 Hours
SCK, Sick Pay	1			4.00			4.00 Hours
Total Hours		24.00	16.00	4.00			

Routing and Status

Name	Action
	Originated On 03/11/2025, 12:24 PM by Baker, Carmon R.
	Submit By 04/05/2025, 11:59 PM
Williams, Brenda M.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

[Return](#) [Submit](#)

- c. Continue scrolling down to display the “Comment” box, where you can add comments to your supervisor. Please note: All comments are subject to public records request.

7. **Click the Submit** to submit your leave report to your supervisor for approval.

SUPERVISOR APPROVAL – BY THE 5th OF THE MONTH, FOLLOWING THE LEAVE Logging on to Employee Self Service (wingsexpress) for Leave Reporting.

Access to the Leave Reporting in Employee Self Service (wingsexpress) through the wings.wright.edu portal.

1. The Leave Report Approver menu/actions will be accessed the from the Employee Dashboard in Banner Employee Self Service (wingsexpress). To access the Employee Dashboard:
 - a. Access wings.wright.edu
 - b. Enter your network username and password. This is the same username and password that you use to access your email.

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Sign in to continue

Campus Username (e.g. w001abc)

Password

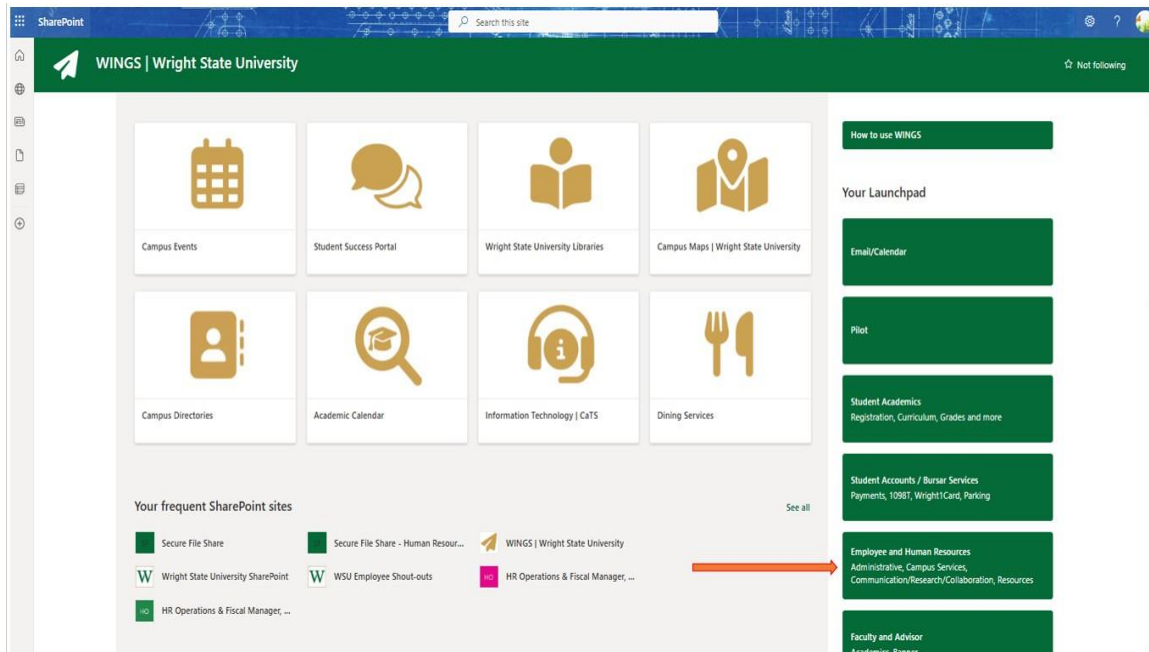
Cancel Sign On

Password Management | CaTS Help Desk
Wright State Accounts

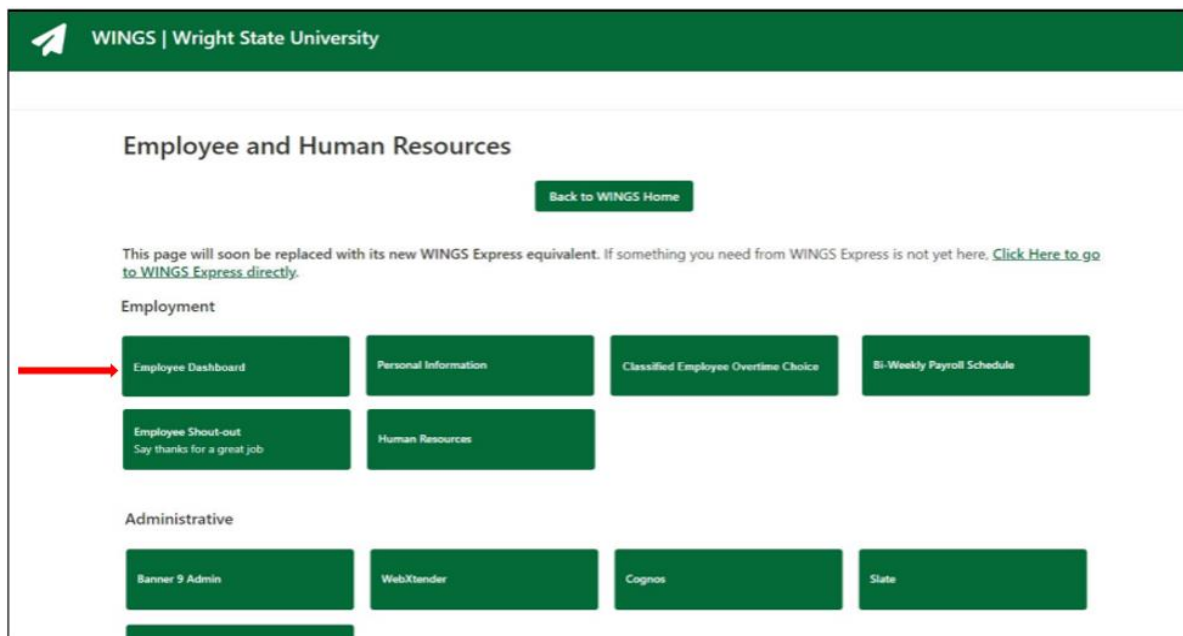
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Navigate to Employee and Human Resources



Click on Leave Report



This action will 2 Factor Authorization with Duo Security. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>

Click on Approve Leave Report

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Baker, Carmon R.

Employee Dashboard

Employee Dashboard

Baker, Carmon R.

My Profile

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/19/2024

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Enter Leave Report

Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Salary Planner

Effort Certification

Labor Redistribution

1. This screen will show the status of leave reports for your team. There are drop-downs that allow you to filter results. You can either click on the bar graph to pull up the list of leave reports ready for you to approve, or scroll down until you see the name(s) of employees who have leave reports in process.

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Baker, Carmon R.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Report

Approvals Timesheet Leave Report

Leave Report All Departments 03/01/2025 - 03/31/2025 (MO 3) All Status except Not Started Enter ID/Name

Distribution Status Report - Leave Report

2

Pending

Pending - In the Queue

In Progress

Returned

Error

Pending - Approved

Approved

Completed

Pending 2

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Baker, Carmon R.

Employee Dashboard • Time Entry Approvals

Pending Pending - In the Queue In Progress Returned Error Pending - Approved Completed

Pending 2

Employee Name	ID	Organization	Hours/Days/Units
Williams, Brenda M. Director, Benefits, 95329-00	U005-0001	W-21830, Department of Human Resources	32.00 Hours 0
Williams, Brenda M. HRIS Manager, 95760-00	U005-0001	W-21830, Department of Human Resources	36.00 Hours 0

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

2. Navigate to an employee name and click to open the leave report.
 - The first section, titled “Time Entry Detail”, displays a summary of all the leave types reported for the month
 - The second section, “Summary”, displays all the leave types reported for the month

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 Baker, Carmon R.

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Director, Benefits, 985826-00, W, 218500, Department of Human Resources](#) • [Preview](#)

Leave Report Detail Summary

U00543831, Williams, Brenda M.

Director, Benefits, 985826-00, W, 218500, Department of Human Resources

Pay Period: 32.00 Hours Pending Submitted On 03/17/2025, 12:57 PM

Time Entry Detail

Date	Earn Code	Shift	Total
03/10/2025	SCK, Sick Pay	1	8.00 Hours
03/21/2025	LPV, Vacation Pay	1	8.00 Hours
03/24/2025	LPV, Vacation Pay	1	8.00 Hours
03/25/2025	LPV, Vacation Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
SCK, Sick Pay	1		8.00				8.00 Hours
LPV, Vacation Pay	1			8.00	16.00		24.00 Hours
Total Hours			8.00	8.00	16.00		

Return
Details
Return for correction
Approve

3. Continue to scroll down, to see the following:
 - Comment (Optional) – if your employee entered a comment, it will appear here. You may also enter a comment. Please note: All saved comments are subject to public records requests.
 - If you want to enter a confidential comment (that the employee will not be able to see), check that box.
4. Review the leave report for accuracy, ensuring all leave taken is recorded.
5. **If you noticed an error in the leave reporting, enter a comment and click Return for correction.** The leave report will then be returned to the employee for correction.
6. **To approve the leave, click Approve**

Quick Guide

Employees

Enter & Submit Leave Report (by the 5th of the month, following the leave)

1. Access Employee Self Service (wingsexpress)
 - a. This action will 2 Factor Authorization with Duo Security. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>
2. Click "Enter Leave Report"
3. Select the appropriate month/leave reporting period
4. Complete report to:
 - a. report leave taken:
 - i. Navigate to and click on date the leave was taken
 - ii. Select earn code from drop-down
 - iii. Record number of hours in "Hours" box (*consistent with non-exempt reporting, leave time can be recorded in ¼ hour increments*)
 - iv. Click "Save"
 - v. Once all time taken has been entered for the month:
 1. Click "Preview"
 2. Scroll to bottom of "Preview" window
 3. (Optional) Add comments you want your supervisor to read
 4. Click Submit

Approvers

Return for Correction, if necessary, and Approve Leave Report (by the 5th of the month, following the leave)

1. Access Employee Self Service (wingsexpress)
 - a. This action will 2 Factor Authorization with Duo Security. Visit the CaTS website for more information or to enroll: <https://www.wright.edu/information-technology/two-factor-authentication>
2. Click "Approve Leave Report"
3. Navigate to the employees to be reviewed.
4. Click employee's name. Review for accuracy.
 - a. If you find errors on the employee submission:
 - i. Add comments (i.e. you forgot to record leave time on "x" date)
 - ii. Click "Return for correction"
 - b. To approve the time as submitted:
 - i. Add comments, if desired
 - ii. Click "Approve"