Self Service Reviewing Your Previous Leave Reported
For Monthly Paid Employees

Leave reporting for exempt employees has gone green! Follow the instructions below to review your monthly attendance report from previous months.

1. Log on to the Samford Portal.

2. From here you may either select Banner from the top menu bar

    a. Then choose Employee

        i. Select Employee Dashboard

3. Or you can scan down the left side under HR and Payroll and select Employee Dashboard

4. Look to the right under My Activities and click on Enter Leave Report as if you were going to complete a new leave report.

5. Once at the Leave Report screen, **select Prior Periods** from the right side of the screen.

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6. A list of Leave Reports will appear with information for each.

Leave Period	Hours/Days/Units	Submitted On	Status	
May 2020				
05/01/2020 - 05/31/2020	1.00 Days	06/03/2020	Completed	ⓘ
April 2020				
04/01/2020 - 04/30/2020	2.00 Days	05/04/2020	Completed	ⓘ
March 2020				
03/01/2020 - 03/31/2020	1.00 Days	04/09/2020	Completed	ⓘ

7. Ensure that there is a report for each Leave Period (Month) of the fiscal year. Nine-month faculty should not have a report for June, July, or August. Less-than-twelve-month staff should have a report for each month, including a report noting "not scheduled" in the comments for the months they are not scheduled to work.

8. Ensure that the Status indicates COMPLETED for any report prior to the current or immediately previous month if reviewing prior to the 15th.

9. Ensure that the number of Days reported for the month is correct. Units are not counted against any leave balance.

10. To review individual leave reports on this display, click on the detail report line for the month you would like to review. (The line that includes the dates, days and status.)

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05/01/2020 - 05/31/2020	1.00 Days	06/03/2020	Completed	ⓘ
April 2020				
04/01/2020 - 04/30/2020	2.00 Days	05/04/2020	Completed	ⓘ

11. At this point, the first week of the calendar for that month is displayed. Use the arrows to the left and right to navigate through the weeks of the month to see the day(s) for which leave was reported.

12. To see the leave code reported for that day, click on each date where 1.00 Days is displayed.

13. Continue this process to review any leave reports previously submitted.

14. For any leave that was not submitted during the open online reporting period, please submit a Closed Period Attendance Report which can be found on the Payroll web site under General Forms. This report should be submitted to payroll@samford.edu by the 15th of the next possible month.

15. You may now use the Copy feature to copy this code to any day during the month that you took leave using same type of leave code.

16. Please let us know if you encounter any issues. Thank you!