

Submitting A Leave Report & Leave Request

Table of Contents

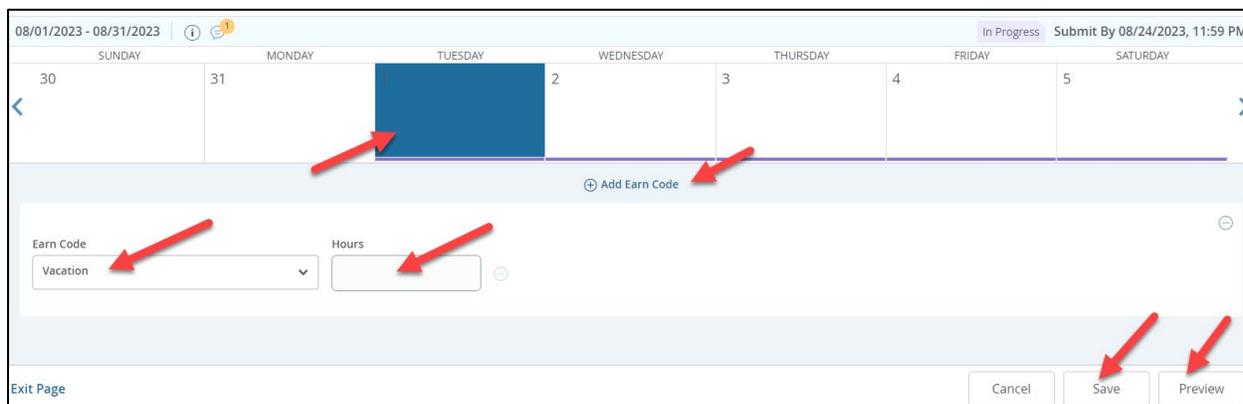
Submitting Leave Report.....	1
Submitting Leave Request	1
Copying Hours.....	2
Recalling a Leave Report or Leave Request	2

Submitting Leave Report

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Choose **Enter Leave Report**.



4. Choose the day to enter leave, click **Start Leave Report**.
5. Select the date(s) leave was taken.
 - a. Select the **Earn Code** then enter the number of hours.
 - b. Click **Save** at the bottom right.
 - c. *Repeat this step as needed.*



6. When complete, click **Preview**, then **Submit**.

Submitting Leave Request

1. Log into **PirateNet**.
2. Click the **Banner Self Service (SSB)** app, then **Employee Dashboard**.
3. Choose **Request Time Off**.



4. Choose the day to enter leave, click **Start Leave Request**.
5. Select the date(s) being requested.
 - a. Select the **Earn Code** then enter the number of hours.
 - b. Click **Save** at the bottom right.
 - c. *Repeat this step as needed.*
6. When complete, click **Preview**, then **Submit**.

Submitting A Leave Report & Leave Request

Copying Hours

1. When entering leave, the **Copy** button is available to copy the entry on multiple days.
Select **Save**.



Copy Leave Request Entry ✕

Vacation : 7.00 Hours (08/01/2023, TUESDAY)

Pay Period: 08/01/2023 - 08/31/2023 ?

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 7.00 Hours	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Cancel Save

Recalling a Leave Report or Leave Request

1. If updates are needed after the leave report or leave request is submitted for approval, click **Recall**. Work with supervisor on timing of approval.

