Leave Reports:

Starting in June, Administrators and Librarians will begin using Banner Leave Reports for their timecards instead of Kronos. Banner Leave Reports has an enhanced user experience with several improvements over Kronos.

Banner Leave Reports:
- does not utilize Java and will not require frequent updating
- is accessible through the Piratenet Portal from any computer
- is supported by all internet browsers – Internet Explorer, Firefox, Google Chrome and Safari
- will immediately update leave balances after supervisor approval

Human Resource Information Systems (HRIS) is offering hands-on training sessions. Bring your laptop and administrators can enter exception time, submit leave reports and supervisors can approve leave reports.

Email HRTOD@shu.edu to register for one of the below sessions

Date:	Time:	Location:
June 27	10:00	Walsh Library ITV Room
June 27	1:00	Walsh Library ITV Room
June 27	2:30	Walsh Library ITV Room
June 28	10:00	Walsh Library ITV Room
June 28	11:00	Walsh Library ITV Room
June 28	1:00	Walsh Library ITV Room
July 10 – walk-in session – register for morning or afternoon	10:00 am – 12:00 pm	Walsh Library ITV Room
	2:00 pm – 4:00 pm	Walsh Library ITV Room