

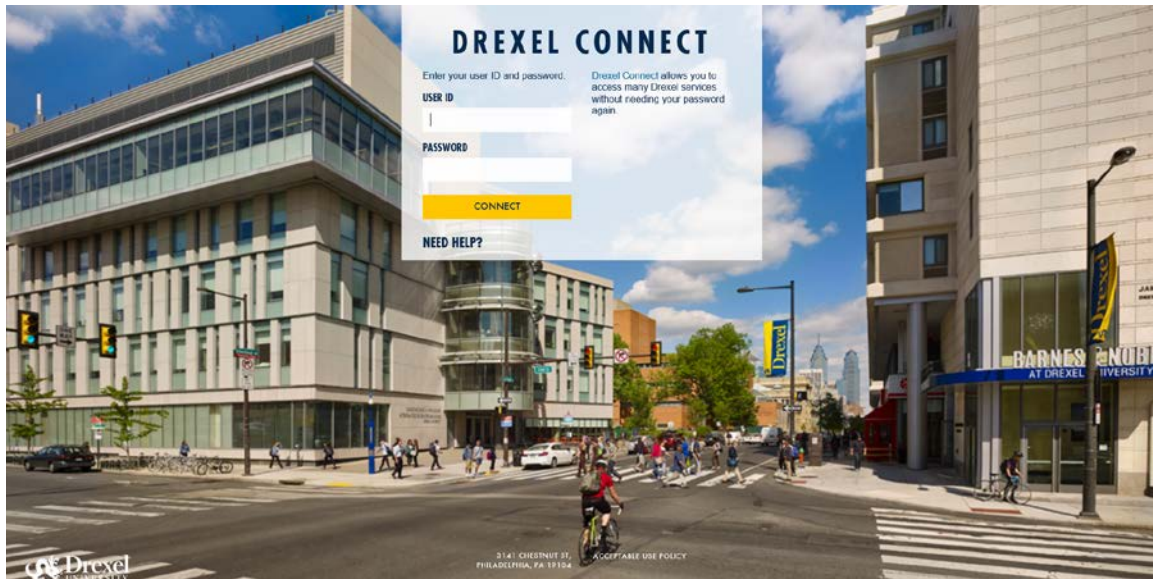
## Exempt Leave Reporting

**Please Note:** *These instructions are intended to provide exempt employees with basic information required to enter and submit their leave report each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems entering or submitting your leave report, please contact the Payroll Department at [payroll@drexel.edu](mailto:payroll@drexel.edu).*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

### **Step 1. Access the Drexel One portal**

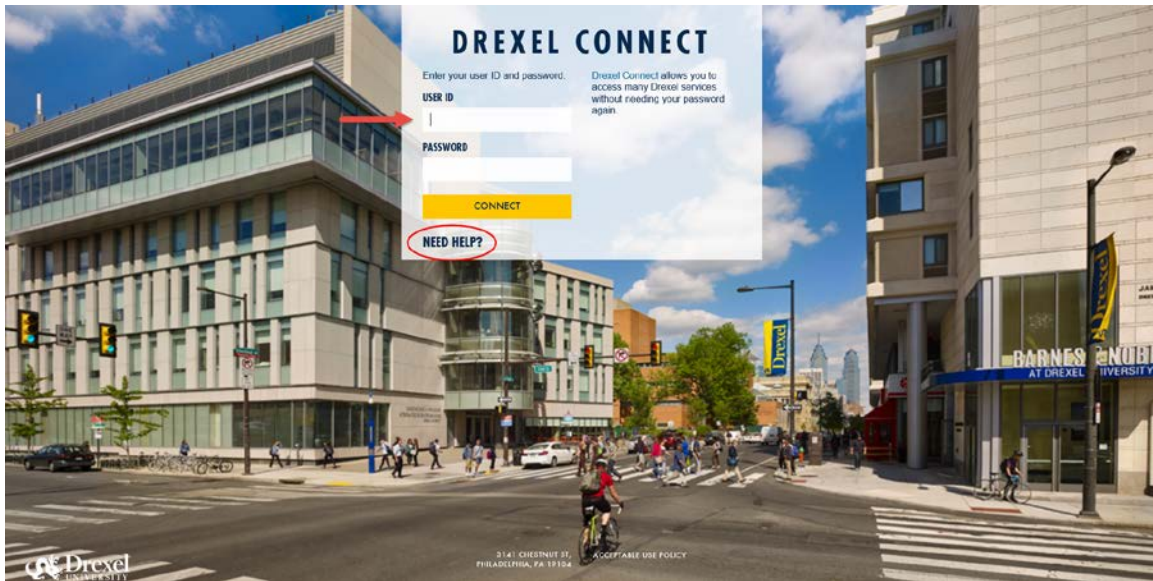
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



## Exempt Leave Reporting

### Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

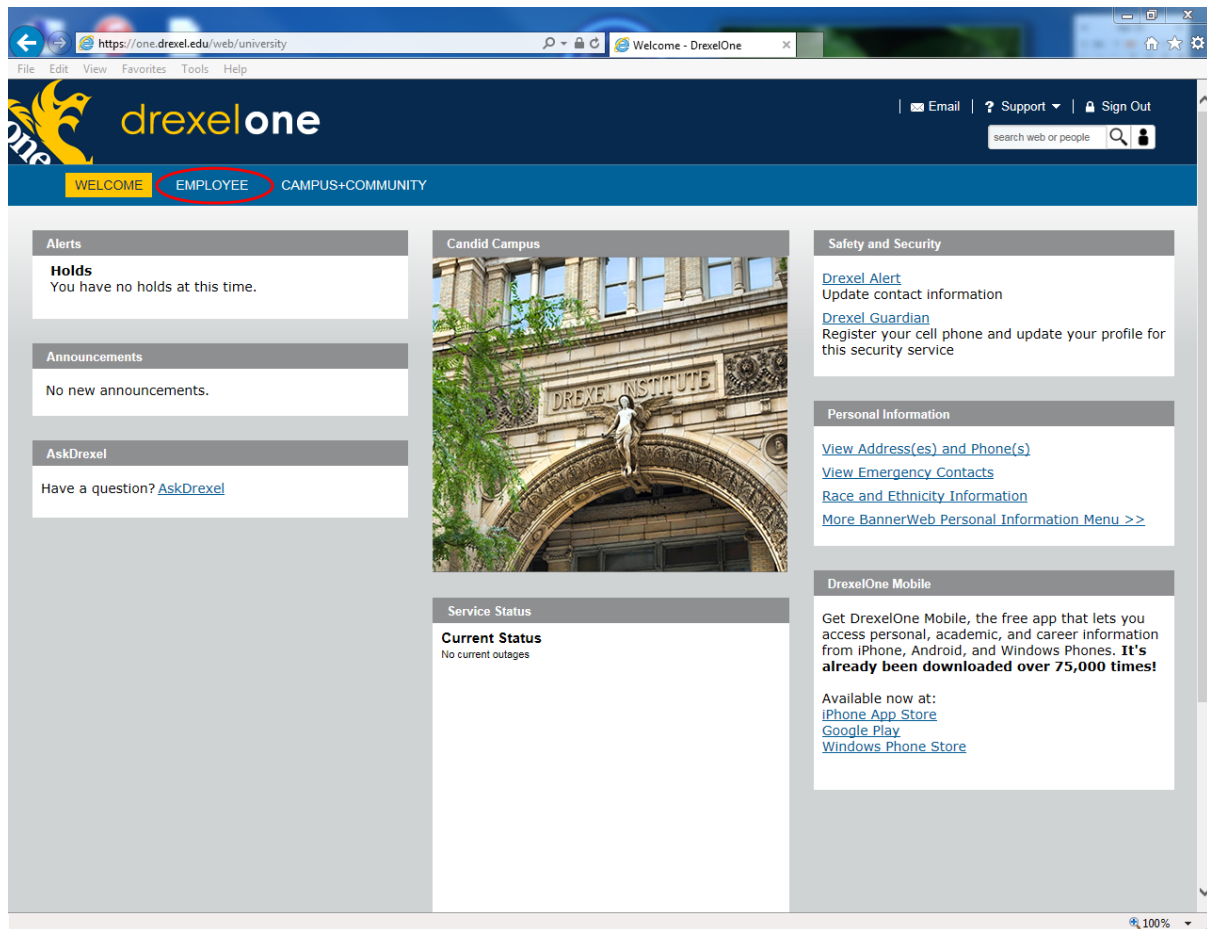


# Exempt Leave Reporting

## Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

***Note:** If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



# Exempt Leave Reporting

## Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P\\_DisplayEmployeeAddress](https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress). The page title is "Drexel University BannerWeb Information System". Below the title bar, there are tabs for "Personal Information" and "Employee Services". The "DrexelALERT EMERGENCY NOTIFICATION SYSTEM" logo is prominently displayed. The main heading is "DrexelAlert Emergency Contact Information Update". A message states: "Please verify/enter your preferred mobile phone number below." Below this, a paragraph explains the system's purpose and policy. Another paragraph states: "For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University." A third paragraph states: "If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the 'Personal Information' section." The form contains a "Mobile Phone" section with input fields for "215", "555", and "0123", followed by a green checkmark icon. Below this is a checkbox labeled "I do not have a mobile phone." and a text area with a disclaimer: "The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified." Below the text area is a statement: "By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy." and a "Submit" button, which is highlighted with a red arrow. At the bottom left, it says "RELEASE: 000". The browser window shows a "Current Address Display" tab and a "100%" zoom level.

Mobile Phone

215 555 0123 ✓

I do not have a mobile phone. ☐

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.

Submit

RELEASE: 000

# Exempt Leave Reporting

## Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

**Drexel University BannerWeb Information System**

**Personal Information** **Employee Services**

**FACULTY AND STAFF ADDRESS VERIFICATION**

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu). Your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

<b>Employee Campus Mailing Address(es)</b>	<b>Employee Campus Mailing Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓
<b>Employee Home Address(es)</b>	<b>Employee Home Phone(s)</b>
<b>Current:</b> January 1, 2010-?	<b>Primary:</b> (215) 555-0123
123 Main Street Hometown, USA 12345	✓
<b>Employee Work Location Address(es)</b>	<b>Employee Work Location Phone(s)</b>
<b>Current:</b> January 1, 2010 - ?	<b>Primary:</b> (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

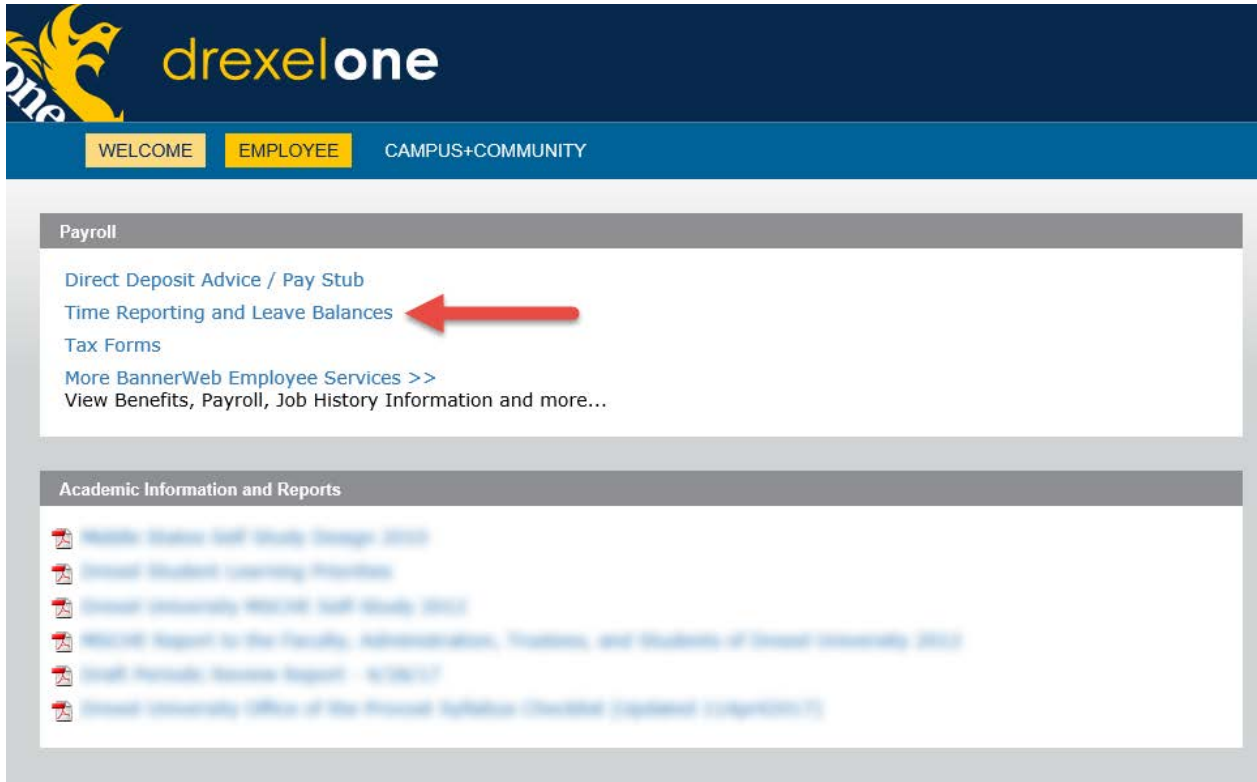
**Continue** →

RELEASE: 015

## Exempt Leave Reporting

### Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.







## Exempt Leave Reporting

### Step 5. Select “Leave Reporting”

From the Time Reporting Menu, click the “Leave Reporting” link.



### Time Reporting Menu

-  [Time Sheet](#)  
*For non-exempt hourly employees paid biweekly.*  
Create or approve time sheet to report hours for current pay period, or view past time sheets.
-  [Leave Reporting](#)   
*For exempt salaried employees paid monthly.*  
Create or approve leave to report hours for current pay period. View past leave time.
-  [View Leave Balances and Activity](#)

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## Exempt Leave Reporting

### Step 6. Select “Access my Leave Report”

Depending on your permissions within the system, you may be taken to the Time Reporting Selection menu. If so, use the radio button under “My Choice” to select the “Access my Leave Report” option and click the “Select” button. Otherwise, you will be taken directly to Step 7.

 **Drexel University BannerWeb Information System**


**Personal Information** **Employee Services**

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### Time Reporting Selection

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#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/> 
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

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## Exempt Leave Reporting


### Step 7. Select Leave Report Period

On the Leave Report Selection screen, select the position and reporting period for which you would like to report leave time.

If you have more than one active position, each will be displayed by job title and department. Choose the position for which you would like to report leave time by clicking the radio button in the “My Choice” column next to that position.

Select the correct reporting period from the drop-down box in the “Leave Report Period and Status” field. Click the “Leave Report” button.

***Note:** the “Leave Report Period and Status” field displays the status of your leave report. You can check here to see if your leave report has been started, submitted and approved.*

 **Drexel University BannerWeb Information System**

**Personal Information** **Employee Services**

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### Leave Report Selection

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Title and Department	My Choice	Leave Report Period and Status
Snow Flake Engineer, 201490-00	<input checked="" type="radio"/>	Jul 01, 2007 to Jul 31, 2007 Not Started
Fantasy Island, 3221	<input type="radio"/>	May 01, 2007 to May 31, 2007 Completed
		Jun 01, 2007 to Jun 30, 2007 Pending
		Jul 01, 2007 to Jul 31, 2007 Not Started

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# Exempt Leave Reporting

## Step 8. Select Date to Report Leave

Click the “Enter Hours” link at the intersection of the date and the type of leave you are reporting.


To access dates in the reporting period that are not displayed on the Leave Report screen, use the “Next” (or “Previous”) buttons at the bottom of the timesheet.

 **Drexel University BannerWeb Information System**

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Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

**Leave Report**  
Title and Number: Snow Flake Engineer -- 201490-00  
Department and Number: Fantasy Island -- 3221  
Leave Report Period: Jul 01, 2007 to Jul 31, 2007  
Submit By Date: Aug 07, 2007 by 10:00 A.M.

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Personal Day	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Funeral Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Used on FMLA Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation Used on FMLA	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:

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## Exempt Leave Reporting

### Step 9. Enter Hours

Enter the number of hours of leave time used in the data entry box that appears in the center of the screen. Click the "Save" button.

Repeat this step for each day of the reporting period during which you were absent. If you were not absent, do not report leave time and do not enter zeros (0) in the time entry grid, just leave it blank.


**Note:** Salaried (exempt) employees must report time off used in either full or half day increments. For full-time employees who work the standard 8:00AM to 5:00PM schedule, this is 8 hours for a full day absence or 4 hours for a half day absence.


 **Drexel University BannerWeb Information System**

Personal Information Employee Services

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### Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Leave Report**

Title and Number:	Snow Flake Engineer -- 201490-00
Department and Number:	Fantasy Island -- 3221
Leave Report Period:	Jul 01, 2007 to Jul 31, 2007
Submit By Date:	Aug 07, 2007 by 10:00 A.M.

Earning:  
Date: Jul 05, 2007  
Hours: 8

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Personal Day	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Used on FMLA Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Used on FMLA	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	8		0	0	0	0	8	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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## Exempt Leave Reporting

### Step 10. Preview your Leave Report

When you are finished entering your time off for the reporting period, review your leave report by clicking the “Preview” button below the time entry grid on the Leave Report screen.


Preview

Review your leave report to make sure the number of hours, type of leave reported and dates reported are complete and accurate. Use the scroll bar at the bottom of the screen to view dates within the reporting period that are not displayed on the Preview screen.

When you are finished, click the “Previous Menu” button to return to the Leave Report screen. If any changes or corrections are necessary, return to step 8.



Personal Information Employee Services

 Be sure to set your printer to landscape before printing the document.

Jack Frost  
Snow Flake Engineer, 201490-00

#### Leave Report

Earning Code	Total Hours	Total Units	Sunday , Jul 01, 2007	Monday , Jul 02, 2007	Tuesday , Jul 03, 2007	Wednesday, Jul 04, 2007	Thursday , Jul 05, 2007	Friday , Jul 06, 2007	Saturday , Jul 07, 2007	Sunday , Jul 08, 2007	Monday , Jul 09, 2007	Tuesd. Jul 10, 2007
Vacation	16							8	8			
Leave												
Sick	4											4
Leave												
<b>Total Hours:</b>	20							8	8			4
<b>Total Units:</b>		0										

Previous Menu




# Exempt Leave Reporting

## Step 11. Submit Your Leave Report

Once you are satisfied that your Leave Report is complete and accurate, click the “Submit for Approval” button at the bottom of the Leave Report screen.


***Note:** Leave Reports are due on your last working day of the month. The reporting period remains opened until the deadline shown to accommodate unforeseen absences. You will be locked out of the reporting period after the submission deadline passes and will not be able to alter or submit your Leave Report. Please make sure to complete and submit your Leave Report on your last work day of the month to avoid missing the deadline.*

 **Drexel University BannerWeb Information System**

[Personal Information](#) [Employee Services](#)

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### Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

**Leave Report**

Title and Number: Snow Flake Engineer -- 201490-00  
Department and Number: Fantasy Island -- 3221  
Leave Report Period: 6/1/07, 2007 to Jul 01, 2007  
Submit By Date: Aug 07, 2007 by 10:00 A.M.

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Personal Day	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours
Sick Leave	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Used on FMLA Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Used on FMLA	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	20		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

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## Exempt Leave Reporting


### Step 12. Complete the Certification Screen

You must provide confidential information to verify your identity when submitting your Leave Report. This information is verified against your employee record in the personnel database and is not stored with your Leave Report nor is it visible to your supervisor.

Enter the last four digits of your Social Security Number and your full birth date in the fields provided. Do not enter dashed in your Social Security Number. Enter your Birth Date in the exact format requested, (MM/DD/YYYY). Be sure to use slashes (not dashes), a two digit month, a two digit date and a four digit year. The system will not accept your certification if the format of your Birth Date is not correct.

Click the “Submit” button.


***Note:** If you submit a blank Leave Report indicating that you have not used any time off during the reporting period, you will receive a warning message below the Birth Date field. Please read the message and confirm that your Leave Report is accurate by clicking the radio button above the warning message before clicking the “Submit” button.*

 **Drexel University BannerWeb Information System**

**Personal Information** **Employee Services**

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### Certification



 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my SSN and Birth Date.  
Enter your SSN and Birth Date and select Submit if you agree with the previous statement. Otherwise exit, your time transaction will not be submitted for approval.

SSN:

Birth Date (MM/DD/YYYY):

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## Exempt Leave Reporting


### Step 13. Confirm Submission

Confirm that your Leave Report has been submitted successfully! You will see a message at the top of the Leave Report screen indicating that your timesheet was submitted successfully. You will also see the date of your submission at the bottom of the screen and a notation that your Leave Report is awaiting approval from your supervisor.

*If you receive an error message, make the necessary corrections and re-submit your Leave Report before the deadline!*

Log out of Drexel One using the “Exit” link at the top right of the screen. Remember to disconnect and close out of your browser when you are finished.

**Note:** Your supervisor will receive an e-mail indicating that your leave report has been submitted and approval is required. Check back to make sure your supervisor has approved your Leave Report by viewing the status in the Leave Report Selection screen shown in Step 7. If your Leave Report has not moved to a “Completed” status, follow up with your supervisor.


 **Drexel University BannerWeb Information System**

Personal Information Employee Services

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### Time Sheet

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 Your Timesheet was Submitted Successfully!

**Leave Report**  
Title and Number: Snow Flake Engineer -- 201490-00  
Department and Number: Fantasy Island -- 3221  
Leave Report Period: Jul 01, 2007 to Jul 31, 2007  
Submit By Date: Aug 07, 2007 by 10:00 A.M.

Earning	Total Hours	Total Units	Sunday Jul 01, 2007	Monday Jul 02, 2007	Tuesday Jul 03, 2007	Wednesday Jul 04, 2007	Thursday Jul 05, 2007	Friday Jul 06, 2007	Saturday Jul 07, 2007
Personal Day	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	0	0	Enter Hours
Sick Leave	4		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Used on FMLA Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Used on FMLA	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	20		0	0	0	0	8	8	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By: You on July 31, 2007  
Approved By: Pending  
Waiting for Approval From: Ginny Weasley

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