Enter your leave report each month as you take leave, or at the end of the month. To enter your leave, go to mySwarthmore
Click on Banner 9 Employee Main Menu (NOTE: You must connect to the VPN to access this site remotely.)

Note: This is the only link to use for Leave Reporting, and approving team Leave Reports. The old link under the “Employee Main Menu” will soon be phased out.
Under “My Activities” click “Enter Leave Report”
If you have not yet started your leave report for the current period, choose Start Leave Report.

If you have already entered leave for the period, select “In Progress”
The current week will show by default. Use the navigation arrows to view other date(s).

Select a date, then select an Earn code from the drop-down list.

Note: Available codes will depend on the employee’s eligibility.
Enter the number of hours for that day then click **Save**.

To apply the same time off for more than 1 day, first select the date with saved time off on the calendar and click the **Copy** icon.

Then click each date you want to apply the same time off code and hours to, and click **Save**.

The time off will apply to all dates you selected.

**Note:** You can now edit any of these days separately.
To edit an entry you have already made, click on that day and then click the pencil icon.

To delete an entry you have already made, click on that day and then click the minus icon.

Employee- Submit your Report

You will need to submit your report for each monthly Pay Period. You can enter any time off as it is planned or occurs throughout the month, and then Submit it at the end of the period. If you have not used any time, you are submitting a report with no time off entered.

*Note: Leave Reports must be submitted for approval by the 5th of the following month, but can be submitted earlier.*

- To submit the Report, click the Preview button. This will open the “Leave Report Detail Summary” form.
Review your report for accuracy before submitting it. Remember, you are submitting the entire monthly period for approval at one time, and by the 5th of the following month.

Note: If you need to make any change, click the Return button to go back to the Leave Report calendar page.

You can enter any notes or comments for the period in the ‘Comment’ section prior to submitting your report.

To submit your report, click the Submit button.

You should see a success message at the top right of your screen.

Note: If you want to print the report, or save it to PDF, click the Print icon to see the Print options.