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## Leave Reporting

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Employees will no longer receive monthly leave reports via interdepartmental mail. Leave balances and history are now displayed in FELIX (Banner Self Service) and can be found on the Employee menu under leave balances. Please see instructions below:

1. Go to Fairmont State Home Page, **[www.fairmontstate.edu](http://www.fairmontstate.edu)**
2. Click **"Faculty/Staff"**
3. Under Administration, click **"Banner Resources"**
4. Enter your **UCA Username** and **Password** then click **"Login"** button.
  - a. Contact the Solution Center if you need assistance resetting, recovering or activating your UCA. Solution Center: (304) 367-4810, option #3 to speak with a representative
5. Under the web transaction policy, click on the **"I agree"** button
6. Click **"employee"** at main menu
7. Click **"leave balances"** at employee menu
8. Leave history may be viewed by clicking, **"view leave history"**

Also, e-mails will automatically be generated to employees under the following conditions:

- a. If employee's sick and/or annual leave balances drop to five (5) days or below
- b. One month in advance of employee losing annual leave
- c. Annual leave was lost by employee

Questions about leave balances should be directed to the Payroll Office.