

**Leave & Substitute
Payroll Process
Starts here**



FACULTY
Requests leave
and designates
Substitute



SUBSTITUTE
Teaches class

**PAYROLL
COORDINATOR**
Checks leave
request for
accuracy

**DEAN or
Associate**

**PAYROLL
COORDINATOR**
Enters leave in
roster

**PAYROLL
COORDINATOR**
Enters substitute
information into
roster

ROSTER
Signed by Dean &
Associate

**PAYROLL
PROCESS**
by
Banner

Not accurate

Approved/not approved

Accurate

Sends leave request

Approved

Returns leave request
confirming work done

File copy

