## Approving Leave/Time in the New Employee Self-Service Portal

1. In the <u>UNC Asheville website</u>, click Login using your University credentials (username and password).



2. Click the Employment Main Menu Dashboard link (need to create link).

ASHEVILLE	Ξ Δ
Search Apps.	Welcome
🖾 EMAIL	
CAMPUS DIRECTORY	Moodle Course Retention Policy Announcement
SELF SERVICE BANNER	
	CTL will implement the new Moodle Course Retention Policy on May 15, 2023.
<b>да</b> хоом	Course-associated Moodle courses older than five years old (Fall 2017 and older) will be deleted at that time. The policy only pertains to Moodle courses associated with UNC Asheville classes and only courses older than five year
ACADEMIC LINKS	Faculty and staff Moodle teachers can choose to save a copy of their older Moodle courses before the policy is implemented. Log into your UNCA Google account and use this form to record your preference. We recommend do backup of your older course-associated Moodle courses or requesting an archive by Friday, May 12, 2023.
FINANCIAL AID & PAYMENTS >	- CTL Instructional Technology Team (ins_techilunca.edu)
ON CAMPUS >	
STUDENT RECORDS	
REGISTRATION & GRADES	
	Comprehensive Events Calendar
👩 GOING GLOBAL 💦	This calendar includes events that are open to the campus community and external guests. Don't see your events listed here? If you have a departmental or divisional Google calendar that you would like to share on this page, provide the second seco
R EMPLOYMENT Y	contact communication/numa.app.
📥 🧬 Employment Main Menu	If you would like to add your event to this comprehensive events calendar in onePort, please contact the calendar lead for each division (below). Please confirm that your supervisor and department chair has approved the event soarce or Zone needs have been booked prior to reluminition a reused.
<u> <u> </u> </u>	Academic Affairs calendar is managed by Pat O'Brien
Leave Reports (Permanent Er	Student Affoirs colendar is managed by Anne Clare Jackson     Master Athletiss colendar is managed by Terri Brne
පු <sup>®</sup> Leave Balances	Engagement Relations Events is managed by Michael McNamee
Timesheets (Temp/Student E	To post an event that is open to the public on the University Events Calendar, please email communication/eunca.edu.
Remote Work Agreement	To add this calendar to your Google Calendar, click the +Google Calendar button in the bottom-right corner of the calendar.
Contact Support	University Events

- 3. Click the **Approve Leave Report** and/or **Approve Time** link.
  - Approve Leave Report is for Permanent Employees.
  - Approve Time is for Temporary and Student Employees.

Employee Dashboar	rd									
	SB-HRG, Employee1	Leave Balances as of 05/01/2023	Leave Balances as of 05/01/2023							
	My Profile	Vacation in hours	265.87	Sick in hours	(596.)	Bonus Leave in hours	(240.00)			
		Community Service Leave in hours	24.00	Comp 1x in hours	0.0	Comp 1.5x in hours	0.00			
						Full Leave B	alance Information		Approve Time	
Pay Information					~	» My Activities		J		_
Latest Pay Stub: 03/31/2023	All Pay Stubs	Direct Deposit Information		Deductions History		Enter Leave Report		$\leq$	Approve Leave Report	_
Taxes					^	Anorrave Time				
Employee Summary					^	Approve Leave Report				
						Approve Leave Request				
						Electronic Personnel Action Forms (EPA	9			
						Salary Planner				
						Employee Menu				
			_							

4. Under **Approvals**, review the statuses. Click the **Pending** status.

-	Approvals - Leave Report							
	Approvals Leave Report							
	Leave Report		^					
	Timesheet							
	Leave Report							
	Leave Request							

**Leave Report** if you are approving permanent employees leave entries.

**Timesheet** if you are approving temporary and/or student time entries.

You may be prompted to **Select the Pay Period** if you are approving other types of leave/timesheets such as bi-weekly temporary and/or student employees, law enforcement time.

Employee Type	Leave/Time Type	Pay Period /Employee Class	
Permanent Employees	Approvals - Leave Report	MN – Exempt permanent employees EHRA and SHRA Exempt	
	Leave Report	<ul> <li>SB – Non-Exempt Employees</li> <li>SHRA Non-Exempt</li> <li>L4 – Law Enforcement Officers</li> </ul>	
Temporary and	Timesheet	BW – Bi-Weekly Temporary Employees	
Student Employees	Approvals - Timesheet           Approvals         Leave Report           Timesheet         Select Ray Period           Or 10/2023 - 0x/22 3/0023 (0x23 (0x23 (0x23 (0x23 (0x23 (0x23 (0x23 (0x23 (0x3 (0x23 (0x3 (0x3 (0x3 (0x3 (0x3 (0x3 (0x3 (0x	Hourly Temporary Employees Student Employees	

Addod1, Human Resources     20.00 Hours     Percentance       yee 2, Title, Position #     Addod1, Human Resources     1.00 Hours     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	e	≎ ID		0 On	ganization	Hours/Days/Units
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• Click the ellipsis (three vertical dots) opposite the employee record and select Preview.

• Review the leave/time entry. Click **Details**. The calendar view shows **earn/leave type** and **number of hours worked/taken** each day.

04/01/2023 - 04/30/2023   32.00 Hours () 🕞 Pending Submitted On 05/01/2023, 08:51 AM							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
\$	10 8.00 Hours	11 8.00 Hours	12 8.00 Hours	13	14	15	
	1		) Add Earn Code				
Vacation Leave Taken 🕑 4.00	Hours					/ 🗈 Θ	
Totat:							
Sick Leave Taken 🔗 4.00	Hours					1 🖸 🖂	
						Total: 4.00 Hours	

• Click Preview report again to Approve or Return for Correction.

	Return	Details	Return for correction	Approve
•				
Once	approved, this i	message will appear:	Leave Report success	fully approved.

**Return for Correction** will generate an email to the employee to alert them of the changes that need to be made in their leave report. After the employee corrects their entry, they will need to submit their leave again, and approval process begins again.

5. **To mass approve** leave/time entries, click the **Pending** status box, and **Approve/Acknowledge** the leave/time entries.

•	Pending 2				Approve/Adia	Andedge ^
En	p <mark>l</mark> oyee Name	≎ ID	Organization	Hours/Days/Units	\$	
V	MN-HRG, Manager1		A-400041, Human Resources	32.00 Hours	1 9	:
☑	Employee 2, Title, Position #		A-400041, Human Resources	1.00 Hours	1	:

6. After approving all designated leave entries, the status will change to **Pending – Approved.** Final approval is done by the Leave Administrator.

Pending - Approved 2					^
Employee Name	≎ ID	Corganization	Hours/Days/Units	\$	
MN-HRG, Manager1		A-400041, Human Resources	32.00 Hours	1 0	:
Employee 2, Title, Position #		A-400041, Human Resources	1.00 Hours	1	:

If you need more information or assistance, please contact the Payroll Office:

Email the Leave Keeper at <u>leave-reports@unca.edu</u> or call Ext. 2389 (828-250-2389) or Ext. 6661 (828-251-6661).