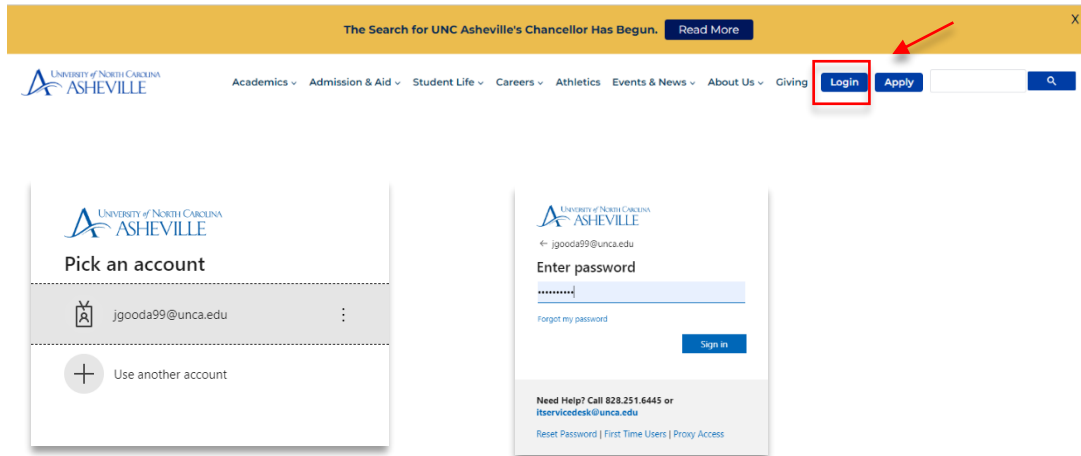
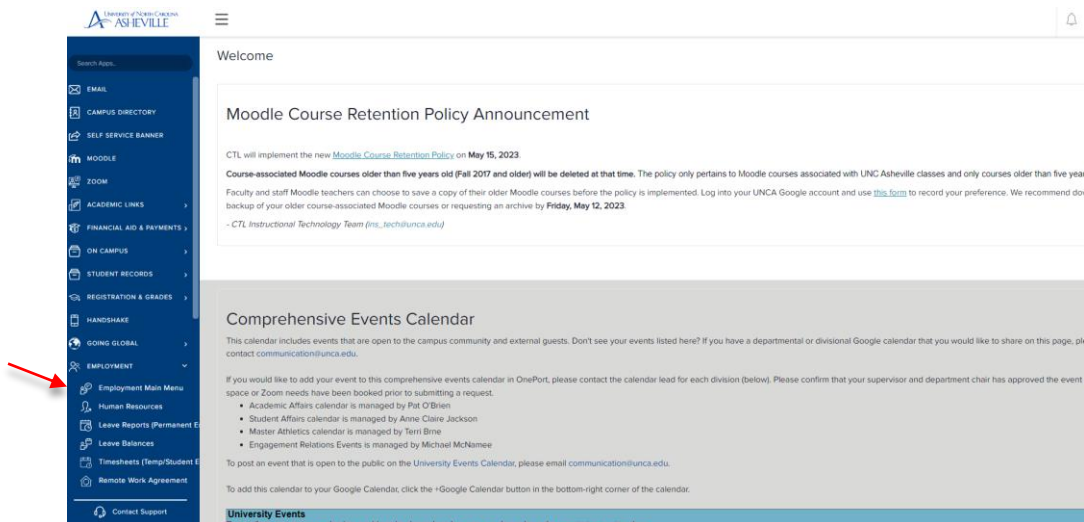


Approving Leave/Time in the New Employee Self-Service Portal

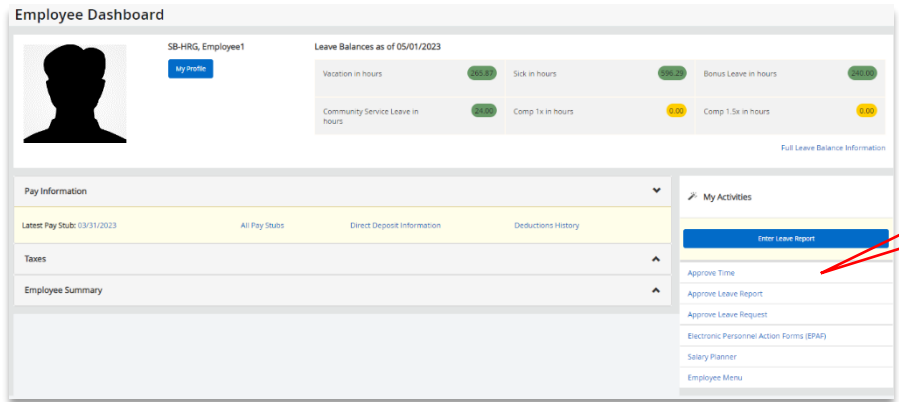
1. In the [UNC Asheville website](#), click **Login** using your **University credentials (username and password)**.



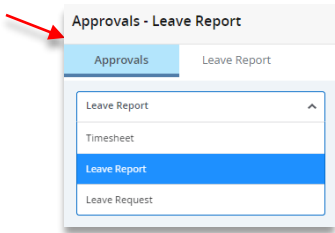
2. Click the **Employment Main Menu Dashboard** link (need to create link).



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.



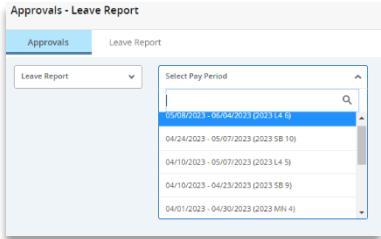
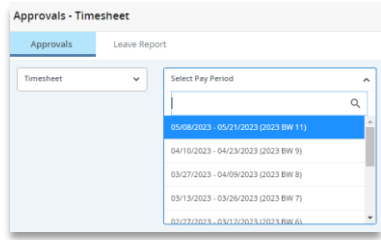
4. Under **Approvals**, review the statuses. Click the **Pending** status.



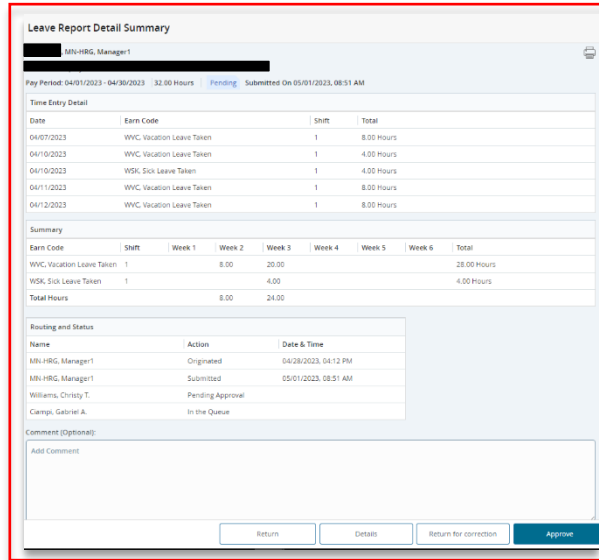
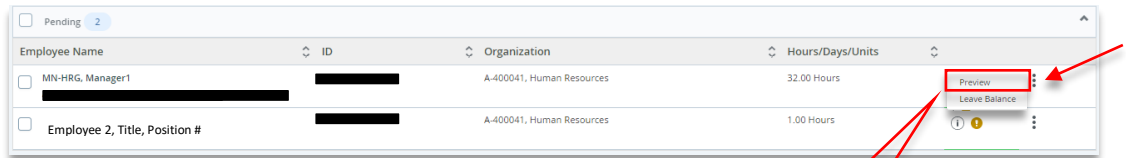
Leave Report if you are approving permanent employees leave entries.

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

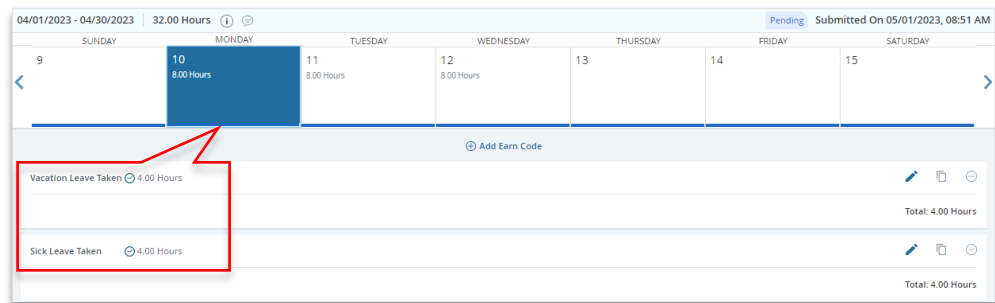
You may be prompted to **Select the Pay Period** if you are approving other types of leave/timesheets such as bi-weekly temporary and/or student employees, law enforcement time.

Employee Type	Leave/Time Type	Pay Period /Employee Class
Permanent Employees	Leave Report 	MN – Exempt permanent employees EHRA and SHRA Exempt SB – Non-Exempt Employees SHRA Non-Exempt L4 – Law Enforcement Officers
Temporary and Student Employees	Timesheet 	BW – Bi-Weekly Temporary Employees Hourly Temporary Employees Student Employees

- Click the **ellipsis (three vertical dots)** opposite the employee record and select **Preview**.



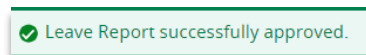
- Review the leave/time entry. Click **Details**. The calendar view shows **earn/leave type** and **number of hours worked/taken** each day.



- Click **Preview** report again to **Approve** or **Return for Correction**.

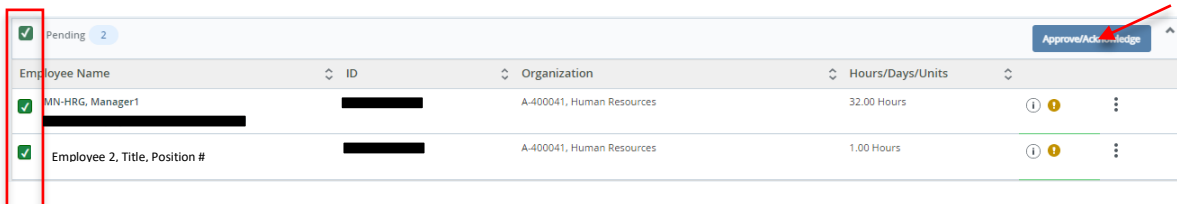


Once approved, this message will appear:

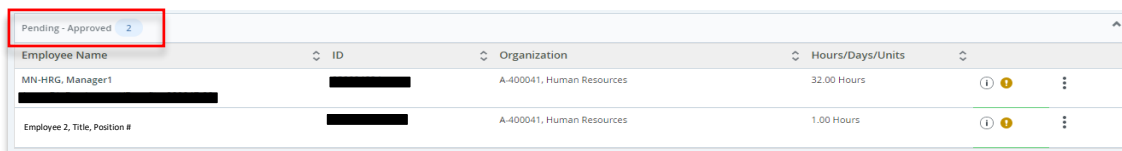


Return for Correction will generate an email to the employee to alert them of the changes that need to be made in their leave report. After the employee corrects their entry, they will need to submit their leave again, and approval process begins again.

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



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



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

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