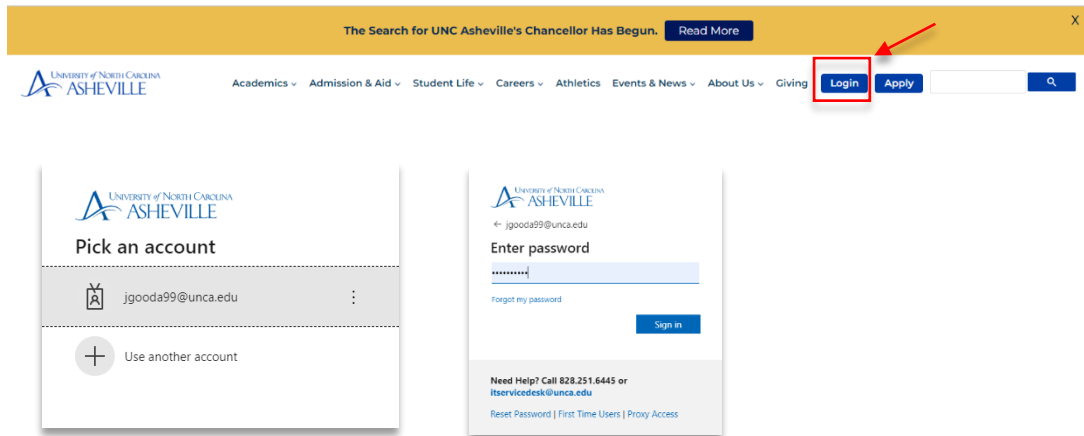


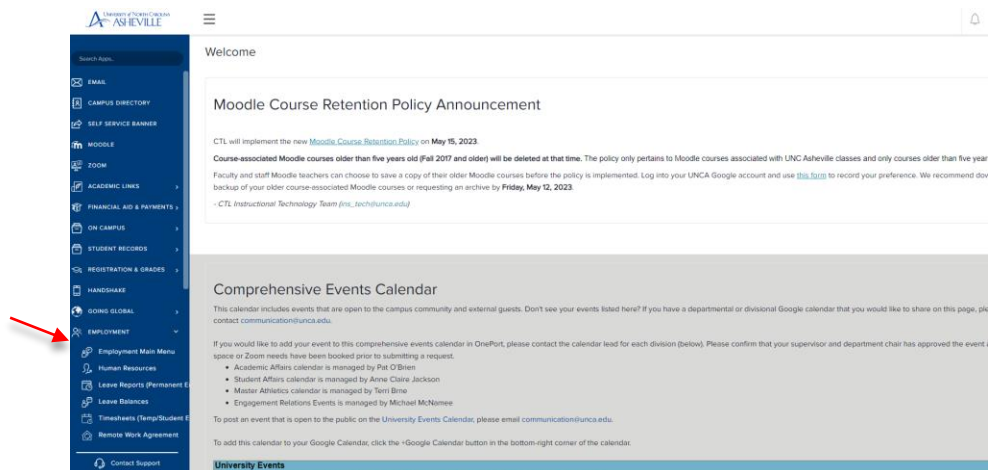
Bi-Weekly Employee Self-Service Leave Entry (for Hourly Temporary and Student Employees)

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



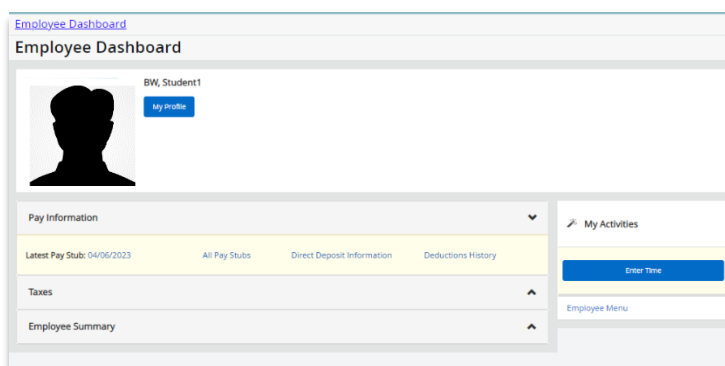
The image shows the UNC Asheville website's login process. At the top, a yellow banner reads "The Search for UNC Asheville's Chancellor Has Begun." Below this is a navigation bar with links like "Academics", "Admission & Aid", "Student Life", "Careers", "Athletics", "Events & News", "About Us", and "Giving". A red box highlights the "Login" button. To the right of the "Login" button is an "Apply" button and a search bar. Below the navigation bar, there are two panels. The left panel, titled "Pick an account", shows a list of accounts with the email "jgooda99@unca.edu" and a "Use another account" option. The right panel, titled "Enter password", shows a password field with a masked password "*****", a "Forgot my password" link, and a "Sign in" button. At the bottom of the right panel, there is a "Need Help?" section with contact information: "Call 828.251.6445 or Itsservice@unca.edu" and links for "Reset Password", "First Time Users", and "Proxy Access".

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



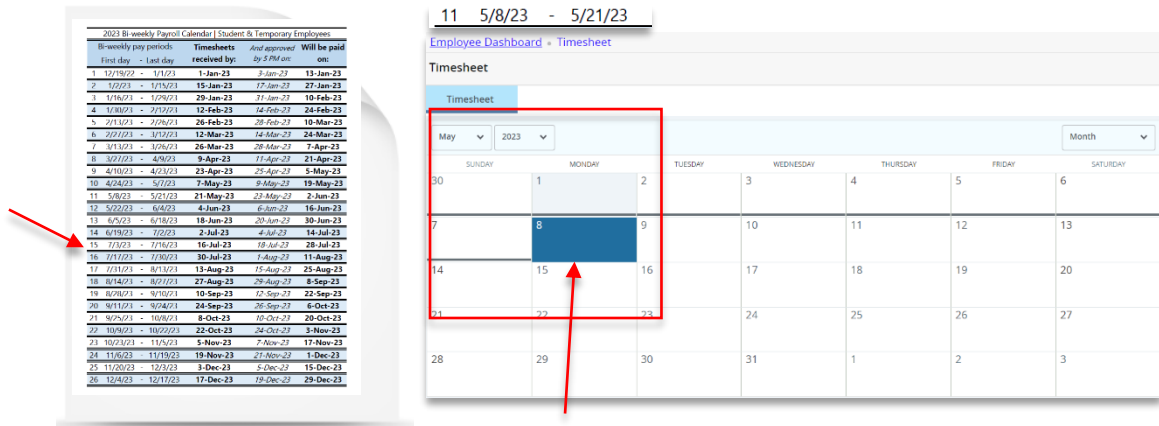
The image shows the UNC Asheville website's "Employment Main Menu Dashboard". The dashboard has a blue sidebar on the left with a search bar and a list of links: "EMAIL", "CAMPUS DIRECTORY", "SELF SERVICE BANNER", "MOODLE", "ZOOM", "ACADEMIC LINKS", "FINANCIAL AID & PAYMENTS", "ON CAMPUS", "STUDENT RECORDS", "REGISTRATION & GRADES", "HANDSHAKE", "SOME GLOBAL", "EMPLOYMENT", and "Contact Support". A red arrow points to the "EMPLOYMENT" link. The main content area has a "Welcome" message and a "Moodle Course Retention Policy Announcement" section. Below this is a "Comprehensive Events Calendar" section. The "EMPLOYMENT" link in the sidebar is highlighted with a red box.

3. Click the **Enter Time** link.



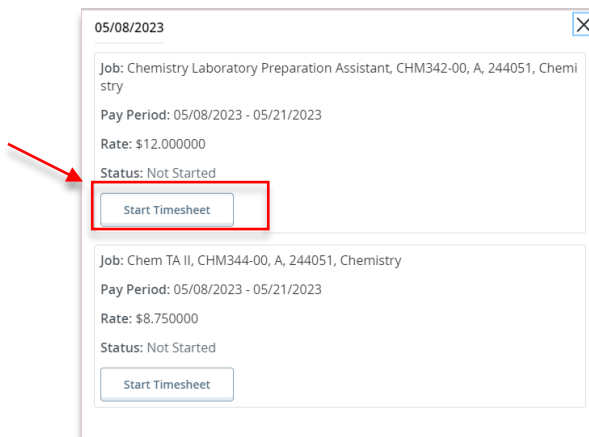
The image shows the "Employee Dashboard" for a user named "BW, Student1". The dashboard has a header with the user's name and a "My profile" button. Below the header, there are two main sections. The left section, titled "Pay Information", includes links for "Latest Pay Stub: 04/06/2023", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". Below this is a "Taxes" section and an "Employee Summary" section. The right section, titled "My Activities", includes a link for "Enter Time" and an "Employee Menu" link. A red arrow points to the "Enter Time" link.

- Referring to the **Bi-Weekly Payroll Calendar | Student & Temporary Employees** schedule, click the first work date of the work period. **Pay attention that you are entering the correct leave period.** In this example, the work period starts on **05/08/23 to 05/21/23**:

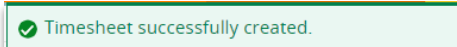


Click the begin date of the work period. (i.e. 05/08/2023)

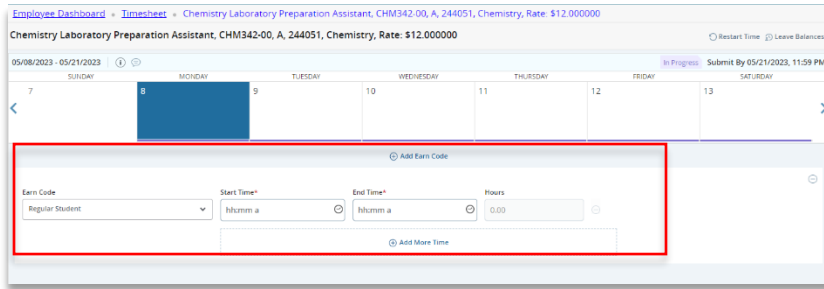
- A pop-up window will appear with all your active job assignments. In this example, this employee has **two active job assignments**. Select the job you need to enter the time into. Click **Start Timesheet**.



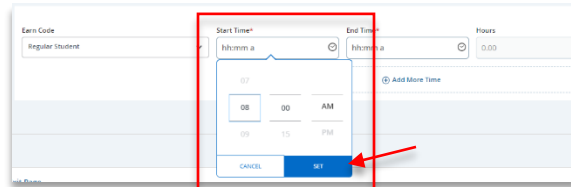
When you successfully started your timesheet, this message will appear:



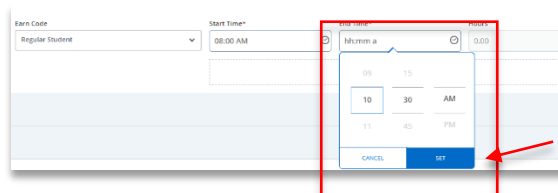
6. Under the **Earn Code dropdown menu**, the **Regular Student** option will appear by default.



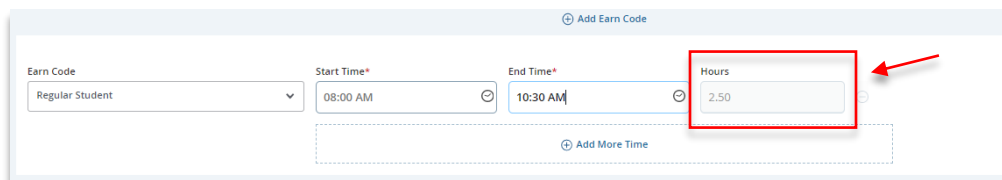
Click the **Start Time** field. Select your **Start Time**. click **Set**.



Click the **End Time** field. Select your **End Time**. Click **Set**.



The number of **regular hours worked** will be **automatically calculated** based on your start time and end time entries.



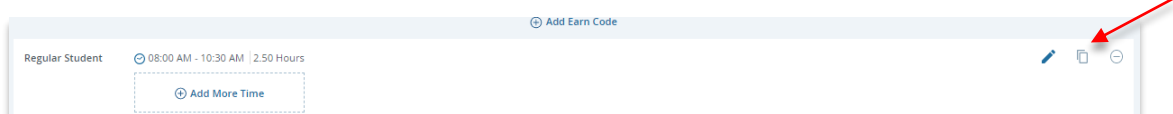
Click **Save**. This message will appear:


✔ Timesheet data successfully saved.

7. **Repeat step 4** until you completed the number of days worked.

Copying your time entries:

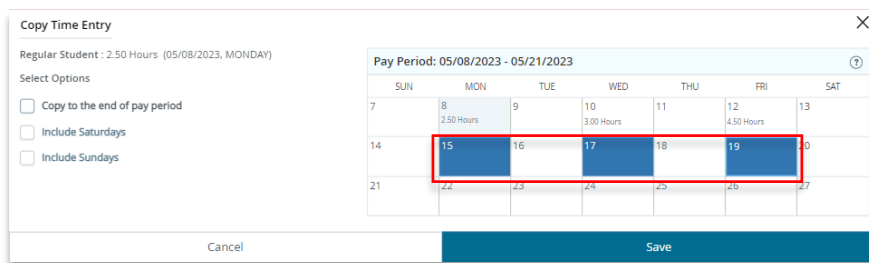
If you work the same number of hours on your schedule work dates, you may complete the entry for each day, or you may **copy** the hours you entered by using the copy feature.



Select the **Copy**  icon. This message will appear:

✓ All entries, including Time In and Out data, hours, and Account Distribution override changes you have made for this earning code will be copied.

Click each date you need to copy your hours to. **Save.**

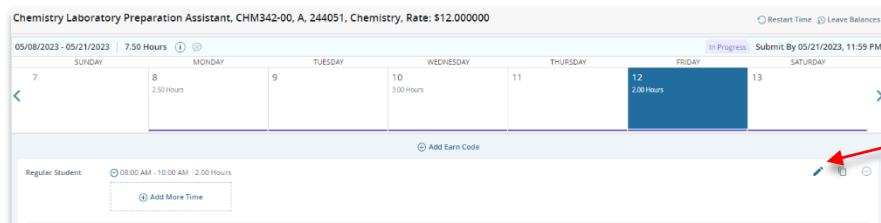


The 'Copy Time Entry' dialog box shows a calendar for the pay period 05/08/2023 - 05/21/2023. The calendar grid highlights dates 15, 16, 17, 18, and 19. A red box is drawn around these dates. Below the calendar are 'Cancel' and 'Save' buttons. A red arrow points from the 'Save' button to the right.

After saving, this message will appear.

✓ The entry has been successfully copied.

8. If you need to make any changes, click the **date** you need to make changes to.

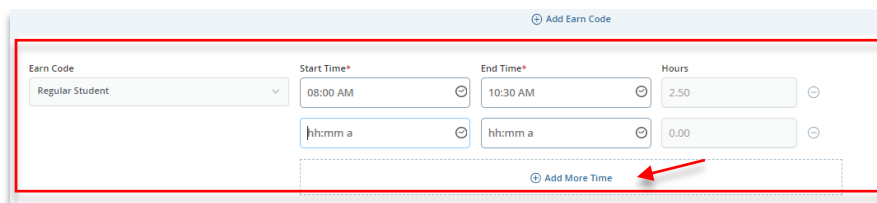


The screen shows a weekly calendar for a 'Chemistry Laboratory Preparation Assistant'. The date 12 (Friday) is highlighted in blue. A red arrow points from the bottom right of the calendar to the 'Add More Time' button.

Click the **Pencil**  icon.

Make the changes in the Start Time and/or End Time. Set.

OR Add More time if you worked the same day. **Save.**



The 'Add More Time' dialog box shows fields for 'Earn Code' (Regular Student), 'Start Time*' (08:00 AM), 'End Time*' (10:30 AM), and 'Hours' (2.50). Below these fields is an 'Add More Time' button. A red box is drawn around the entire dialog box, and a red arrow points to the 'Add More Time' button.

9. After completing your time entry in the work period, **Preview** to view the summary of time worked.

Save Preview

Employee Dashboard » Timesheet » Chemistry Laboratory Preparation Assistant, CHM342-00, A, 244051, Chemistry, Rate: \$12.000000 » Preview

Timesheet Detail Summary

Chemistry Laboratory Preparation Assistant, CHM342-00, A, 244051, Chemistry, Rate: \$12.000000

Pay Period: 05/08/2023 - 05/21/2023 16.00 Hours In Progress Submit By 05/21/2023, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
05/08/2023	115, Regular Student	1	2.50 Hours
05/10/2023	115, Regular Student	1	3.00 Hours
05/12/2023	115, Regular Student	1	4.50 Hours
05/15/2023	115, Regular Student	1	2.00 Hours
05/17/2023	115, Regular Student	1	1.50 Hours
05/19/2023	115, Regular Student	1	2.50 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/08/2023	115, Regular Student	1	2.50	08:00 AM			10:30 AM		
05/10/2023	115, Regular Student	1	3.00	08:30 AM			11:30 AM		
05/12/2023	115, Regular Student	1	2.50	08:00 AM			10:30 AM		
05/12/2023	115, Regular Student	1	2.00	01:00 PM			03:00 PM		
05/15/2023	115, Regular Student	1	2.00	08:00 AM			10:00 AM		
05/17/2023	115, Regular Student	1	1.50	08:30 AM			10:00 AM		
05/19/2023	115, Regular Student	1	2.50	08:30 AM			11:00 AM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
115, Regular Student	1	10.00	6.00		16.00 Hours
Total Hours		10.00	6.00		

Routing and Status

Name	Action	Date & Time
BWL Student1	Originated	05/01/2023, 10:13 AM
Supervisor/Approver	In the Queue	

Return Submit

If changes are needed, click **Return**, and follow [Step 7](#) instructions.

If the summary does not need any changes, **Submit** the timesheet. This message will appear.

✓ Timesheet successfully submitted.

10. If needed, complete the time worked for your second job by selecting the next assignment.

05/08/2023

Job: [Chemistry Laboratory Preparation Assistant, CHM342-00, A, 244051, Chemistry](#)

Pay Period: 05/08/2023 - 05/21/2023

Rate: \$12.000000

Total: 17.50 Hours

On this Day: 2.50 Hours

Status: Pending

Job: Chem TA II, CHM344-00, A, 244051, Chemistry

Pay Period: 05/08/2023 - 05/21/2023

Rate: \$8.750000

Status: Not Started

Start Timesheet

You will notice that the first job assignment that you just submitted has a **Pending** status:

11. Follow the instructions from [Step 5](#).

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).