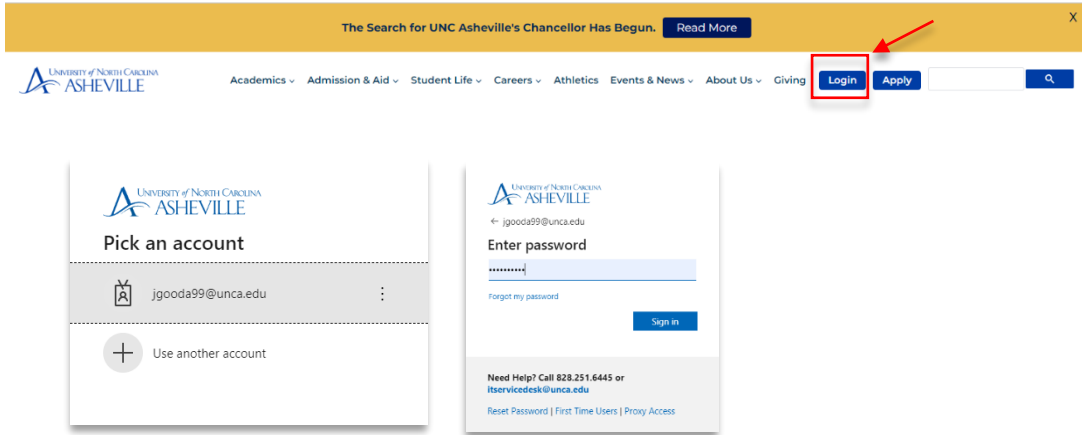
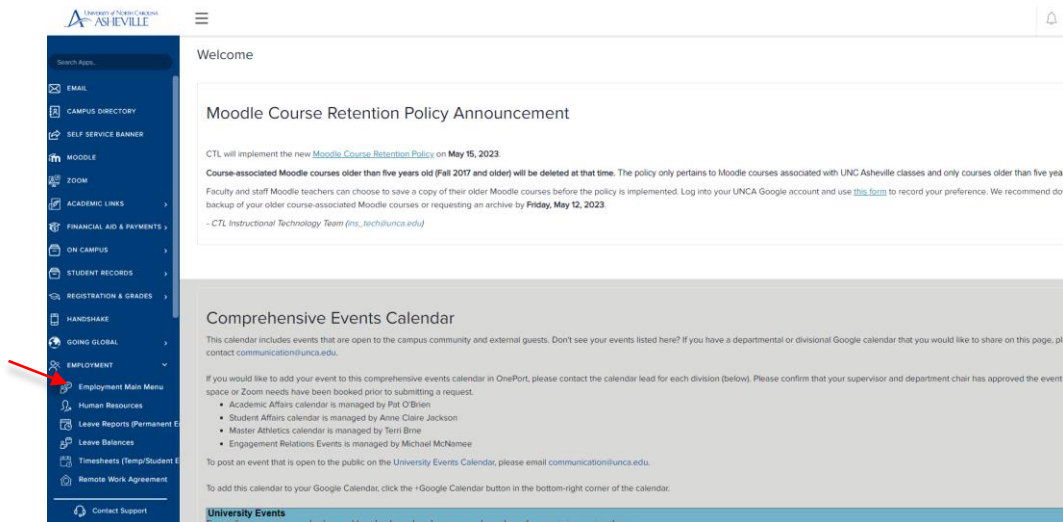


# Time Entry for Exempt Employees in the Employee Self-Service portal:

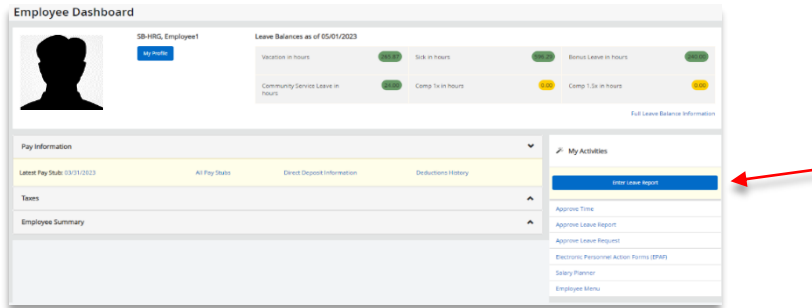
1. In the [UNC Asheville website](#), click **Login** using your **University credentials (username and password)**.



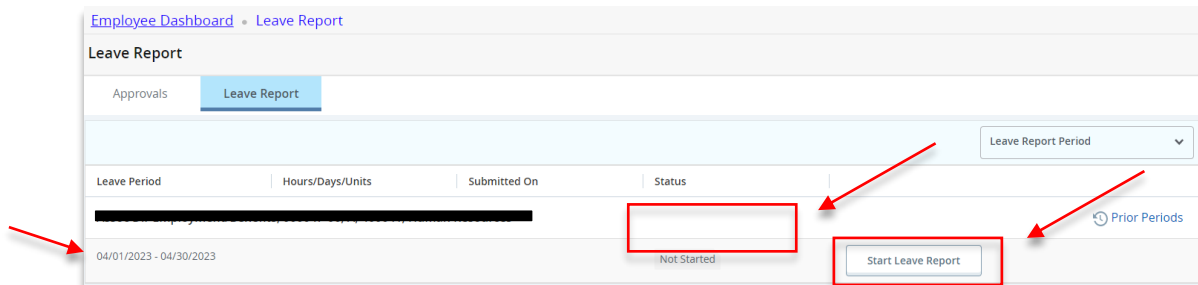
2. Click the **Employee Dashboard** link (need to create link).



3. Click the **Enter Leave Report** link.

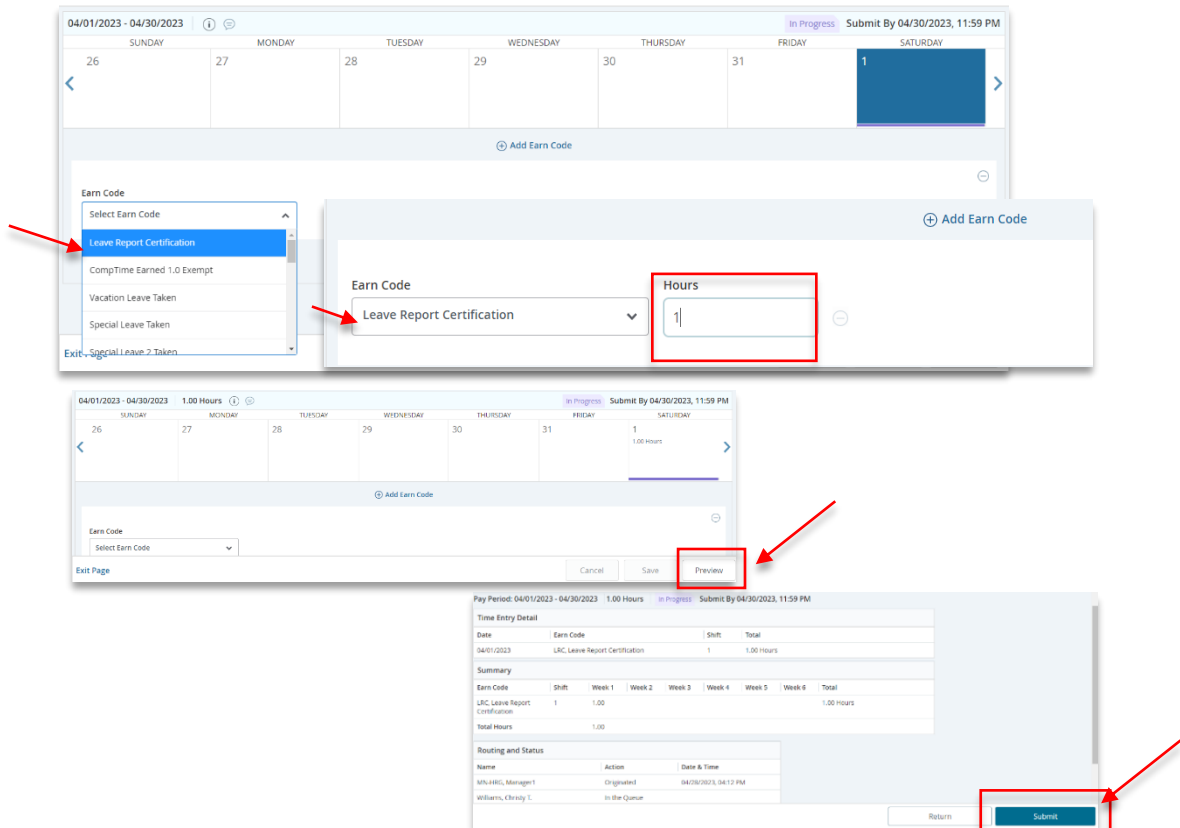


4. Click **Start Leave Report**. Pay attention that you are entering the correct leave period.



5. If you did **not** take a time off:

- Select the **first day of the month**.
- Select the **Leave Report Certification** option, and enter **'1.'**
- **Save, Preview and Submit.**



- If you took time off, select the **date**, **earn code** (leave type from the dropdown menu, i.e., Vacation Leave Taken, Sick Leave Taken, Holiday Taken, etc.), and enter the **number of hours taken**. **Save**.

04/01/2023 - 04/30/2023 | In Progress | Submit By 04/30/2023, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

2 3 4 5 6 7 8

⊕ Add Earn Code


Earn Code

- Select Earn Code
- CompTime Earned 1.0 Exempt
- Vacation Leave Taken
- Special Leave Taken

Exit Page

Earn Code: Vacation Leave Taken | Hours: 8

Cancel Save Preview

- Repeat the entry for each day you have taken time off using the appropriate earn code (leave type) and the number of hours taken. For example: Vacation Leave, Sick Leave, Community Service etc.
- Complete the entry for each day, or you may **copy** the hours you entered by using the copy feature. Select the **Copy**  icon. Click the **dates you have taken**. **Save**.

⊕ Add Earn Code

Vacation Leave Taken 8.00 Hours

Total: 8.00 Hours

Copy Leave Report Entry

Vacation Leave Taken : 8.00 Hours (04/07/2023, FRIDAY)

Select Options


- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 04/01/2023 - 04/30/2023

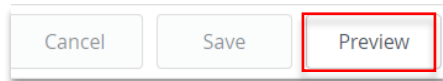
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7 8.00 Hours	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Cancel Save

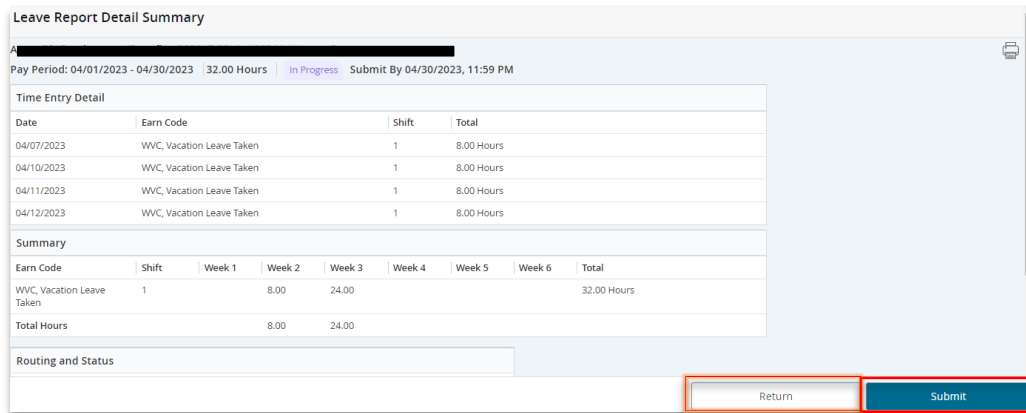
Once the entries are saved, a pop-up message will appear:

 The entry has been successfully copied.

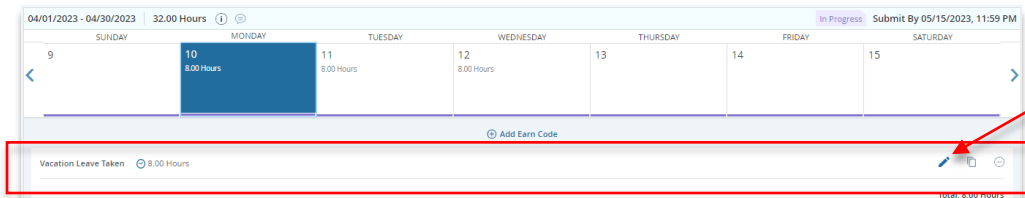
9. **Preview / Review** your entries by clicking the Preview button. A preview of your entries will show.



10. The **Leave Report Detail Summary** will appear. Review and **Submit** if there are no changes needed. **If there are changes needed, click Return.**

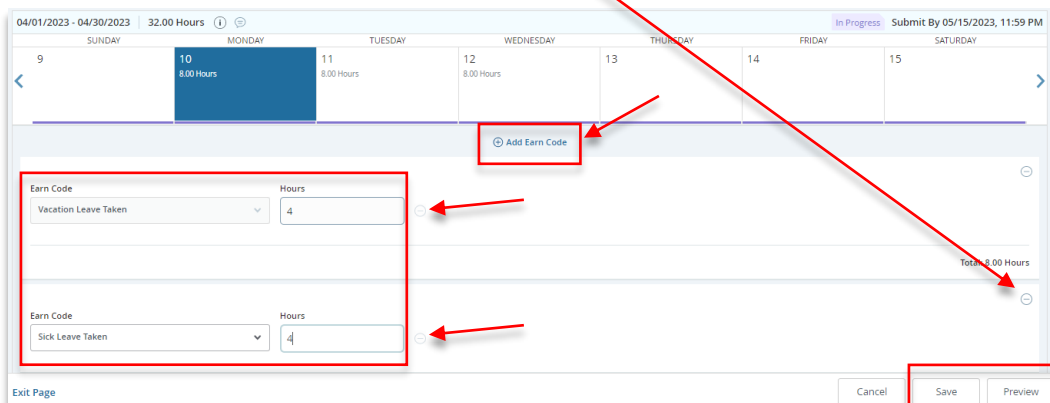


11. To make changes, select the **date** you need to change. Click the **Pencil** icon opposite the entry.

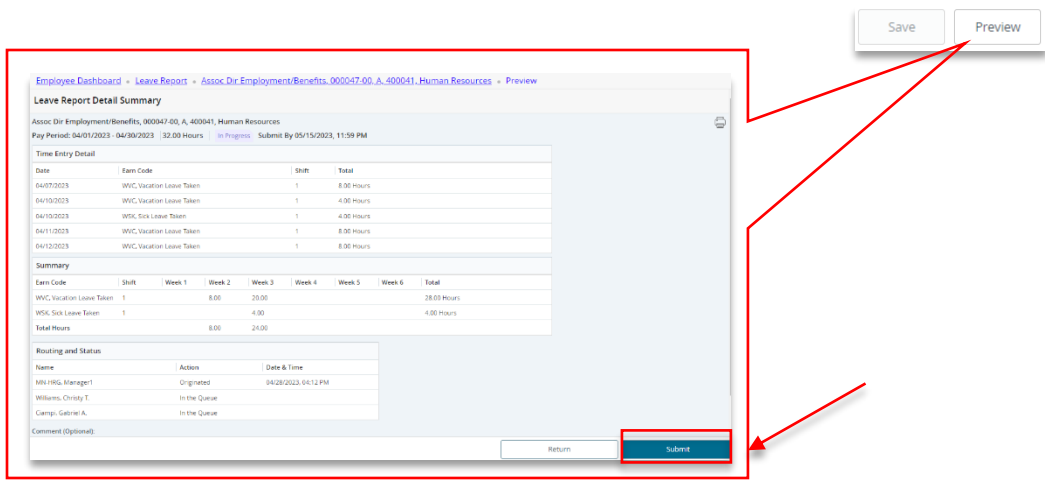


Make the correction needed by **clicking Add Earn Code** needed, **enter the hours required. Save.**

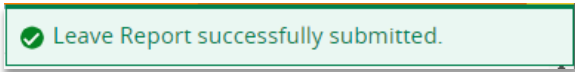
If you need to **remove the entries**, click the **delete** icon. **Save. Repeat entries as needed. Save.**



**Save, Preview** again, and **Submit**.



After clicking **Submit**, you will receive the message below:



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

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