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

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



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

ASHEVILLE	≡
Search Apps.	Welcome
🖾 EMAIL	
CAMPUS DIRECTORY	Moodle Course Retention Policy Announcement
SELF SERVICE BANNER	
m MOODLE	CTL will implement the new Moodle Course Retention Policy on May 15, 2023.
200M	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 years old (Fall 2017 and older) will be deleted at that time.
ACADEMIC LINKS	Faculty and staff Moodle teachers can choose to save a copy of their obter Moodle courses before the policy is implemented. Log into your UNCA Google account and use <u>this form</u> to record your preference. We recommend to backup of your obter ourses associated Moodle courses or requesting an archive by Prefede, Moy 12, 2023.
FINANCIAL AID & PAYMENTS >	- CTI. Instructional Technology Team (ins., Inchillunca.edu)
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,
S. EMPLOYMENT ~	conuct communications area.
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 even concer or 2000 monitor has been broken form to submittion a conusci.
𝖓, Human Resources	Academic Atfairs calendar is managed by Pat O Brien
Leave Reports (Permanent En	Student Affoirs collendar is managed by Anne Claire Jackson Materia Athletics collendar is managed by Tanti Brae
ی 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/dunca.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 Enter Leave Report link.

Employee Dashboar	d						
	SB-HRG, Employee1	Leave Balances as of 05/01/2023					
	My Profile	Vecation in hours	245.87	Sick in hours	(596.)	Bonus Leave in hour	s (100
		Community Service Leave in hours	24.00	Comp 1x in hours	0.0	Comp 1.5x in hours	
							Full Leave Balance Information
Pay Information					•	➢ My Activities	
Latest Pay Stub: 03/31/2023	All Poy Stubs	Direct Deposit Information		Deductions History		inter	r Leave Report
Taxes					^	Annual Time	
Imployee Summary					^	Approve Leave Report	
						Approve Leave Request	
						Electronic Personnel Acto	on Forms (EPAF)
						Salary Planner	
						Employee Menu	

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

Employee Dashi	board • Leave Report					
Leave Report						
Approvals	Leave Report					
				L	eave Report Period	~
Leave Period	Hours/Days/Units	Submitted On	Status			
 ·····,··		,		*	O Prior	Periods
04/01/2023 - 04/30/2	2023		Not Started	Start Leave Report	-	

- 5. If you did <u>**not**</u> take a time off:
 - Select the first day of the month.
 - Select the Leave Report Certification option, and enter '1.'
 - Save, Preview and Submit.

26 Eam Code Select Eam Leave Rep CompTime Vacation Lu	Code rt Certification Earned 1.0 Exemp	27	28	WEDNESDAY 29 O Add Earn Code	30	31	1	SALUKUAY	
Earn Code Select Earr Leave Rep CompTime Vacation Li	Code rt Certification Earned 1.0 Exemp	^		🕀 Add Earn Cod	2				
Earn Code Select Earn Leave Rep CompTime Vacation Le	Code rt Certification Earned 1.0 Exemp	^							
Earn Code Select Earn Leave Repo CompTime Vacation Le	rt Code rt Certification Earned 1.0 Exemp	^						Θ	
Select Ean Leave Repo CompTime Vacation Le	Code rt Certification Earned 1.0 Exemp	^							
Leave Rep CompTime Vacation Le	rt Certification Earned 1.0 Exemp	*						🕀 Add Earn	Code
CompTime Vacation Le	Earned 1.0 Exemp								
Special Lea	ve Taken ve Taken ve 2 Taken	· · · · · · · · · · · · · · · · · · ·	Earn Code	ertification	✓ Hot	ırs	0		
Earn Code Select Earn	Code	~	Add Earn Code		r				
Exit Page					Cancel Save	Preview			
_				Pay Period: 04/01/2023 - 04	30/2023 1.00 Hours In Progr	Submit By 04/30/2023, 1	:59 PM		
				Time Entry Detail					
				Date Earn 04/01/2023 LRC.	Code Leave Report Certification	Shift Total			
				Summary					
				Earn Code Shift	Week 1 Week 2 Wee	k 3 Week 4 Week 5 1	Veek 6 Total		
				LRC, Leave Report 1 Certification	1.00		1.00 Hours		
				Total Hours	1.00				
				Routing and Status					
				MN-HRG, Manager1	Action	Date & Time 04/28/2023, 04:12 PM			
				Williams, Christy T.	in the Queue				

6. 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	(i) (=				In Progress	Submit By 04/30/2023, 11	59 PM
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<	2	3	4	5	6	7	8	>
				① Add Earn Code				
	Earn Code Select Earn Code CompTime Earned 1.0 Ex Vacation Leave Taken	rempt						Θ
Exi	Special Leave Taken					Cance	Save Pre	eview
		Earn Co Vacat	de Ion Leave Taken	Hours ۲	0			
		Exit Page						Ca

- 7. 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.
- 8. 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					
cation Leave Taken 🕑 8.00 Hours							
							Total: 8.00 Hours
Copy Leave Report Entry							×
Vacation Leave Taken : 8.00 Hours (04/07/2023, FRIDAY)	Pay Perio	d: 04/01/202	3 - 04/30/20	23			(?)
Select Options	SUN	MON	TUE	WED	THU	FRI	SAT
Copy to the end of pay period	26	27	28	29	30	31	1
Include Saturdays	2	3	4	5	6	7	8
Include Sundays	-	-		-	_	8.00 Hours	
	9	10	11	12	1.8	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:



/

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

Cancel Save	Preview
-------------	---------

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

		,				-					-
Period: 04/01/202	3 - 04/30/202	3 32.00 Ho	urs In Pro	gress Subn	nit By 04/30/	2023, 11:59 P	м				Ŧ
ime Entry Detail											
Jate	Earn Code				Shift	Total					
4/07/2023	WVC, Vacat	tion Leave Take	en -		1	8.00 Hours					
04/10/2023	WVC, Vacat	tion Leave Take	en		1	8.00 Hours					
04/11/2023	WVC, Vacat	tion Leave Take	en		1	8.00 Hours					
04/12/2023	WVC, Vacat	tion Leave Take	en		1	8.00 Hours					
Summary											
arn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total			
VC, Vacation Leave ken	1		8.00	24.00				32.00 Hours			
Total Hours			8.00	24.00							
outing and Status											
									Return	Submit	

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

/01/2023 - 04/30/2023	32.00 Hours (1) (5)				In Pro	gress Submit By 05/15/2023, 11:59 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
	8.00 Hours	8.00 Hours	8.00 Hours			
						· · · · · · · · · · · · · · · · · · ·
			Add Earn Code			
Venetion Louis Taken	2 8 00 Hauna					
vacation ceave taken	0.00110013					

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

04/01/2023 - 04/30/2023 32.00 Hours (i) (i) In Progress Submit By 05/15/2023, 11:59 PM TUESDA FRIDA SUNDAY WEDNESDA SATURDAY 12 14 15 q < > Add Earn Co Earn Code 4 Earn Code **~** 4 Sick Leave Take Exit Page Cancel Save Preview

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

Save, Preview again, and Submit.

Leave Report Deta	il Summai	y							des o Preview
ssoc Dir Employment/I	Benefits, 000	- 1047-00, A, 400	0041, Huma	n Resources					
Pay Period: 04/01/2023	04/30/2023	32.00 Hour	s In Progr	ress Submit	By 05/15/20	3, 11:59 PM			
Time Entry Detail									
Date	Earn Code				Shift	Total			
04/07/2023	WVC, Vacat	ion Leave Taken				8.00 Hours			
04/10/2023	WVC, Vacat	ion Leave Taken				4.00 Hours			
04/10/2023	WSK, Sick L	eave Taken				4.00 Hours			
04/11/2023	WVC, Vacat	ion Leave Taken			1	8.00 Hours			
04/12/2023	WVC, Vacat	ion Leave Taken			1	8.00 Hours			
Summary									
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total	
WVC, Vacation Leave Taken	1		8.00	20.00				28.00 Hours	
WSK. Sick Leave Taken	1			4.00				4.00 Hours	
Total Hours			8.00	24.00					
Routing and Status									
Name		Action		Date	& Time				
		Ocision	sted	04/28	/2023, 04:12 PM				
MN-HRG, Manager1									
MN-HRG. Manager1 Williams. Christy T.		In the I	Queue						

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