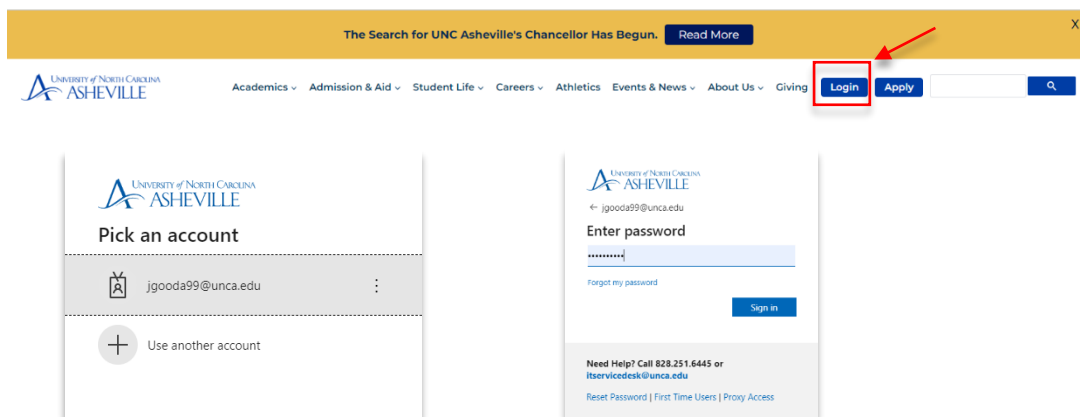


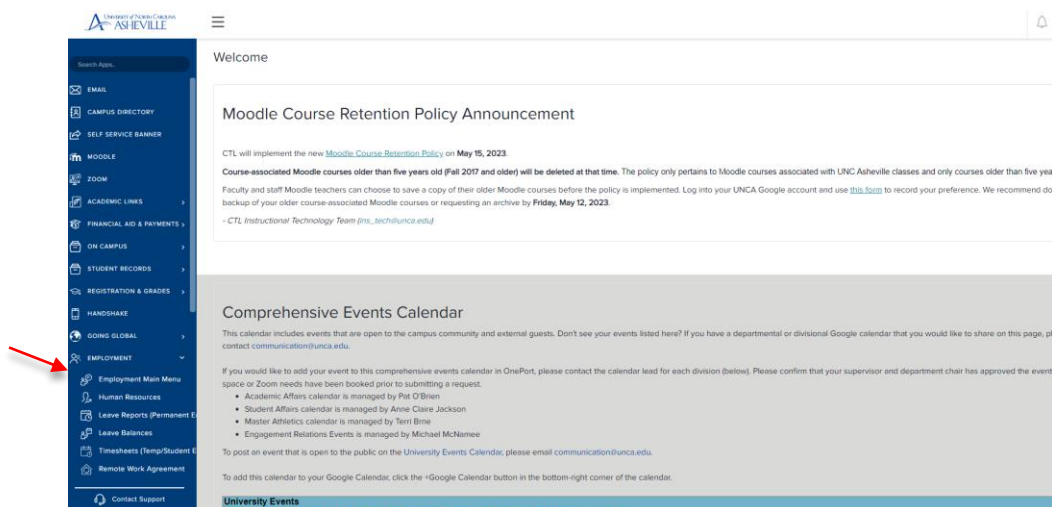
Law Enforcement Employee Self-Service Leave Entry

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



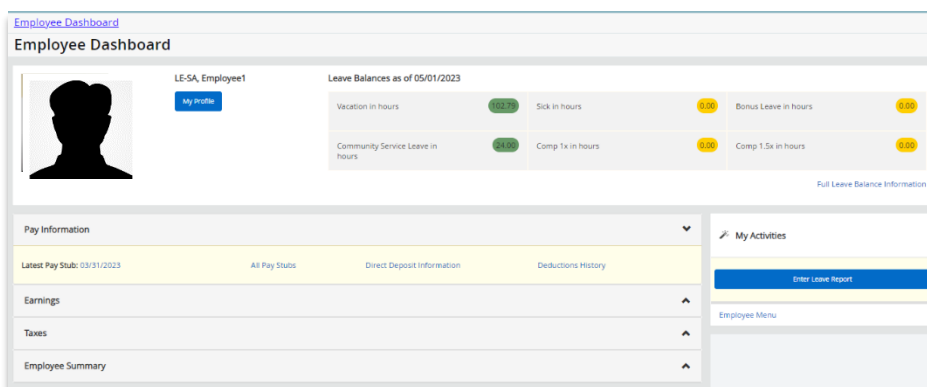
The image shows the UNC Asheville website's navigation bar with the 'Login' button highlighted by a red box and a red arrow. Below the navigation bar, there are two panels. The left panel, titled 'Pick an account', shows the email 'jgooda99@unca.edu' and a '+ Use another account' option. The right panel, titled 'Enter password', shows a password input field with masked characters, a 'Forgot my password' link, and a 'Sign in' button. At the bottom of the right panel, there is contact information for IT services 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'. On the left, a blue sidebar contains a list of links, with 'EMPLOYMENT' highlighted by a red arrow. The main content area has a 'Welcome' message and a 'Moodle Course Retention Policy Announcement'. Below this is a 'Comprehensive Events Calendar' section. At the bottom, there is a 'University Events' section with a red arrow pointing to the 'Enter Leave Report' link.

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



The image shows an 'Employee Dashboard' for 'LE-SA, Employee1'. It displays 'Leave Balances as of 05/01/2023' with a table of various leave types and their balances. Below this, there is a 'Pay Information' section and a 'My Activities' section. In the 'My Activities' section, the 'Enter Leave Report' link is highlighted by a red arrow.

Leave Type	Balance
Vacation in hours	102.25
Sick in hours	0.00
Bonus Leave in hours	0.00
Community Service Leave in hours	04.00
Comp 1x in hours	0.00
Comp 1.5x in hours	0.00

- Referring to the **LawTime Calendar** 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 **L4 06 05/08/23 to 06/04/23**:

2023 LawTime Calendar

Payroll	Leave pd.	Calendar days covered	Holidays	Submission deadline	Approval deadline	Comp accr - L4 Taken thru	Leave accrual month	View bal online
JAN	L4-13	1/1/22 - 12/18/22		Sunday, December 18	Tuesday, December 21	December 18, 2022	January	January 25
FEB	L4-01	12/19/22 - 1/15/23	Dec 26-29, Jan 2	Sunday, January 15	Tuesday, January 17	February 12, 2023	February	February 25
MAR	L4-02	1/16/23 - 2/12/23	January 16	Sunday, February 12	Tuesday, February 14	March 12, 2023	March	March 25
APR	L4-04	2/13/23 - 3/12/23		Sunday, March 12	Tuesday, March 14	April 9, 2023	April	April 25
MAY	L4-05	3/13/23 - 4/9/23		Sunday, April 09	Tuesday, April 11	May 7, 2023	May	May 25
JUN	L4-06	4/10/23 - 5/7/23		Sunday, May 07	Tuesday, May 09	June 4, 2023	June	June 25
JUL	L4-07	5/8/23 - 6/4/23	May 29	Sunday, June 04	Tuesday, June 06	July 2, 2023	July	July 25
AUG	L4-08	6/5/23 - 7/2/23		Sunday, July 02	Tuesday, July 04	August 25, 2023	August	August 25
SEP	L4-09	7/3/23 - 7/30/23	July 4	Sunday, July 30	Tuesday, August 01	September 24, 2023	September	September 25
OCT	L4-10	8/1/23 - 8/27/23		Sunday, August 27	Tuesday, August 29	October 22, 2023	October	October 25
NOV	L4-11	8/28/23 - 9/24/23	September 4	Sunday, September 24	Tuesday, September 26	November 19, 2023	November	November 25
DEC	L4-12	9/25/23 - 10/22/23		Sunday, October 22	Tuesday, October 24	December 17, 2023	December	December 25
JAN 24	L4-13	10/23/23 - 11/19/23		Sunday, November 19	Tuesday, November 21	January 24, 2024	January 25, 2024	

Note: L4 & L2 cycles will run through the MARS Payroll

Payroll	The month you will be paid
Leave pd.	The adjustment code used to represent specific timekeeping periods
Submission deadline	OnePart will cut off your access to this leave report on this date
Approval deadline	OnePart cuts off approval access for supervisors on this date
Comp accr - L4 Taken thru	All comp accruals and leave taken by this date will be included in the new balance
Leave accrual month	The month's vacation and sick leave accruals that are included in new balance
View bal online	Take that your leave balances will be available in OnePart

In this example, the work period starts on **L4 06 05/08/23 to 06/04/23** :

L4-06	5/8/23 - 6/4/23
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Click the **begin date of the work period.** (i.e. **05/08/2023**)

Employee Dashboard - Leave Report

Leave Report

May 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Click the **Start Leave Report** button.

05/08/2023

Job: Police Officer, 006593-00, A, 303031, University Police

Pay Period: 05/08/2023 - 06/04/2023

Status: Not Started

Start Leave Report

This message will appear after clicking the **Start Leave Report** button:

✓ Leave Report successfully created.

5. On the first day of the work period in the **Earn Code** dropdown menu, select **Regular Hours Worked**.

The screenshot shows a calendar view for the period 05/08/2023 - 06/04/2023. The calendar highlights Monday, May 8th. Below the calendar, there is a section titled 'Add Earn Code'. A dropdown menu is open, showing the following options: 'Select Earn Code', 'Regular Hours Worked' (highlighted in blue), 'Extra Hours Worked', and 'LEO Special Event Hours'. A red arrow points to the 'Regular Hours Worked' option. At the bottom right of the 'Add Earn Code' section, there are buttons for 'Cancel', 'Save', and 'Preview'.

Enter the **number of hours worked**. **Save**.

The screenshot shows the 'Hours' input field with the value '12' entered. A red box highlights the input field. To the left of the input field is a dropdown menu labeled 'Earn Code' with 'Regular Hours Worked' selected.

If you worked additional hours in excess of your regular hours, add Earn Code.

The screenshot shows the calendar view with the following hours entered: Monday, May 8th (13.00 Hours), Tuesday, May 9th (14.00 Hours), and Wednesday, May 10th (12.00 Hours). Below the calendar, there is a section titled 'Add Earn Code'. A red box highlights the 'Add Earn Code' button. A red arrow points to the 'Add Earn Code' button. At the bottom right of the 'Add Earn Code' section, there are buttons for 'Cancel', 'Save', and 'Preview'.

Select **Extra Hours Worked**. Enter the **hours**. **Save**.

The screenshot shows the 'Extra Hours Worked' section. The 'Earn Code' dropdown menu is open, showing the following options: 'Select Earn Code', 'Regular Hours Worked' (highlighted in blue), 'Extra Hours Worked', and 'LEO Special Event Hours'. A red arrow points to the 'Extra Hours Worked' option. The 'Hours' input field is highlighted with a red box. A red arrow points to the 'Hours' input field. At the bottom right of the 'Extra Hours Worked' section, there are buttons for 'Cancel', 'Save', and 'Preview'.

6. Repeat entering the earn code and hours until you complete the leave period.

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.

The screenshot shows the 'Regular Hours Worked' section with the value '8.00 Hours' entered. Below it, there is a section titled 'Extra Hours Worked' with the value '1.00 Hours' entered. A red arrow points to the 'Copy' icon (a document with a plus sign) in the top right corner of the 'Extra Hours Worked' section.

Select the **Copy** icon. Click the **dates you need the entries copied into**. **Save**.

Copy Leave Report Entry

Regular Hours Worked : 12.00 Hours (05/09/2023, TUESDAY)

Select Options

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

Pay Period: 05/08/2023 - 06/04/2023

SUN	MON	TUE	WED	THU	FRI	SAT
7	8 12.00 Hours	9 12.00 Hours	10 12.00 Hours	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Cancel Save

After saving, this message will appear:

✓ The entry has been successfully copied.

- If you need to make any changes, click the date you need to make changes to. Click the Pencil icon.**

05/08/2023 - 06/04/2023 145.00 Hours In Progress Submit By 06/30/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 13.00 Hours	9 12.00 Hours	10 12.00 Hours	11	12	13

Regular Hours Worked 12.00 Hours

Total: 12.00 Hours

Make the changes in the hours entered, OR Add More time if you worked the same day. **Save.**

Add Earn Code

Earn Code	Hours
Regular Hours Worked	12
Extra Hours Worked	2

Total: 12.00 Hours

Exit Page Cancel Save Preview

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

Save Preview

Employee Dashboard • Leave Report • Police Officer: 006593-00_A_303031, University Police • Preview

Leave Report Detail Summary

Police Officer: 006593-00_A_303031, University Police
 Pay Period: 05/08/2023 - 06/04/2023 147.00 Hours In Progress Submit By 06/30/2023, 11:59 PM

Date	Earn Code	Shift	Total
05/08/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/08/2023	W0H, Extra Hours Worked	1	1.00 Hours
05/09/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/09/2023	W0H, Extra Hours Worked	1	2.00 Hours
05/10/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/15/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/16/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/17/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/22/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/23/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/24/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/29/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/30/2023	WRG, Regular Hours Worked	1	12.00 Hours
05/31/2023	WRG, Regular Hours Worked	1	12.00 Hours

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
WRG, Regular Hours Worked	1	36.00	36.00	36.00	36.00		144.00 Hours
W0H, Extra Hours Worked	1	3.00					3.00 Hours
Total Hours		39.00	36.00	36.00	36.00		

Name	Action	Date & Time
LE-SA, Employee1	Originated	05/01/2023, 02:20 PM
LE-SA, Supervisor1	In the Queue	
Camps, Gabriel A.	In the Queue	

Comment (Optional):

Return Submit

If changes are needed, click **Return**, and follow [Step 6](#) instructions.

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

✓ Leave Report successfully submitted.

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).