## Non-Exempt Employee Self-Service Leave Entry

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	≡ 4
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 (Fail 2017 and older) will be deleted at that time. The policy only perfains to Moodle courses associated with UNC Asheville classes and only courses older than five ye
academic Links	Faculty and staff Moodle teachers can choose to save a copy of their older Moodle courses before the policy is implemented. Log into your UNCA Google account and use this form to record your preference. We recommend de backup of your older course-associated Moodle courses or requesting an archive by Piddy, May 12, 2023.
FINANCIAL AID & PAYMENTS >	- CTL Instructional Technology Team (ms_techilunca.edu)
ON CAMPUS	
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.
R EMPLOYMENT -	contact communication/junica.edu.
a 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 event
Ω. Human Resources	spoce or 200m needs have been sourced prior to source and request. • Academic Affairs calendar is managed by PAT O'Brien
Leave Reports (Permanent E	Student Affairs calendar is managed by Anne Clare Jackson
2 Leave Balances	Magater Attributios calendar /s managed by letin arme     Engagement Relations (Events is managed by Michael Michamee)
Timesheets (Temp/Student E	To post an event that is open to the public on the University Events Calendar, please email communication@unca.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	Vacation in hours	265.87	Sick in hours	598.	Bonus Leave in hours	240.00
		Community Service Leave in hours	24.00	Comp 1x in hours	0	Comp 1.5x in hours	0.00
						Full Leave B	alance Information
Pay Information					*	» My Activities	
Latest Pay Stub: 03/31/2023	All Pay Stubs	Direct Deposit Information		Deductions History		Enter Leave Report	
Taxes					^		
Employee Summary					^	Approve Leave Report	
						Approve Leave Request	
						Electronic Personnel Action Forms (EPA	Ð
						Salary Planner	
						Employee Menu	

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

	Employee Dashboard	eport				
	Leave Report					
	Approvals Leave Report					
						Leave Report Period 🗸
<u> </u>	Leave Period	Hours/Days/Units	Submitted On	Status		
	Herris				A	S Prior Periods
	04/10/2023 - 04/23/2023			Not Started	Start Leave Report	

5. Click the first day of the leave period (in this example, it's 4/10/2023). Select the **Earn Code (Leave type)** from the drop-down menu.

04/10/2023 - 04/23/2023 (i)	Ø					In Progress Submit By 04/24/2023, 07:59 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
\$	10	11	12	13	14	15
			Add Earn Code			
Earn Code Select Earn Code	~					
Extra Hours Worked						
Holiday Taken						
Vacation Leave Taken						

6. Select the Earn Code (leave code) for **Regular Hours Worked**. Enter the **number of hours** worked. **Save**.

04/10/	2023 - 04/23/2023 i					In Progress S	ubmit By 04/24/2023,	07:59 AM
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
۹ ۲		10	11	12	13	14	15	>
				(+) Add Earn Code				
Earr	n Code egular Hours Worked	Hours ۲	Θ					
Exit Pa	ge					Cancel	Save	review

7. If you worked extra, click Add Earn Code, select Extra Hours Worked and enter the number of hours you worked extra in addition to your 8 Regular Hours Worked. Save your entry.

🕂 Add Earn Code	Earn Code	Hours	
	Extra Hours Worked	✓ 1.00	
	L		

8. You may also add other Earn Codes (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**.

🕂 Add Earn Code			
	Earn Code	Hours	
	Vacation Leave Taken	♥ 8.00	e

9. 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 **Copy to the end of pay period** option. **Save**.

Regular Hours Worked 📀 8.00 Hours							<ul> <li>•</li> </ul>
							Total: 8.00 Ho
Copy Leave Report Entry							×
Regular Hours Worked : 8.00 Hours (04/10/2023, MONDAY)	Pay Period	: 04/10/2023 - 04	/23/2023				(?)
elect Options	SUN	MON	TUE	WED	THU	FRI	SAT
Copy to the end of pay period	9	10 8.00 Hours	11				15
Include Sundays	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Cancel					Save		

After copying, you will receive this message:

The entry has been successfully copied.

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



Review and **Submit** if there are no changes needed. If there are changes needed, click Return.

Date	Earn Cod	ie .			Shift	Total				
04/10/2023	WRG, Rep	gular Hours Wor	ked		1	8.00 Hours				
04/11/2023	WRG, Rep	gular Hours Wor	ked		1	8.00 Hours				
04/12/2023	WRG, Rej	gular Hours Wor	ked		1	8.00 Hours				
04/13/2023	WRG, Rej	gular Hours Worl	ked		1	8.00 Hours				
04/14/2023	WRG, Rej	gular Hours Worl	ked		1	8.00 Hours				
04/17/2023	WRG, Rej	gular Hours Worl	ked		1	8.00 Hours				
04/18/2023	WRG, Rep	gular Hours Wor	ked		1	8.00 Hours				
04/19/2023	WRG, Reg	gular Hours Wor	ked		1	8.00 Hours				
04/20/2023	WRG, Rej	guler Hours Wor	ked		1	8.00 Hours				
04/21/2023	WRG, Rej	gular Hours Wor	ked		1	8.00 Hours				
Summary										
Earn Code	Shift	Week 1	Week 2	Week 3	Total					
ARG, Regular Hours Alorked	1	40.00	40.00		80.00 Hours					
lotal Hours		40.00	40.00							
Routing and Status		Action	n	Date &	Time					
		Origin	ated	04/20/	2023, 10:08 AM					
fead, Jaime A		in the	Queue							
		in the	Ourue							

11. When making changes, select the date you need to change. Click the **Pencil**  $\checkmark$  icon opposite the entry.



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

SUND	AY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17		18	19	20	21	22
	8.00 Hou	rs	8.00 Hours	8.00 Hours	8.00 Hours	8.00 Hours	**
N							
1							
				+ Add Earn Code	-		
Earn Code		Hours	5				
Regular Hours W	orked	~ 6	Θ				
							Total: 8.00 Hours
Earn Code		Hours	;				
Sick Leave Taken		✓ 2	Θ				
Exit Page						C	ancel Save Previe
						-	
Norking Title, Position – Job	Suffix, Department				_		
av Period: 04/10/2023 - 04/	23/2023 80.00 Hours	In Progress Subr	nit By 04/24/2023, 07:59 AM				
Time Cata Datail							
Time Entry Detail		1.00					
Date Earn Co	Je	Shift	Total				
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04/11/2023 WRG, Re	gular Hours Worked		8.00 Hours				
04/12/2023 WRG, Re	gular Hours Worked	1	8.00 Hours				
04/13/2023 WRG, Re	gular Hours Worked	1	8.00 Hours				
04/17/2023 WRG, Re	gular Hours Worked	1	8.00 Hours				
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## 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).