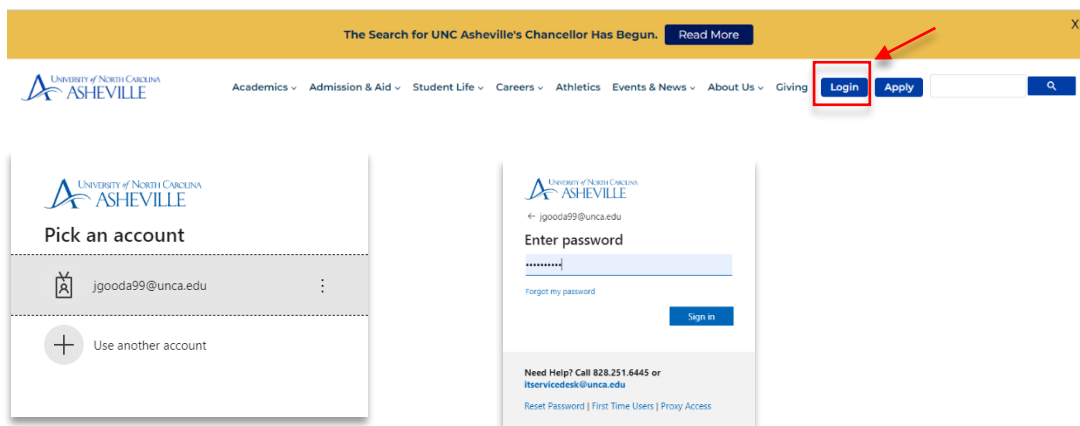


Non-Exempt Employee Self-Service Leave Entry

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





The Search for UNC Asheville's Chancellor Has Begun. [Read More](#)

UNIVERSITY OF NORTH CAROLINA
ASHEVILLE

Academics ▾ Admission & Aid ▾ Student Life ▾ Careers ▾ Athletics ▾ Events & News ▾ About Us ▾ Giving ▾ **Login** [Apply](#)

Pick an account

 jgooda99@unca.edu

 Use another account

Enter password

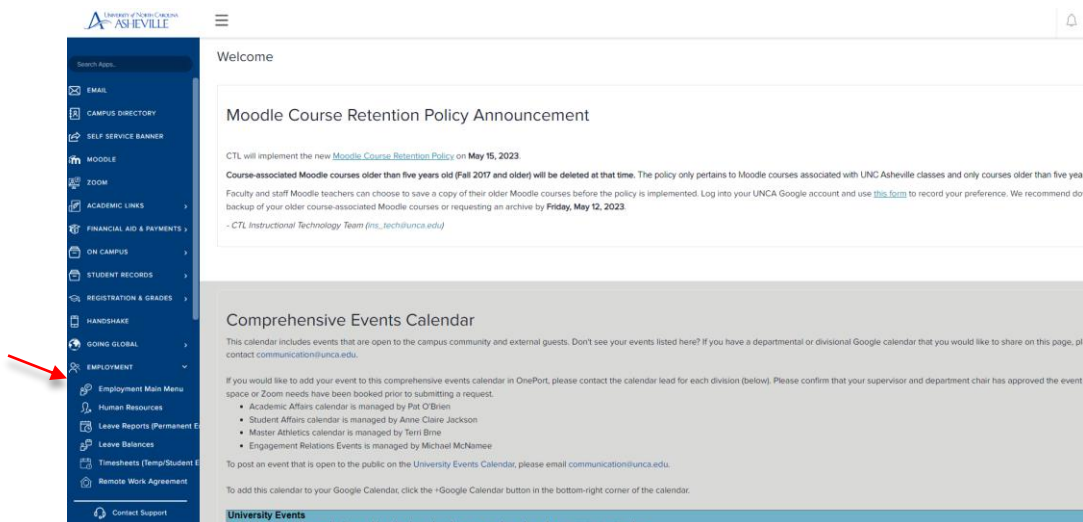
[Forgot my password](#)

[Sign in](#)

Need Help? Call 828.251.6445 or itservicedesk@unca.edu

[Reset Password](#) | [First Time Users](#) | [Proxy Access](#)

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



UNIVERSITY OF NORTH CAROLINA
ASHEVILLE

Welcome

Moodle Course Retention Policy Announcement

CTL will implement the new [Moodle Course Retention Policy](#) on May 15, 2023.

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.

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 doing backup of your older course-associated Moodle courses or requesting an archive by **Friday, May 12, 2023**.

- CTL Instructional Technology Team (its_tech@unca.edu)

Comprehensive Events Calendar

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, please contact communications@unca.edu.

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. Space or Zoom needs have been booked prior to submitting a request.

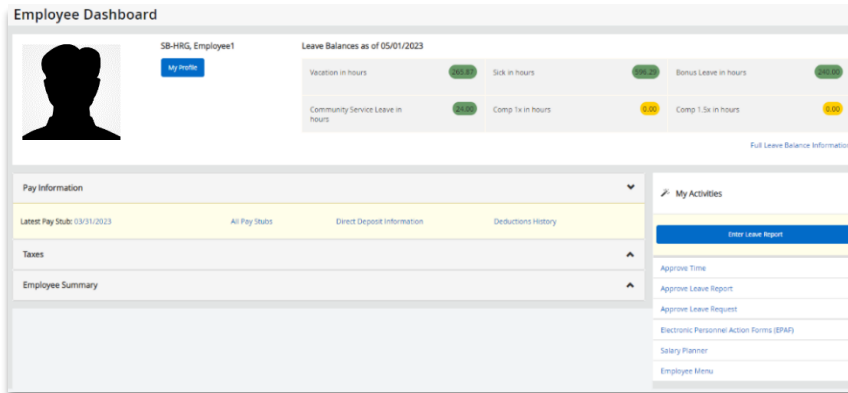
- Academic Affairs calendar is managed by Pat O'Brien
- Student Affairs calendar is managed by Anne Claire Jackson
- Master Athletics calendar is managed by Terri Brine
- Engagement Relations Events is managed by Michael McNamee

To post an event that is open to the public on the University Events Calendar, please email communications@unca.edu.

To add this calendar to your Google Calendar, click the +Google Calendar button in the bottom-right corner of the calendar.

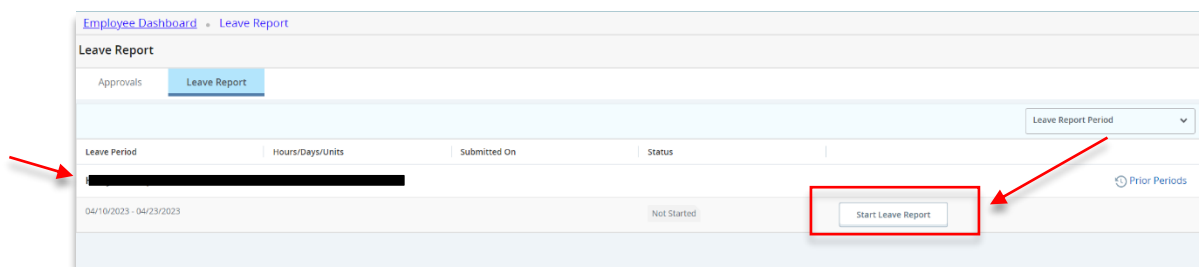
University Events

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



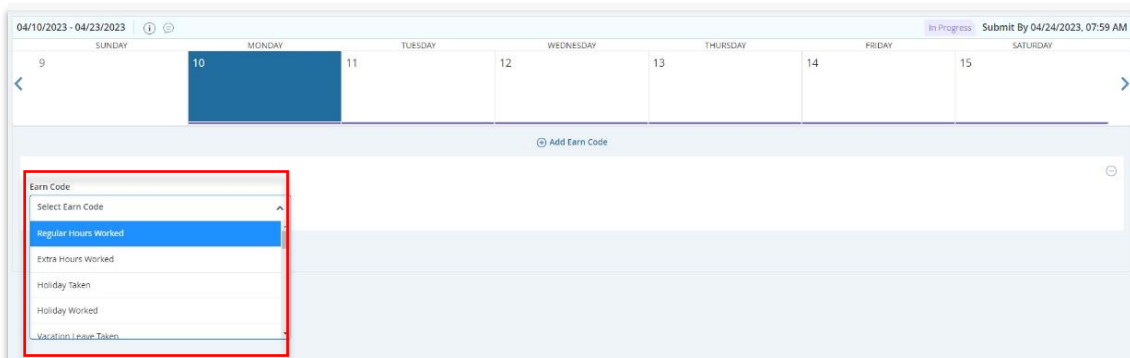
The screenshot shows the 'Employee Dashboard' for 'SB-HRG, Employee1'. It displays various leave balances as of 05/01/2023, including Vacation, Sick, Bonus Leave, Community Service Leave, Comp 1x, and Comp 1.5x. On the right side, under 'My Activities', the 'Enter Leave Report' link is highlighted with a red arrow.

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



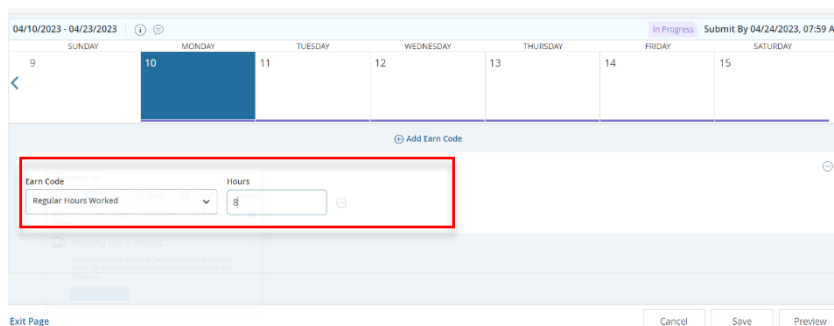
The screenshot shows the 'Leave Report' page. It has tabs for 'Approvals' and 'Leave Report'. A table lists leave periods, with the first entry '04/10/2023 - 04/23/2023' highlighted by a red arrow. The 'Start Leave Report' button is also highlighted with a red arrow. A 'Leave Report Period' dropdown menu is visible in the top right.

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.



The screenshot shows a calendar view for the period 04/10/2023 to 04/23/2023. The date 04/10/2023 is selected. A dropdown menu for 'Earn Code' is open, showing options: 'Regular Hours Worked', 'Extra Hours Worked', 'Holiday Taken', 'Holiday Worked', and 'Vacation Leave Taken'. The 'Regular Hours Worked' option is highlighted with a red box.

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



The screenshot shows the calendar view with the 'Earn Code' dropdown menu open. The 'Regular Hours Worked' option is selected. A text box next to it is labeled 'Hours' and contains the number '8'. The 'Save' button is highlighted with a red box.

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.

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**.


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**.

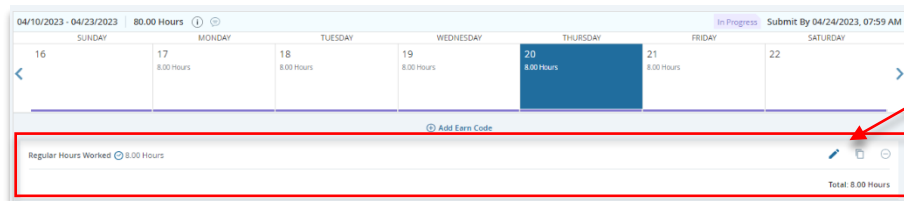
After copying, you will receive this message:

The entry has been successfully copied.

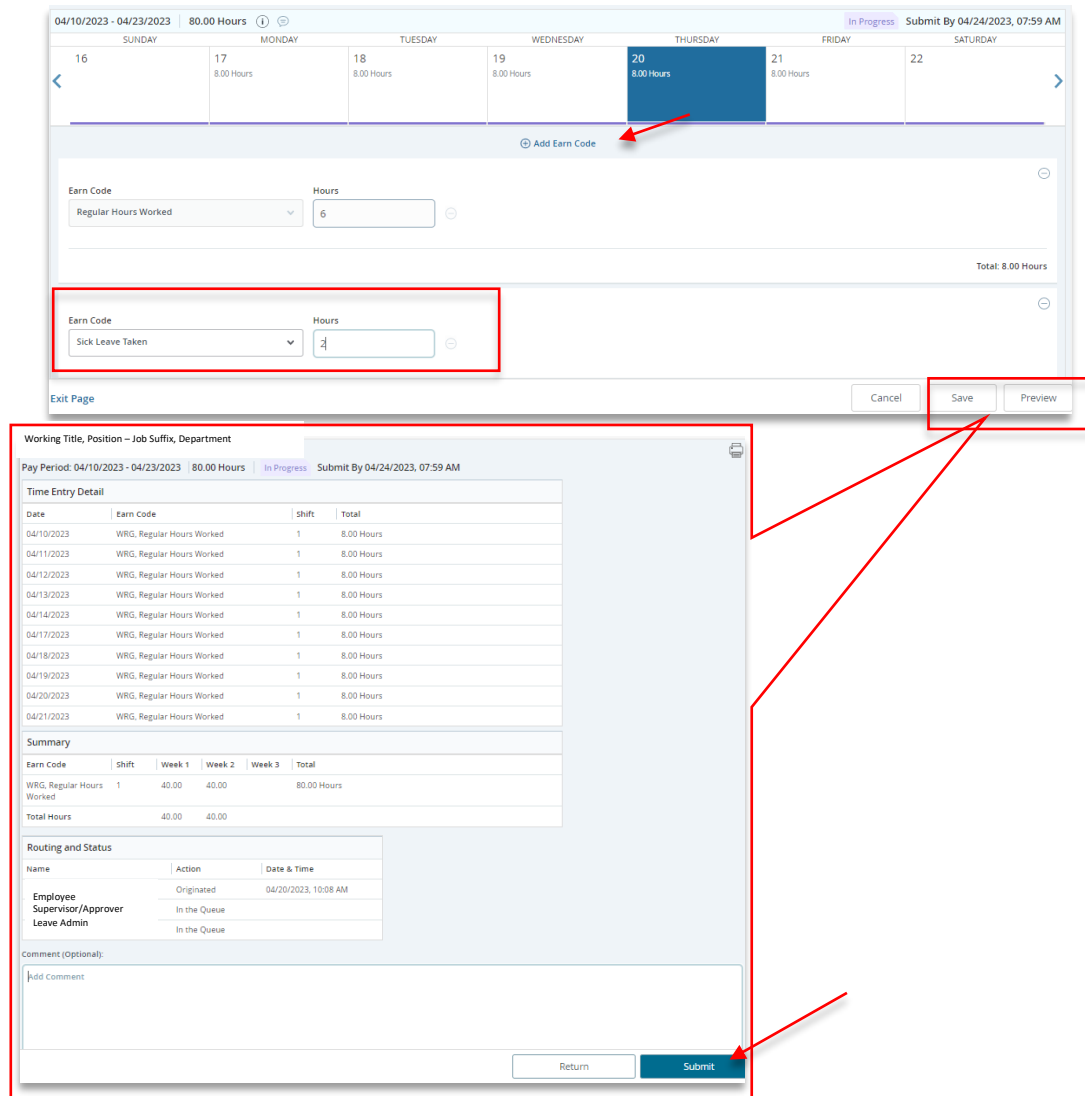
10. **Preview / Review** your entries by clicking the Preview button. A preview of your entries will show.

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

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



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



Working Title, Position – Job Suffix, Department

Pay Period: 04/10/2023 - 04/23/2023 | 80.00 Hours | In Progress | Submit By 04/24/2023, 07:59 AM

Time Entry Detail

Date	Earn Code	Shift	Total
04/10/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/11/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/12/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/13/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/14/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/17/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/18/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/19/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/20/2023	WRG, Regular Hours Worked	1	8.00 Hours
04/21/2023	WRG, Regular Hours Worked	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
WRG, Regular Hours Worked	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routing and Status


Name	Action	Date & Time
Employee	Originated	04/20/2023, 10:08 AM
Supervisor/Approver	In the Queue	
Leave Admin	In the Queue	

Comment (Optional):

Add Comment

Return Submit

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

 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).