Proxy- Approving Leave/Time Entries in the New 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	≡ 0
Search Appa.	Welcome
🖾 EMAIL	
CAMPUS DIRECTORY	Moodle Course Retention Policy Announcement
SELF SERVICE BANNER	
m MOODLE	CTL will implement the new <u>Moodle Course Retention Policy</u> on May 15, 2023.
20 ZOOM	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 y
	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 backup of your older course-associated Moodle courses or requesting an archive by Friday, May 12, 2023.
FINANCIAL AID & PAYMENTS ;	- CTL Instructional Technology Team (ins. techniunca 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
28 EMPLOYMENT -	Comment Communication provide and a
g 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 ex soarce or 2 your mapsh base housed to its is ubmittion as ensued.
∬, Human Resources	Academic Athans calendar is managed by Pol O'Brien
Leave Reports (Permanent E)	Student Affairs calendar is managed by Anno Claire Jackson Maker Athletics calendar is managed the Yarn Bine
D 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/ifunca.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.
Contect Support	University Events

- 3. Click the **Approve Leave Report** and/or **Approve Time** link.
 - Approve Leave Report is for Permanent Employees.
 - Approve Time is for Temporary and Student Employees.

Employee Dashboa	ard								
	SB-HRS, Employee1	Leave Balances as of 05/01/2023							
	My Profile	Vacation in hours	-	Sick in hours		Bonus Leave in hours	-		
		Community Service Leave in hours		Comp 1x in hours		Comp 1.5x in hours	•••		
						Full Leave	Belance Information	- 6	
Pay Information					Ť	→ My Activities			Approve time
Latest Pay Stub: 03/91/2023	All Pay Studio	Direct Deposit Information		Deductions History		Enter Laser Report		\leq	Approve Leave Report
Taxes					^	Approve Time			
Employee Summary					^	Approve Leave Report			
						Approve Leave Request			
						Electronic Personnel Action Forms (B	wŋ.		
						Salary Planner			
						Employee Menu			

4. Under Approvals, select the Leave Report option. If approving temporary or student employees' time, select Timesheet. Click the Proxy Super User link.

Approvals - Leave Report			👬 Proxy Super User
Approvals Leave Report			
Leave Report All Depu	artments v	✓ All Status except Not Started ✓	Enter ID/Name
Leave Report			
Leave Request			

5. In the **Proxy Super User** section, select the **Approver** you are representing as a **Proxy**.

Application Selection		Click Navigate to Time and Leave
Time & Leave Approvais 👻		
Act as a Superuser		Approvals application.
Act as Time Errory Approvals Exportuser Act as Leave Report Approvals Superviser	Self -SB-HRG, Employee1 - [Human Resources]	× ··· ··
Not as a Proxy for	Approver/Manager – [Human Resources]	Navigate to Time & Leave Approvals application
Set SEHRG Employeet - (Human Resource)		
Add a new proxy	See sriper agentere	Conceptions.
Employee Name - (Home Organizztion)		
No records found		

• Click the ellipsis (three dots) opposite the employee record, and select Preview.

latine			0 I	D		\$	Organiza	ition			C Hours/Days/Units	\$
nager1			9	30094824			A-400041,	Human Resour	es		32.00 Hours	
oloyment/Benefits, 0000-	47-00											Preview
ager2, Title, Position #			9	30024114			A-400041,	Human Resour	tes		1.00 Hours	U U
											/	
										_		
Leave Report Deta	il Summary											
-	-									-		
										-		
Pay Period: 04/01/2023 - 04	/30/2023 32.00	0 Hours P	ending Si	ibmitted On 05	5/01/2023, 08:5	1 AM						
Time Entry Detail										V		
Date	Earn Code				Shift	Total						
04/07/2023	WVC, Vacation	Leave Taken			1	8.00 Hours						
04/10/2023	WVC, Vacation	Leave Taken			1	4.00 Hours						
04/10/2023	WSK, Sick Leav	ve Taken			1	4.00 Hours						
04/11/2023	WVC, Vacation	Leave Taken			1	8.00 Hours						
04/12/2023	WVC, Vacation	Leave Taken			1	8.00 Hours						
Summary												
Farn 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		-		
				4.00				4.00 Hours		-		
WSK, Sick Leave Taken	1			1000								
WSK, Sick Leave Taken Total Hours	1		8.00	24.00								
WSK, Sick Leave Taken Total Hours	1		8.00	24.00								
WSK, Sick Leave Taken Total Hours Routing and Status	1		8.00	24.00								
WSK, Sick Leave Taken Total Hours Routing and Status Name	1	Action	8.00	24.00 Date	& Time							
WSK, Sick Leave Taken Total Hours Routing and Status Name MN-HRG, Manager1	1	Action	8.00 ed	24.00 Date 04/28	& Time 8/2023, 04:12 PI	M						
WSK, Sick Leave Taken Total Hours Routing and Status Name MN-HRG, Manager1 MN-HRG, Manager1	1	Action Originate Submitte	8.00 ed	24.00 24.00 Date 04/28 05/01	& Time 8/2023, 04:12 Pi 1/2023, 08:51 Ai	M						
WSK, Sick Leave Taken Total Hours Routing and Status Name MN-HRG, Manager1 MN-HRG, Manager1 Manager/Approver Leave Administrator	1	Action Originate Submitte Pending	8.00 ed ed Approval	24.00 24.00 Date 04/28 05/01	& Time 3/2023, 04:12 Pi 1/2023, 08:51 A	M						
VSK, SICk Leave Taken Total Hours Routing and Status Name MN-HRG, Manager1 MN-HRG, Manager1 MN-HRG, Manager1 Manager/Approver Leave Administrator	1	Action Originate Submitte Pending In the Qu	8.00 ed ed Approval ueue	24.00 24.00 Date 04/28 05/01	& Time 3/2023, 04:12 PI 1/2023, 08:51 AI	M						

• Click **Details** to review the leave entries. The calendar view shows **earn/leave type** and **number of hours worked/taken** each day.

04/01/2023 - 04/30/2023	32.00 Hours 👔 👳				Pending Subr	mitted On 05/01/2023, 08:	:51 AM
SUNDAY	SUNDAY MONDAY		WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
9	10	11	12	13	14	15	
<	8.00 Hours	8.00 Hours	8.00 Hours				>
	\sim		Add Earn Code				
Vacation Leave Taken 🔗	4.00 Hours					/ 0	
						Total: 4.00 Ho	ours
Sick Leave Taken 🔗	4.00 Hours					/ 0	
						Total: 4.00 Ho	ours

• Click **Preview** report again to **Approve**, or **Return for Correction**.

Return	Return Details		for correction	Approve	
Once approved, th	is message will app	ear:	Leave Repo	rt successfully approved.	

Return for Correction will generate an email to the employee to alert them of the changes that need to be made in their leave report. After the employee corrects their entry, they will need to submit their leave again, and approval process begins again.

- 6. **Repeat the review and approval process for each employee**. Mass approval is not available for proxies.
- 7. After approving all designated leave entries, the status will change to **Pending Approved.** Final approval is done by the Leave Administrator.

Pending - Approved 2					^
Employee Name	≎ ID	Organization	Hours/Days/Units	0	
MN-HRG, Manager1 Assoc Dir Employment/Benefits, 000047-00	930094824	A-400041, Human Resources	32.00 Hours	i 9	:
MN-HRG, Manager2, Title, Position #	930024114	A-400041, Human Resources	1.00 Hours	i 9	:

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).