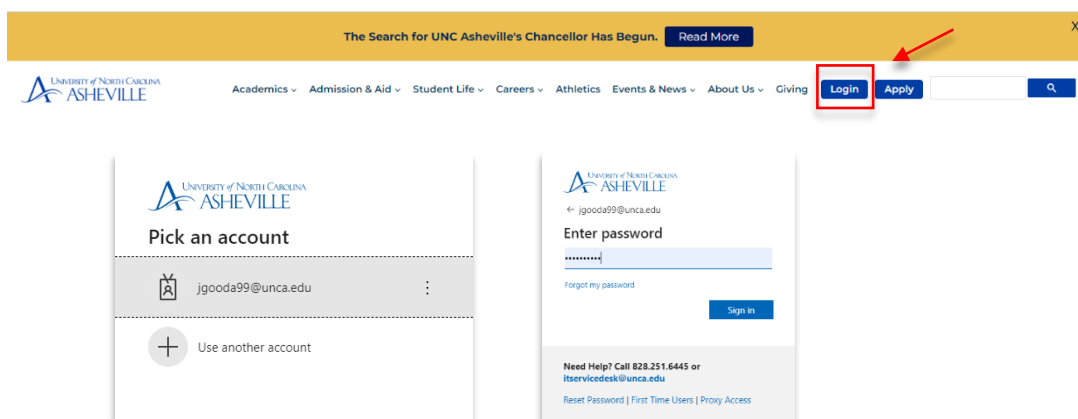


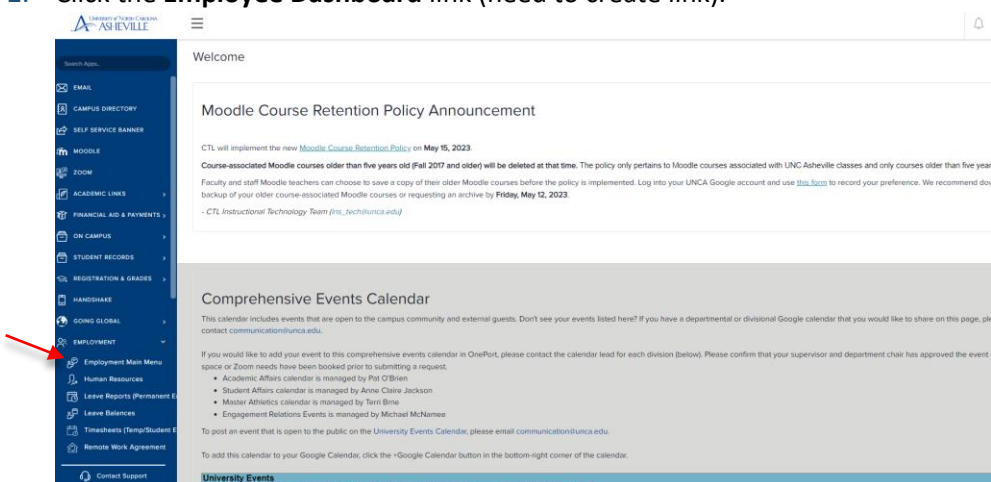
Proxy- Approving Leave/Time Entries in the New Employee Self-Service portal:

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



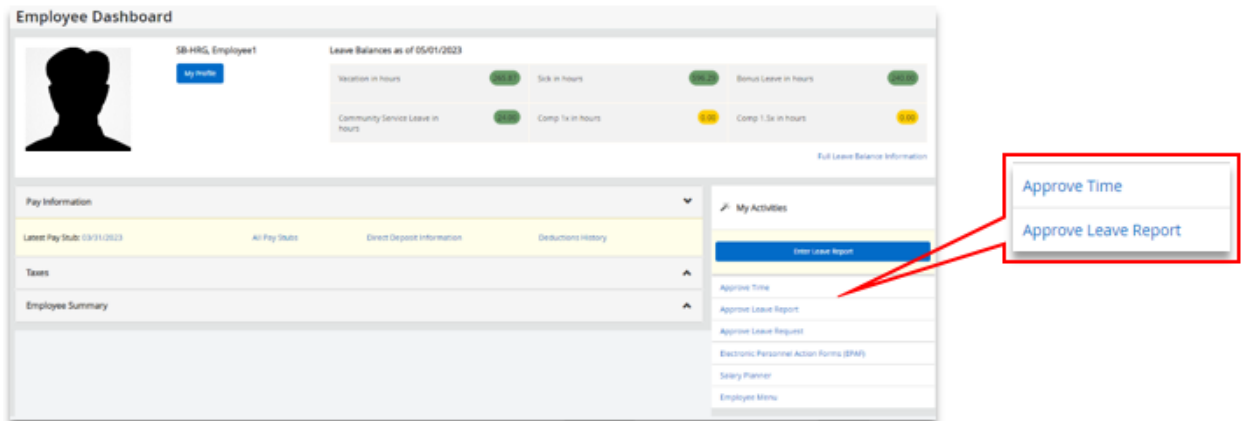
The image shows the UNC Asheville website header with a navigation bar. The 'Login' button is highlighted with a red box and a red arrow. Below the header, there are two panels. The left panel, titled 'Pick an account', shows a list of accounts with the email 'jgooda99@unca.edu' selected. The right panel, titled 'Enter password', shows a password input field with a masked password '*****' and a 'Sign in' button. A red arrow points to the 'Login' button in the header.

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

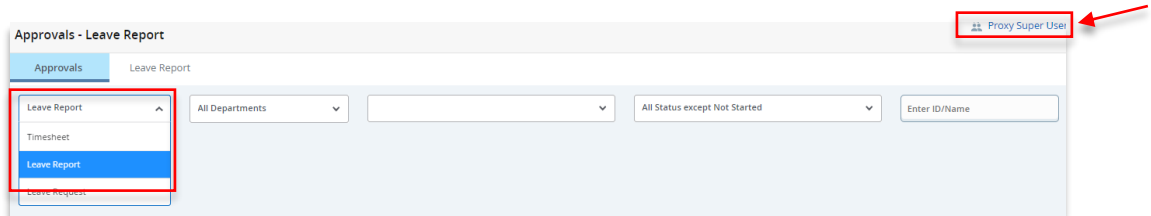


The image shows the UNC Asheville Employee Dashboard. The left sidebar contains a list of links, with 'EMPLOYMENT' highlighted by a red arrow. The main content area displays a 'Welcome' message, a 'Moodle Course Retention Policy Announcement', and a 'Comprehensive Events Calendar'.

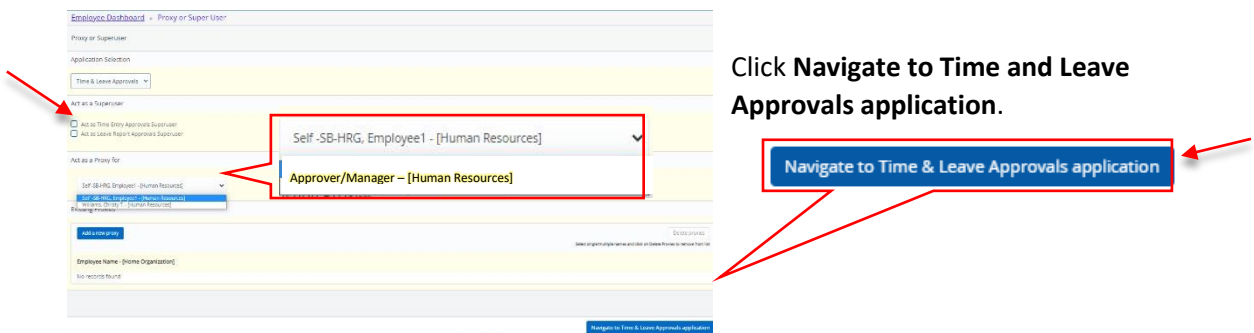
3. Click the **Approve Leave Report** and/or **Approve Time** link.
 - **Approve Leave Report** is for Permanent Employees.
 - **Approve Time** is for Temporary and Student Employees.



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



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



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

The screenshot shows a table of employee records. The first record is for 'MN-HRG, Manager1' with ID 930094824 and 32.00 Hours. A red arrow points to the ellipsis menu next to this record, which contains a 'Preview' button. Below the table, the 'Leave Report Detail Summary' is displayed for the same employee. It includes a 'Time Entry Detail' table, a 'Summary' table, and a 'Routing and Status' section. A red arrow points to the 'Details' button at the bottom of the summary.

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 Leave 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

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
MN-HRG, Manager1	Originated	04/28/2023, 04:12 PM
MN-HRG, Manager1	Submitted	05/01/2023, 08:51 AM
Manager/Approver	Pending Approval	
Leave Administrator	In the Queue	

Buttons at the bottom: Return, Details, Return for correction, Approve.

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

The screenshot shows a calendar view for the week of 04/01/2023 to 04/30/2023. Monday, April 10th, is highlighted with 8.00 hours. Below the calendar, there is a section for 'Add Earn Code' with a red arrow pointing to the 'Details' button.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10 8.00 Hours	11 8.00 Hours	12 8.00 Hours	13	14	15

Buttons at the bottom: Return, Details, Return for correction, Approve.

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

The screenshot shows the bottom of the 'Leave Report Detail Summary' with four buttons: Return, Details, Return for correction, and Approve. A red arrow points to the 'Approve' button.

Once approved, this message will appear:

✓ Leave Report 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		
MN-HRG, Manager1 Assoc Dir Employment/Benefits, 000047-00	930094824	A-400041, Human Resources	32.00 Hours	ⓘ ⓘ	⋮
MN-HRG, Manager2, Title, Position #	930024114	A-400041, Human Resources	1.00 Hours	ⓘ ⓘ	⋮

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).