

Banner 9 Non-Exempt (bi-weekly) Leave Instructions

- To complete your leave report, select "EZ Arts" from your UNCSA MySA homepage as usual (login will be single-sign on).
- Beginning in December, leave entry guides will be available on the Human Resources Leave Administration page.
- Supervisor and Proxy approvals and setup instructions can also be found on the Human Resources Leave Administration page.

UNCSA MY SA Incoming Students Current Students Parents & Families Faculty & Staff

Home > My SA

My SA

Incoming Students

Current Students

Parents & Families

Faculty & Staff

Safe at UNCSA

My SA is the central location for all of the information you need as a member of the UNCSA community. Whether you're looking for forms, calendar events, the One Card office, billing information, financial aid, human resources or more, you can find it all on My SA. We recommend bookmarking this page or setting it as your browser homepage since you will be using My SA often during your time at UNCSA.

Announcements

Updates and information for campus

- The first time you log into your EZ Arts, you will be directed to the Employee Profile and you will need to click Employee Dashboard
- From the Employee Profile page, select "Enter Leave Report"

Employee Dashboard

Leave Balances as of 11/14/2022

Vacation in hours	Sick in hours	Community Service Leave in hours
Bonus Leave in hours	Special Leave in hours	Special Annl Leave Bonus 2 in hours

Full Leave

Pay Information

Latest Pay Stub: 10/31/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Leave Report

Approve Time

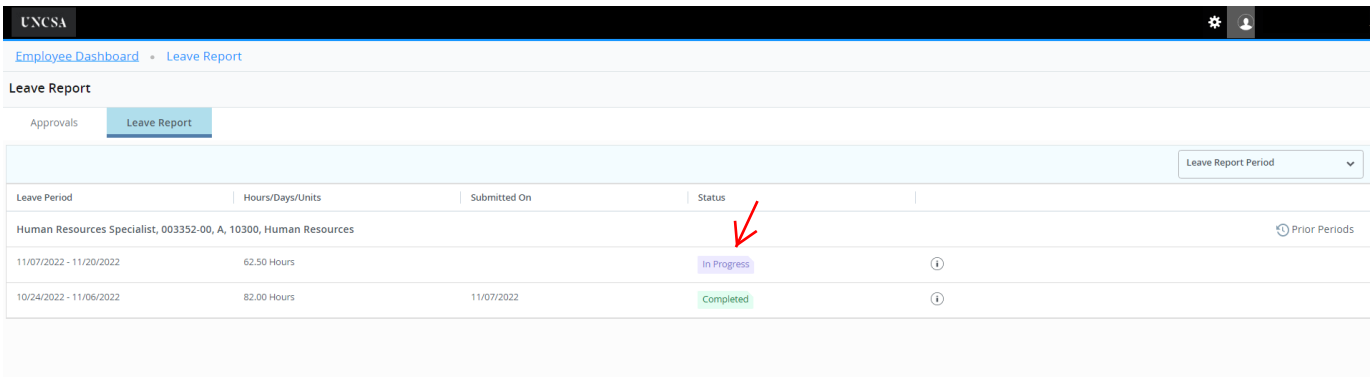
Approve Leave Report

Campus Directory

Employee Menu

- The next page will allow you to select the leave report period you wish to report time for.

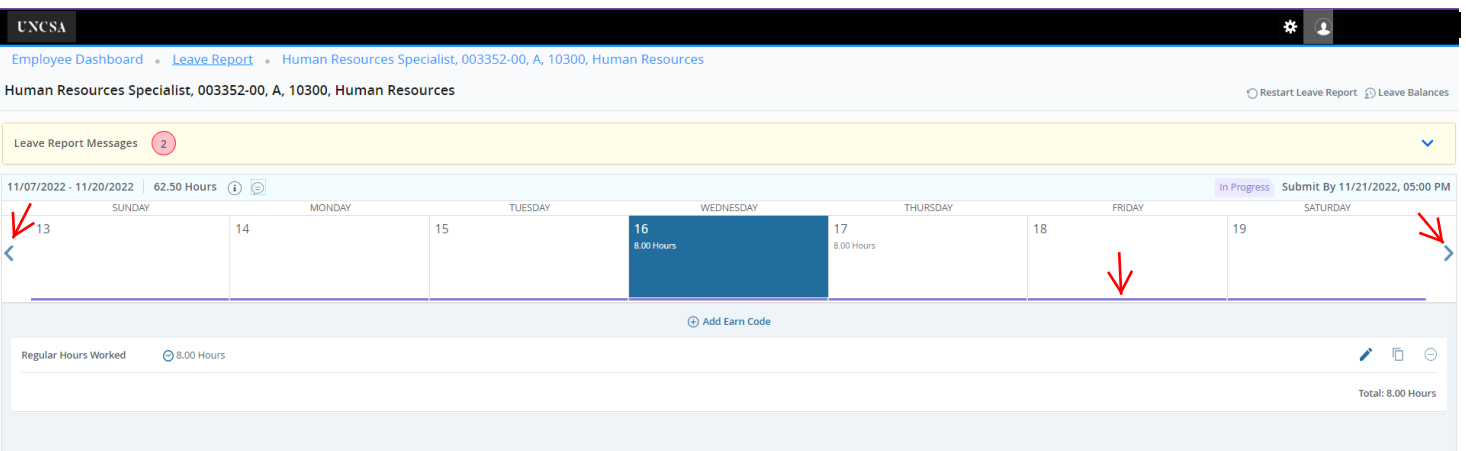
- Select “Start Leave Report” to access your leave report.



- The new Banner 9 Time and Leave module lists the leave reporting period horizontally by month.

- You will notice a purple line under the days included in the leave reporting period.

- Use the < and > signs to move from week to week in the leave report.



- Click in the date box to enter hours. Notice that the date box turns blue.

- The regular hours worked and leave codes are in a separate box along with the hours you need to enter.

- Select the earn code you wish to record and enter the hours you have worked or taken.

- Now select “Save”.

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[Employee Dashboard](#) • [Leave Report](#) • Human Resources Specialist, 003352-00, A, 10300, Human Resources

Human Resources Specialist, 003352-00, A, 10300, Human Resources 🔄 Restart Leave Report 📄 Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 | 62.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 8.00 Hours	15	16 8.00 Hours	17 8.00 Hours	18	19

⊕ Add Earn Code

Earn Code Hours

Regular Hours Worked

Exit Page Cancel Save Preview

- You will now see the hours you entered recorded in the date box you selected.

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Human Resources Specialist, 003352-00, A, 10300, Human Resources 🔄 Restart Leave Report 📄 Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 | 70.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 8.00 Hours	15	16 8.00 Hours	17 8.00 Hours	18	19

⊕ Add Earn Code

Regular Hours Worked

Regular Hours Worked Total: 8.00 Hours

✔ Leave Report data successfully saved.

- If you need to record more than one type earn code in the same day, select “Add Earn Code”.
- Select the type of earn code you need to enter along with the number of hours.
- Now select “Save”.

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Employee Dashboard • Leave Report • Human Resources Specialist, 003352-00, A, 10300, Human Resources

Human Resources Specialist, 003352-00, A, 10300, Human Resources

Restart Leave Report Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 70.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 8.00 Hours	15	16 8.00 Hours	17 8.00 Hours	18	19

Add Earn Code

Regular Hours Worked 8.00 Hours Total: 8.00 Hours

Earn Code

- Extra Hours Worked
- Regular Hours Worked
- Extra Hours Worked
- Paid Holiday
- Holiday Worked
- Special Leave Taken

Hours 2

Exit Page Cancel Save Preview

- You will now see a total of 10 hours listed in the date box.
- The box will show the total hours for that day.
- To see the breakdown of hours worked or leave taken, select the date box and review the hours you entered.
- If you need to edit the hours, select the “pencil” to the right of each leave code you entered.
- You can also copy hours taken. Use the “paper” to the right of each leave code you entered.

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Human Resources Specialist, 003352-00, A, 10300, Human Resources

Leave Report data successfully saved.

Restart Leave Report Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 72.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 10.00 Hours	15	16 8.00 Hours	17 8.00 Hours	18	19

Add Earn Code

Regular Hours Worked 8.00 Hours Total: 8.00 Hours

Extra Hours Worked 2.00 Hours Total: 2.00 Hours

Exit Page Cancel Save Preview

- If you select copy, you will have the option to select "Copy to the end of pay period" or select each day individually.
- If you would like to use "Copy to the end of pay period", click in the checkbox.
- If using the "Copy to the end of pay period" option, you **MUST** review and verify the accuracy of hours you entered.
- **Be sure to select "Save" when copying is complete.**

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Employee Dashboard • Leave Report • Human Resources Specialist, 003352-00, A, 10300, Human Resources

Human Resources Specialist, 003352-00, A, 10300, Human Resources

Restart Leave Report Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 72.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

Copy Leave Report Entry

Regular Hours Worked: 8.00 Hours (11/14/2022, MONDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 11/07/2022 - 11/20/2022

SUN	MON	TUE	WED	THU	FRI	SAT
6	7 8.00 Hours	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12
13	14 8.00 Hours	15 8.00 Hours	16 8.00 Hours	17 8.00 Hours	18 8.00 Hours	19
20	21	22	23	24	25	26

Cancel Save

Total: 8.00 Hours

Total: 2.00 Hours

- You also have the option to "Restart Leave Report" or view your "Leave Balances."
- After you have entered all your leave hours, you must select "Preview" in the bottom right.
- **Selecting "Preview" takes you to the "Submit" page.**

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Employee Dashboard • Leave Report • Human Resources Specialist, 003352-00, A, 10300, Human Resources

Human Resources Specialist, 003352-00, A, 10300, Human Resources

Restart Leave Report Leave Balances

Leave Report Messages 2

11/07/2022 - 11/20/2022 72.50 Hours In Progress Submit By 11/21/2022, 05:00 PM

13 14 15 16 17 18 19

10.00 Hours 8.00 Hours 8.00 Hours

Add Earn Code

Regular Hours Worked 8.00 Hours Total: 8.00 Hours

Extra Hours Worked 2.00 Hours Total: 2.00 Hours

Exit Page Cancel Save Preview

- In the first section, you will be able to review hours worked and leave hours taken entered for each day.
- The second section allows you to view the total number of hours for each code entered broken down by week.
- The third section lists the routing and status of your leave report.
- You can add comments as well. Comments are required anytime you are recording “Other Leave Taken”.
- **If all your hours are correct and your comments are entered, you must check the box certifying that your time is accurately entered...”, and select “Submit” in the bottom right.**

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[Employee Dashboard](#) > [Leave Report](#) > [Human Resources Specialist_003352-00_A_10300_Human Resources](#) > [Preview](#)

Human Resources Specialist, 003352-00, A, 10300, Human Resources

Pay Period: 11/07/2022 - 11/20/2022 | 78.50 Hours | [In Progress](#) | Submit By 11/21/2022, 05:00 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
11/07/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/07/2022	WOH, Extra Hours Worked	1	2.50 Hours
11/08/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/08/2022	WOH, Extra Hours Worked	1	1.50 Hours
11/09/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/10/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/10/2022	WOH, Extra Hours Worked	1	0.50 Hours
11/11/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/12/2022	WOH, Extra Hours Worked	1	2.00 Hours
11/14/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/15/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/16/2022	WRG, Regular Hours Worked	1	8.00 Hours
11/17/2022	WRG, Regular Hours Worked	1	8.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
WRG, Regular Hours Worked	1	40.00	32.00		72.00 Hours
WOH, Extra Hours Worked	1	6.50			6.50 Hours
Total Hours		46.50	32.00		

Routing and Status			
Name	Action	Date & Time	
██████████	Originated	11/07/2022, 11:00 PM	
	In the Queue		

Comment (Optional):

Add Comment

1000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

- You have now successfully completed your leave report.
- The leave report will show “Pending” your supervisor’s approval.
- Click “Return” to go back to the leave report page.

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Employee Dashboard > Time Entry Approvals > Public Safety Telecommunicator, 067319-00, A, 36100, Campus Police > Preview

Public Safety Telecommunicator, 067319-00, A, 36100, Campus Police

Pay Period: 11/07/2022 - 11/20/2022 | 172.00 Hours | Pending | Submitted On 11/11/2022, 09:39 AM

Time Entry Detail

Date	Earn Code	Shift	Total
11/07/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/07/2022	WSH, Shift Premium .10	1	12.00 Hours
11/08/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/08/2022	WSH, Shift Premium .10	1	12.00 Hours
11/12/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/12/2022	WSH, Shift Premium .10	1	12.00 Hours
11/13/2022	WRG, Regular Hours Worked	1	4.00 Hours
11/13/2022	WQH, Extra Hours Worked	1	8.00 Hours
11/13/2022	WSH, Shift Premium .10	1	12.00 Hours
11/16/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/16/2022	WSH, Shift Premium .10	1	12.00 Hours
11/17/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/17/2022	WSH, Shift Premium .10	1	12.00 Hours
11/18/2022	WRG, Regular Hours Worked	1	12.00 Hours
11/18/2022	WSH, Shift Premium .10	1	12.00 Hours
11/20/2022	WVC, Vacation Leave Taken	1	4.00 Hours
11/20/2022	WCO, Comp Time Taken	1	0.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
WRG, Regular Hours Worked	1	36.00	40.00		76.00 Hours
WSH, Shift Premium .10	1	36.00	48.00		84.00 Hours
WQH, Extra Hours Worked	1		8.00		8.00 Hours
WVC, Vacation Leave Taken	1			4.00	4.00 Hours
WCO, Comp Time Taken	1				
Total Hours		72.00	96.00	4.00	

Routing and Status

Name	Action	Date & Time
[Redacted]	Originated	11/11/2022, 09:37 AM
[Redacted]	Submitted	11/11/2022, 09:39 AM
[Redacted]	Pending Approval	
Brownlee, Kemora S.	In the Queue	

Return

- If you need to make changes to your leave report prior to your supervisor approving, you can select “Recall Leave Report” and make your corrections. **Select "SAVE" after making corrections.**
- Be sure you “Preview” and “Submit” after making your changes.

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Employee Dashboard > Leave Report > Human Resources Specialist, 003105-00, A, 10300, Human Resources

Human Resources Specialist, 003105-00, A, 10300, Human Resources

Leave Report Messages 2



11/07/2022 - 11/20/2022 | 67.50 Hours | Pending | Submitted On 11/16/2022, 03:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13 1.00 Hours	14 9.50 Hours	15 10.00 Hours	16 10.00 Hours	17	18	19

Exit Page

Recall Leave Report Preview

- After selecting “Return”, you will see that your leave report is “Pending”.
- Your leave report is now complete and you can now return to the “Employee Dashboard”.



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[Employee Dashboard](#) • [Leave Report](#)

Leave Report

Approvals **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Human Resources Specialist, 003352-00, A, 10300, Human Resources Prior Periods				
11/07/2022 - 11/20/2022	86.50 Hours		In Progress	 
10/24/2022 - 11/06/2022	82.00 Hours	11/07/2022	Completed	