PERMANENT
FULL-TIME & PART-TIME
EMPLOYEES
SHRA NON-EXEMPT + SHRA EXEMPT + EHRA NON-TEACHING
Overview

- **Basic tutorial of E-Z Arts** (Banner Self-Service)
- **SHRA Non-Exempt Employees Leave Report Process**
  - *Earnings and Leave Categories*
- **SHRA Exempt Employees Leave Report Process**
  - *Earnings and Leave Categories*
- **EHRA Non-Teaching Employees Leave Report Process**
  - *Earnings and Leave Categories*
Getting Started – Log into E-Z Arts Banner Self-Service

The easiest way to access E-Z Arts is by going to the main uncsa.edu webpage. Click “My SA” located at the very bottom of the page, then locate Quick Links and click on E-Z Arts.

Bookmarking this page is highly recommended!
Enter your Banner ID number in the User ID field

Your Banner ID number is assigned to you by Human Resources upon completion of your New Hire Orientation.

Your initial PIN number is set to your date of birth in MMDDYY format.

Upon successful log in, you will be prompted to create a new PIN number and set up a security question.
Now that you have successfully logged into E-Z Arts

Clicking on the Personal Information tab will allow you options to:

- Change Security Question
- View Addresses and Phone Information
- View E-mail Addresses
- View Emergency Contacts
- Update Emergency Contacts
- Change your PIN
Clicking on the **Employee tab** will display:

- Time Sheet
- Leave Report
- Leave Balances
- Benefits and Deductions
- Pay Information
- Tax Forms
- Policy Review and Acceptance via SOLO
- UNCSA Campus Policy Portal

**Time Sheet** – Temporary Employees Only
**Leave Report** – Permanent Employees
**Leave Balances** – Bonus/Vacation/Sick, etc.
**Benefits and Deductions**
**Pay Information** – Pay Stubs
**Tax Forms** – W4 information, W2 Form
**Policy Review** – My Policy Portal
REVIEW ALL LINKS IN ORDER TO FAMILIARIZE YOURSELVES WITH E-Z ARTS. YOU ARE REQUIRED TO ACCESS THIS PORTAL ON A REGULAR BASIS. ITS PURPOSE IS TO PROVIDE EMPLOYEES WITH USEFUL RESOURCES THAT ARE EASILY ACCESSIBLE.
CONDITIONS OF EMPLOYMENT

As a permanent North Carolina State employee, employees are obligated to submit leave reports based on the schedule established by their employee classification. This ensures that UNCSA is in compliance with the Fair Labor Standards Act (FLSA).
SHRA NON-EXEMPT EMPLOYEES

Employees are Subject to the State Human Resources Act (G.S. 126) and are Subject to FLSA overtime compensation provisions.
THE NON-EXEMPT EMPLOYEE’S STANDARD WORK SCHEDULE IS **40 HOURS PER WEEK** (UNLESS FTE IS LESS THAN 1.0).

NON-EXEMPT LEAVE REPORTS ARE SUBMITTED BI-WEEKLY. THIS MUST BE REPRESENTED FOR EACH WEEK OF YOUR LEAVE REPORTS. LEAVE TAKEN SHOULD CORRELATE WITH THIS TOTAL AMOUNT OF HOURS.

Example: you work all week and plan to take vacation on Friday, you would enter 8 hours in Regular Hours Worked Monday through Thursday and enter 8 hours in Vacation Leave Taken on Friday. This will still give you a total of 40 hours and reflects your regular work schedule.
Leave Report Instructions

1. Return to the Employee Tab

2. Click on Leave Report (for permanent employees)

3. Please verify that your Title and Department are correct and make sure the correct leave report period is selected before proceeding.

4. Once you check for accuracy, click on the Leave Report button to continue.
5. To enter hours, follow the dates at the top and click “Enter Hours” in the appropriate earning field. You can find the different categories on the far left column.

6. A white text box will appear near the top of the screen, enter the hours then press enter or click the Save button and it will appear in the box.

**YOU MUST SAVE AFTER EVERY ENTRY**
7. To view the next week and enter hours, click the Next button at the bottom of the page and repeat the same steps.

8. Once you have completed the leave report, you may want to click the Preview button for a better visual.

Total hours should equal to 80 for the two week period (40 hours per week) UNLESS you worked extra hours or other special events occurred (holiday worked or shift premium).

*Extra hours worked are hours that you physically worked outside of your regular schedule and should not be entered in place of regular hours.

9. After you confirm your hours have been entered correctly, click the Previous Menu button to return to the previous screen.
10. Click the **Submit for Approval** button.

11. Enter your PIN number to certify that the time entered represents a true and accurate record of your time then press enter or click the **Submit** button (only once).

You will receive a confirmation that your leave report was submitted successfully.

You can view previous leave reports that you completed up to one year by returning to the Employee screen and clicking on Leave Report. Click the arrow for the drop down list under “Leave Report Period and Status” and select the leave report period you wish you view.
Earnings Categories

■ Regular Hours Worked
  - Hours that you worked each day that was a part of your regular schedule
  - Example: your schedule is 8am to 5pm (with a 1 hour lunch break) Monday through Friday, and you worked 8 hours each day. You would enter “8” in the Monday to Friday blocks.

■ Extra Hours Worked
  - Hours that you physically worked outside your regular schedule
  - Example: you were required/permitted to work an hour past your regular schedule on a regular workday, you would enter “1” in the Extra Hours Worked line for that day.

■ Paid Holiday
  - On designated holidays, enter 8 hours (times your FTE – 6 hours for a 0.75 FTE employee) in the appropriate day on the Paid Holiday line – whether you took the day off or whether you worked.
  - 8 hours is the maximum amount authorized per designated holiday.

■ Holiday Worked
  - If you were required to work on the holiday, enter the number of hours worked in the appropriate date on the holiday worked line.
  - Holiday premium pay is additional half-time plus equal time off.
Leave Categories

■ Leave Taken
   - Enter the actual number of hours taken in the appropriate block (Vacation, Bonus Leave, Sick, accrued CompTime, Community Service Leave, Civil Leave, Military Leave, Adverse Weather Leave, or Emergency Event Hours)

■ Sick Leave may be used for:
   - illness or injury
   - medical appointments
   - temporary disability due to childbirth
   - to care for member or immediate family
   - death in immediate family
   - donations to an employee who is an approved voluntary shared leave recipient

■ Vacation Leave may be used for:
   - vacation
   - other periods of absence for personal reasons
   - personal illness (in lieu of sick leave)
   - illness in the immediate family
   - time lost for late reporting
   - donations to an employee who is an approved voluntary shared leave recipient

Leave Credits

<table>
<thead>
<tr>
<th>Years of State Service</th>
<th>Hours Granted Each Month</th>
<th>Hours Granted Each Year</th>
<th>Days Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9.33</td>
<td>112</td>
<td>14</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11.33</td>
<td>136</td>
<td>17</td>
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<td>10 but less than 15 years</td>
<td>13.33</td>
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<tr>
<td>15 but less than 20 years</td>
<td>15.33</td>
<td>184</td>
<td>23</td>
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<tr>
<td>20 years or more</td>
<td>17.33</td>
<td>208</td>
<td>26</td>
</tr>
</tbody>
</table>

Full-time permanent employees are eligible for sick leave at the rate of 8 hours per month (96 hours per year)
Leave Categories Continued

- **Special Leave**
  - Special leave is awarded by the State and must be used within one year or you lose it
  - Special leave is not cumulative

- **Bonus Leave**
  - Bonus leave is awarded by the State
  - There is no expiration and is eligible for payout upon separation or may be transferred to another state agency

- **Civil Leave**
  - Leave with pay is provided to employees when serving on a jury or when subpoenaed as a witness. It is the responsibility of the employee to inform the supervisor when the duty is scheduled and the expected duration.

- **Community Service Leave**
  - Employees are credited 24 hours per calendar year
  - Newly hired employees are credited immediately upon employment, prorated at two hours per month for the remainder of the calendar year
  - In recognition of the State’s interests in supporting its employees who wish to volunteer in schools, communities, institutions of high education, State agencies, and not-for-profit organizations.
  - You can find the complete Community Service Leave policy in the State Human Resource Manual located on the Office of State Human Resources (OSHR) website.
Leave Categories Continued

- **Adverse Weather Leave**
  - *Used in lieu of paid time off with the expectation to make-up this time within 90 days of the triggering event*

- **AdvWthr Emerg Event Dock Pay**
  - *Employees do not wish to make-up the time or use paid time off can use this option for Dock Pay*

- **Adverse Weather Make-up**
  - *Hours worked towards make-up time*

- **Voluntary Shared Leave**
  - *An employee may donate leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee’s immediate family that will require the employee’s absence for a prolonged period of time*
Adverse Weather/Emergency Closing Event

- Condition 1
  - Reduced operations
- Condition 2
  - Suspended operations
- Condition 3
  - Closure
- Official University Closing (Conditions 2 & 3)
  - Clear instructions will be communicated to all employees how to record hours for this event
  - If the university is officially closed due to emergency conditions on a regular schedule workday, enter the number of hours that falls within your schedule either in Emergency Event Hours or Adverse Weather Leave or Vacation/Comp/Bonus

ACCOUNTING FOR TIME DURING REDUCED OR SUSPENDED OPERATIONS

When an employee misses work time during Condition 1 or Condition 2, the time shall be accounted for as follows:

• Compensatory time, if available, must be used first
• If the employee has no compensatory time available, the employee has the option to use annual and/or bonus leave.
• If the employee does not have or choose to use annual and/or bonus leave, the employee will take leave without pay (LWOP).
• The University may, but is not required, to offer employees the option of “make-up” time in lieu of LWOP or paid leave.
  • If “make-up” time is offered, it shall be made up no later than 90 calendar days following the triggering event.
  • “Make-up” time shall not be subject to any premium pay, with the exception of FLSA-mandated overtime, when applicable.
• Employees who are already out on approved leave during an event that triggers any of these conditions will charge the approved sick, annual, compensatory, or bonus leave, with no provisions for LWOP or “make-up” time.
• If the employee transfers to another constituent institution or State agency or terminates from State employment before any allowed “make-up” time is satisfied, this time shall be charged to annual or bonus leave. If there is not sufficient annual or bonus leave to cover the make-up time, the value of the make-up time shall be calculated and deducted from the employee’s final paycheck.
Overtime Compensation Provisions
Fair Labor Standards Act (FLSA) Law

- Employees must be compensated at a rate of time and one-half for all hours worked in excess of 40 hours during a single work week.

- This time may be overtime pay or compensatory time off.
  - *UNCSA implements compensatory time off*
  - *Compensatory time is not cumulative beyond a twelve-month period*
  - *Unused compensatory time after the twelve-month period must be paid out*
  - *Compensatory time is non-transferrable to another agency*
  - *Compensatory time is lost when an employee is separated from State service*

- Compensatory time is always used before Vacation leave is charged
Employees are subject to the State Human Resources Act (G.S. 126) but are exempt from the FLSA overtime compensation provisions.
EXEMPT EMPLOYEES
REPORT LEAVE TAKEN

Unlike SHRA Non-exempt employees, Exempt employees are only required to report leave taken on a monthly basis.
Leave Report Instructions

1. Return to the Employee Tab
2. Click on Leave Report (for permanent employees)
3. Please verify that your Title and Department are correct and make sure the correct leave report period is selected before proceeding.
4. Once you check for accuracy, click on the Leave Report button to continue.
5. To enter hours, follow the dates at the top and click “Enter Hours” in the appropriate earning field. You can find the different categories on the far left column.

6. A white text box will appear near the top of the screen, enter the hours then press enter or click the Save button and it will appear in the box.

YOU MUST SAVE AFTER EVERY ENTRY
If no leave was taken, enter “1” in Leave Report Certification on the first day of the month only.

<table>
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8. Once you have completed the leave report, you may want to click the Preview button for a better visual.

Total hours equal to total hours of leave taken for the entire month with the exception of no leave taken.

9. After you confirm your hours have been entered correctly, click the Previous Menu button to return to the previous screen.
10. Click the **Submit for Approval** button.

11. Enter your PIN number to certify that the time entered represents a true and accurate record of your time then press enter or click the **Submit** button (only once).

You will receive a confirmation that your leave report was submitted successfully.

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- **Sick Leave may be used for:**
  - illness or injury
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Leave Categories Continued

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  - Employees are credited 24 hours per calendar year
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EHRA NON-TEACHING EMPLOYEES

Exempt from the State Human Resources Act of North Carolina (G.S. 126) EHRA positions do not earn overtime or compensatory time. They are exempt from the federal Fair Labor Standards Act (FLSA).
What is EHRA?

As a State entity, the University of North Carolina (UNC) system is subject to the State Human Resources Act. University positions are administered in accordance with the provisions and requirements of that Act. Positions covered by the Act are referred to as “SHRA” positions. However, four categories of positions have been largely exempted from coverage under the Act. Positions considered “EHRA” (Exempt from the Human Resources Act) fall in these categories:

- Instructional positions
- Research positions
- Public Service / Extension positions
- Senior Academic & Administrative Officer (“SAAO”) positions
EXEMPT EMPLOYEES REPORT LEAVE TAKEN

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<table>
<thead>
<tr>
<th>Earnings</th>
<th>Total Hours</th>
<th>Total Units</th>
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<tbody>
<tr>
<td>Leave Report Certification</td>
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<td>1</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Units:</td>
<td>0</td>
<td></td>
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<thead>
<tr>
<th>Category</th>
<th>Hours Granted Each Month</th>
<th>Hours Granted Each Year</th>
<th>Days Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHRA/SAAO Tier I (Chancellor, Provost, Vice Chancellor, Deans)</td>
<td>17.33 (17 hours, 20 minutes)</td>
<td>208</td>
<td>26</td>
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<tr>
<td>EHRA/SAAO Tier II</td>
<td>16.00</td>
<td>192</td>
<td>24</td>
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