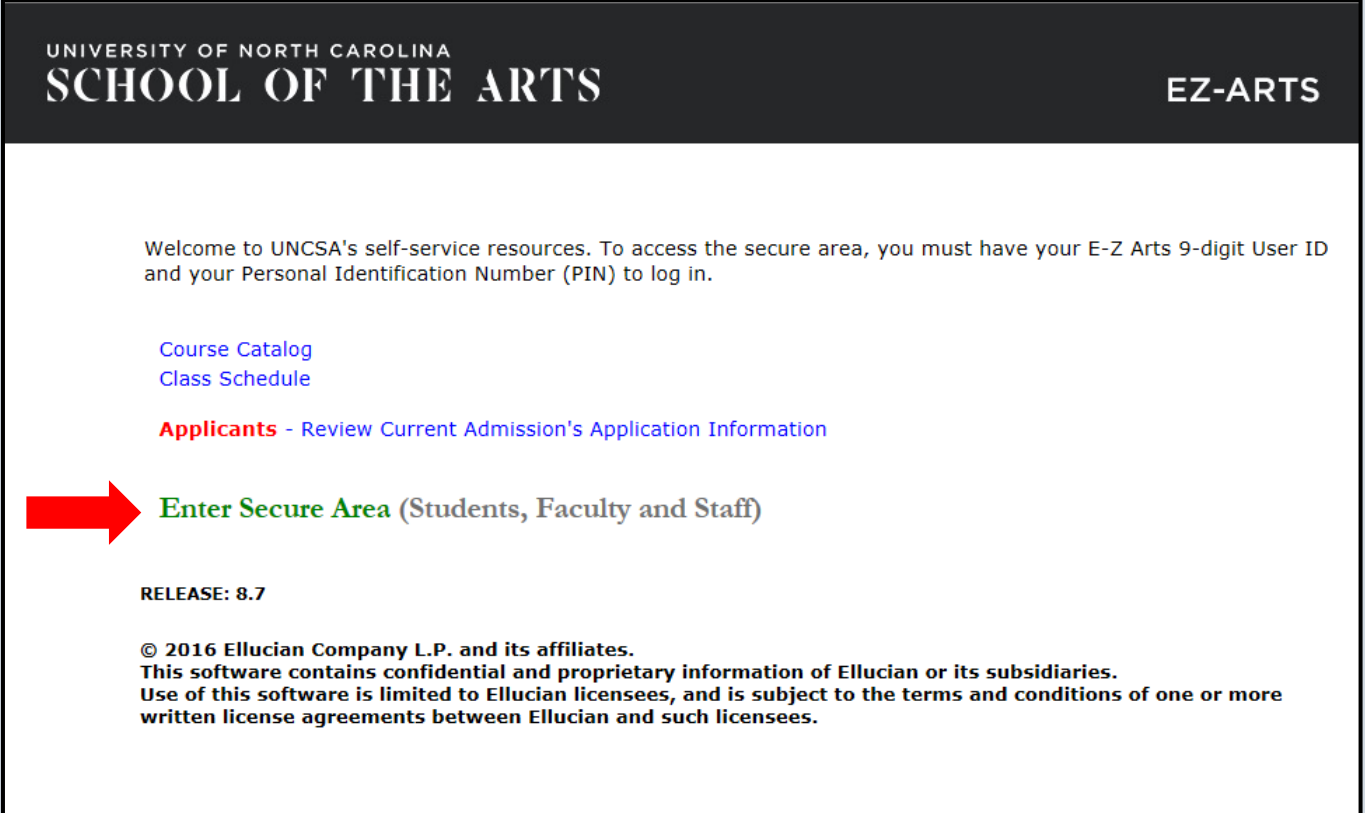


GETTING STARTED – LOG INTO E-Z ARTS BANNER SELF-SERVICE

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!




UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS EZ-ARTS

Welcome to UNCSA's self-service resources. To access the secure area, you must have your E-Z Arts 9-digit User ID and your Personal Identification Number (PIN) to log in.

[Course Catalog](#)
[Class Schedule](#)

Applicants - [Review Current Admission's Application Information](#)

 [Enter Secure Area \(Students, Faculty and Staff\)](#)

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

[Return to Overview](#)

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 birth date in **MMDDYY** format.

Upon successful log in, you will be prompted to create a new PIN number and set up a security question.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

EZ-ARTS

SECURITY AGREEMENT: The E-Z Arts ID (Identification number - comprised of nine digits beginning with 96) and Personal Identification Number (PIN - comprised of six digits) assigned to me, are for my use ONLY and will not be disclosed to anyone else. By accessing this service, "I agree to abide by the UNCSA Policy for Technology Use, ([View Policy Here](#)) and not to perform illegal or unauthorized activities that would violate state and/or federal laws, nor University policies. I also agree that I will not disclose in verbal, electronic or printed format any information for which I am not authorized to do so."

To Access This Service: Enter your E-Z Arts ID and your PIN. When finished, select Login.

Problems Accessing This Service? If you have set security questions on your account, you may use the Forgot PIN option to reset your PIN. If you have tried to login more than three times, your account will be disabled. You may request a reset by sending email to EZArts_support@uncsa.edu. When sending a reset request please ensure that you are emailing from a UNCSA provided email account and/or you provide your User ID (AKA: "your 96#").

To Exit This Service And Protect Your Privacy: Select the EXIT link option on the right side of the window and then close your browser window.

Maintenance Schedule: Periodically, UNCSA E-Z Arts Web Services, and the supporting Banner database, require some downtime for routine maintenance, upgrades, enhancements and troubleshooting. In order to minimize disruption to campus activities, routine maintenance will be performed on E-Z Arts Web Services and the Banner database on the first and third Thursdays of every month, after 6 p.m. The downtime will vary depending on the type of maintenance being performed. During maintenance, E-Z Arts will be unavailable for use.

If you are an Applicant and wish to review your Admission's information, please go to [Admissions Login](#)

PLEASE NOTE ANY SCHEDULED SERVICE INTERRUPTIONS LISTED BELOW!

Our Electronic Payment Services - Touchnet will be down on Wednesday, March 16th from 2AM-6AM for system maintenance.

E-Z Arts Web Services may be unavailable during the times listed. Please plan accordingly.

User ID:
PIN:

Login

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

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



UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS EZ-ARTS

Personal Information **Employee**

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

[Personal Information](#)
View address, phone and e-mail addresses.

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

Personal Information

[Change Security Question](#)

[View Addresses and Phone Information \(including student campus box number\)](#)

[View E-mail Addresses](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Change your PIN](#)
Need to update your PIN? Change it here.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

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

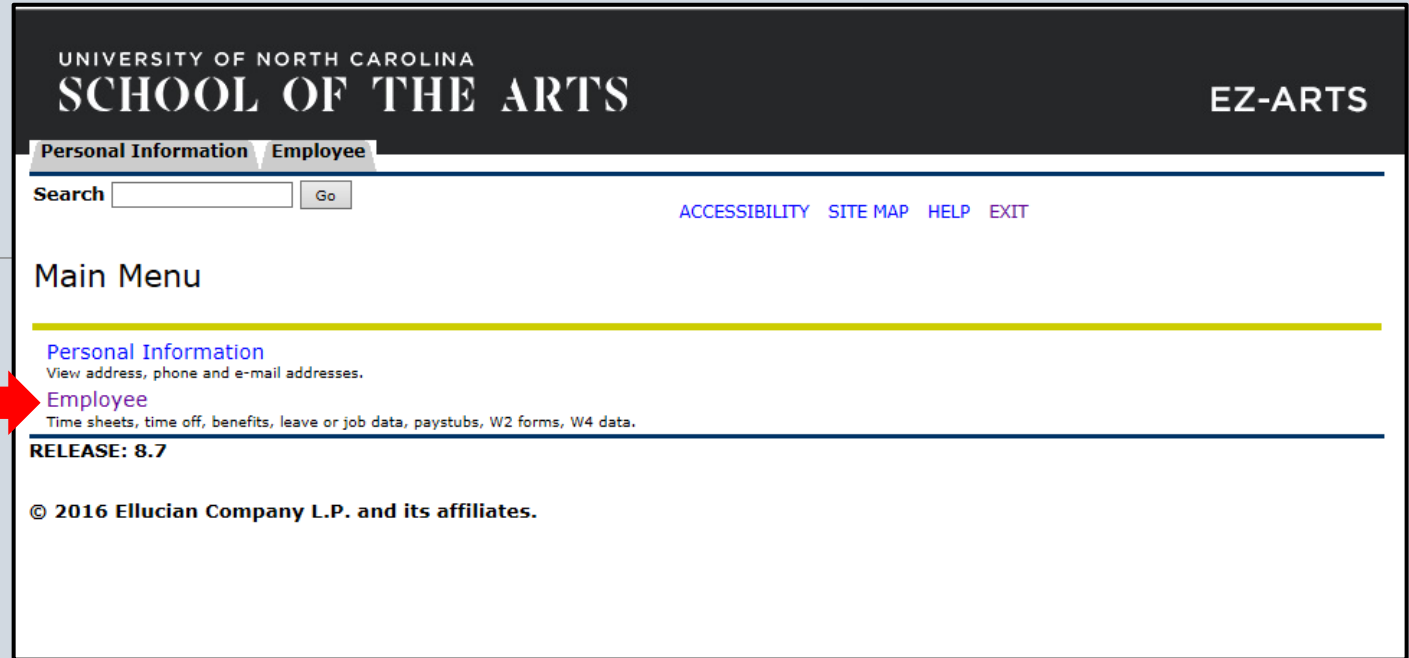
Leave Balances – Bonus/Vacation/Sick, etc.

Benefits and Deductions

Pay Information – Pay Stubs

Tax Forms – W4 information, W2 Form

Policy Review – My Policy Portal



UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS EZ-ARTS

Personal Information **Employee**

Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

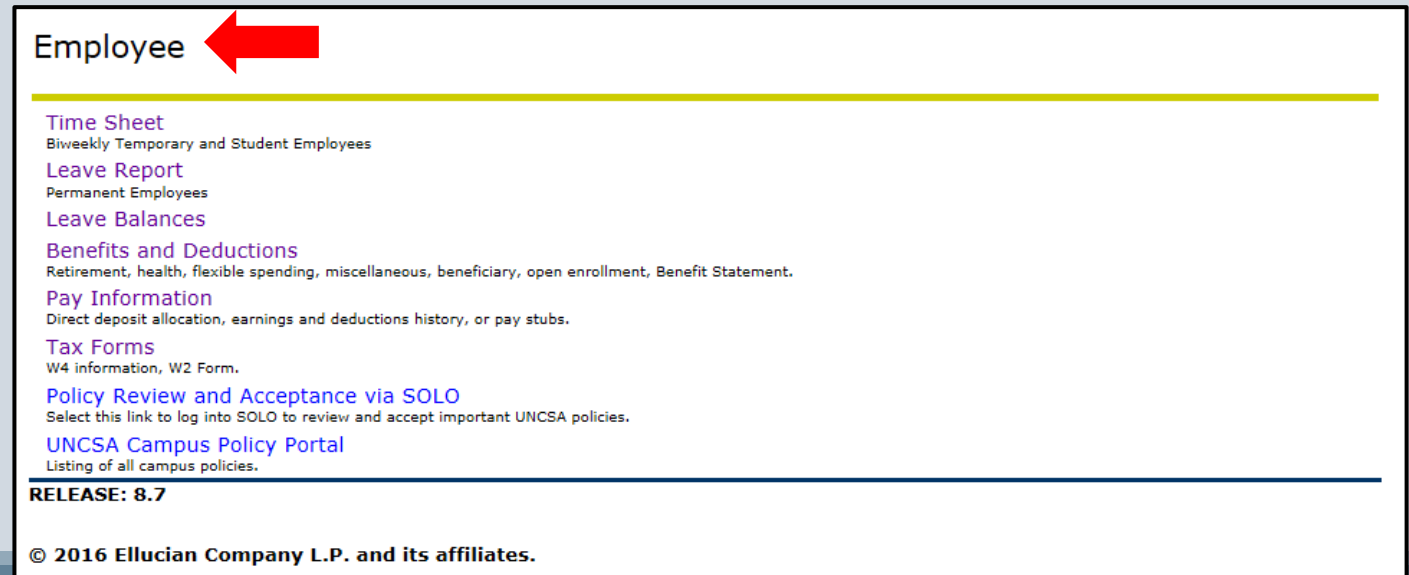
[Personal Information](#)
View address, phone and e-mail addresses.

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

Note: A red arrow points to the 'Employee' link in the main menu.



Employee

[Time Sheet](#)
Biweekly Temporary and Student Employees

[Leave Report](#)
Permanent Employees

[Leave Balances](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form.

[Policy Review and Acceptance via SOLO](#)
Select this link to log into SOLO to review and accept important UNCSA policies.

[UNCSA Campus Policy Portal](#)
Listing of all campus policies.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

Note: A red arrow points to the 'Employee' header.

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.

Employee 1

[Time Sheet](#)
Biweekly Temporary and Student Employees

2 [Leave Report](#)
Permanent Employees

[Leave Balances](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form.

[Policy Review and Acceptance via SOLO](#)
Select this link to log into SOLO to review and accept important UNCSA policies.

[UNCSA Campus Policy Portal](#)
Listing of all campus policies.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Personal Information **Employee 1**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Leave Report Selection

Title and Department 3 ✓	My Choice Leave Report Period and Status ✓
Administrative Support Special, 003352-00 Human Resources, 10300	Mar 07, 2016 to Mar 20, 2016 In Progress ▼

4

RELEASE: 8.8

© 2016 Ellucian Company L.P. and its affiliates.

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

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report
Title and Number: Administrative Support Special -- 003352-00
Department and Number: Human Resources -- 10300
Leave Report Period: Mar 07, 2016 to Mar 20, 2016
Submit By Date: Mar 21, 2016 by 05:00 PM

Earning	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Regular Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

5



Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Possible Insufficient Leave Balance. This always appears when entering hours and serves as a friendly reminder that leave balances may not be accurate because they are updated a month behind.

Leave Report
Title and Number: Administrative Support Special -- 003352-00
Department and Number: Human Resources -- 10300
Leave Report Period: Mar 07, 2016 to Mar 20, 2016
Submit By Date: Mar 21, 2016 by 05:00 PM

Earning: Regular Hours Worked
Date: Mar 11, 2016
Hours:

Save Copy

Earning	Total Hours	Total Units	Monday Mar 07, 2016	Tuesday Mar 08, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	Friday Mar 11, 2016	Saturday Mar 12, 2016	Sunday Mar 13, 2016
Regular Hours Worked	61.5		8	8	8	5.5	8	Enter Hours	Enter Hours
Extra Hours Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Holiday	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave Taken	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	2.5		Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours	Enter Hours	Enter Hours

6



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.

9. After you confirm your hours have been entered correctly, click the Previous Menu button to return to the previous screen.

Shift Premium .10	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Supervisor Use Only	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	80	8	8	8	8	8	0	0
Total Units:	0	0	0	0	0	0	0	0

Submitted for Approval By: 8
Approved By: 7
Waiting for Approval From:
RELEASE: 8.11.1.3

<i>Leave Report</i>																
Earning Code	Total Hours	Total Units	Monday , Mar 07, 2016	Tuesday , Mar 08, 2016	Wednesday , Mar 09, 2016	Thursday , Mar 10, 2016	Friday , Mar 11, 2016	Saturday , Mar 12, 2016	Sunday , Mar 13, 2016	Monday , Mar 14, 2016	Tuesday , Mar 15, 2016	Wednesday , Mar 16, 2016	Thursday , Mar 17, 2016	Friday , Mar 18, 2016	Saturday , Mar 19, 2016	Sunday , Mar 20, 2016
Regular Hours Worked	61.5		8	8	8	5.5	8			8	8	8				
Vacation Leave Taken	16												8	8		
Sick Leave Taken	2.5						2.5									
Total Hours:	80		8	8	8	8	8	8		8	8	8	8	8		
Total Units:		0														

9
RELEASE: 8.9

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.

Supervisor Use Only		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	80	8	8	8	8
Total Units:	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Previous

Submitted for Approval By: 10
Approved By:
Waiting for Approval From:

RELEASE: 8.11.1.3

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS EZ-A

Personal Information Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Certification

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 and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN: **11**

RELEASE: 8.9

© 2016 Ellucian Company L.P. and its affiliates.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates

⚠ Your leave report was submitted successfully. ←

Leave Report

Title and Number:	Administrative Support Special -- 003352-00
Department and Number:	Human Resources -- 10300
Leave Report Period:	Mar 07, 2016 to Mar 20, 2016
Submit By Date:	Mar 21, 2016 by 05:00 PM