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!
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.
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
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.

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.