

# Banner 9 Monthly Leave Instructions

- To complete your leave report, select "EZ Arts" from your UNCSA MySA homepage (login will be single-sign on).
- 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 leave report, you will be directed to the Employee Profile page and you will need to click the Employee Dashboard
- From the Employee Dashboard, select "Enter Leave Report"

Employee Dashboard

My Profile

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.

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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
11/21/2022 - 12/04/2022			Not Started	Start Leave Report
11/07/2022 - 11/20/2022	86.50 Hours	11/21/2022	Completed	2

- 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

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

11 12 13 14 15

Add Earn Code

Earn Code

Select Earn Code

Special Leave Taken

Vacation Leave Taken

Cancel Save Preview

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

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

- Click the first day of the month and enter the earn code "Leave Report Certification" and enter "1" hours

11/01/2023 - 11/30/2023 | 1.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

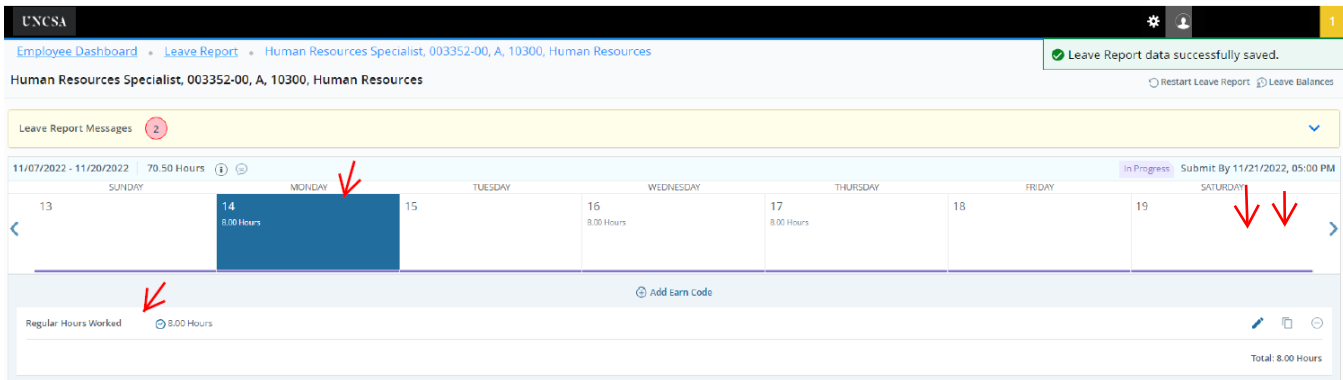
29 30 31 1 2 3

1.00 Hours

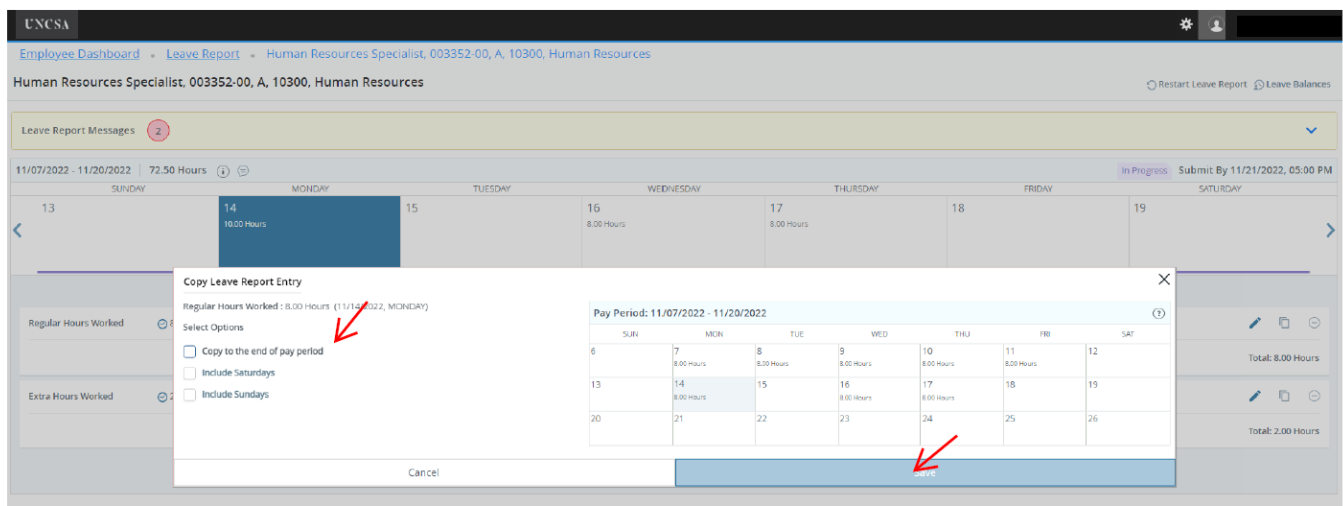
Add Earn Code

Leave Report Certification 1.00 Hours

- Select next date, add earn code and add any leave type taken and enter the hours you have taken.
- Select “Save” after each daily entry.
- You will now see the hours you entered recorded in the date box you selected.
- 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.



- 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.
- 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.**



06/01/2023 - 06/30/2023 | 1.00 Hours | Pending | Submitted On 06/05/2023, 02:42 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15	16	17

⊕ Add Earn Code

Earn Code

Exit Page Cancel Save Preview

- Selecting the preview button will allow you to see an overview of hours, the routing queue, and the submit button.
- 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.

Pay Period: 05/01/2023 - 05/31/2023 | 21.00 Hours | Completed | Approved On 06/12/2023, 12:03 PM

### Time Entry Detail

Date	Earn Code	Shift	Total
05/02/2023	WVC, Vacation Leave Taken	1	1.00 Hours
05/03/2023	WVC, Vacation Leave Taken	1	1.00 Hours
05/08/2023	WVC, Vacation Leave Taken	1	2.00 Hours
05/17/2023	WSK, Sick Leave Taken	1	1.00 Hours
05/19/2023	WVC, Vacation Leave Taken	1	8.00 Hours
05/22/2023	WVC, Vacation Leave Taken	1	8.00 Hours

### Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
WVC, Vacation Leave Taken	1	2.00	2.00	8.00	8.00		20.00 Hours
WSK, Sick Leave Taken	1			1.00			1.00 Hours
<b>Total Hours</b>		2.00	2.00	9.00	8.00		

### Routing and Status

Name	Action	Date & Time
[REDACTED]	Originated	05/01/2023, 04:27 PM
[REDACTED]	Submitted	05/31/2023, 08:09 AM
[REDACTED]	Approved	05/31/2023, 05:09 PM
[REDACTED]	Approved	06/12/2023, 12:03 PM

- 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. (the submit button will not be accessible until you click certify)

Comment (Optional):

Add Comment

2000 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.

Return

Submit

- 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 timesheet 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

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	WXH, 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

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
WXH, Extra Hours Worked	1		8.00		8.00 Hours
WVC, Vacation Leave Taken	1			4.00	4.00 Hours
WCO, Comp Time Taken	1				
<b>Total Hours</b>		72.00	96.00	4.00	

Name	Action	Date & Time
	Originated	11/11/2022, 09:37 AM
	Submitted	11/11/2022, 09:39 AM
	Pending Approval	
	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” and when you supervisor and Leave Admin approve it will show "Complete".
- 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			
11/07/2022 - 11/20/2022	86.50 Hours		In Progress
10/24/2022 - 11/06/2022	82.00 Hours	11/07/2022	Completed

Prior Periods