

Welcome to Monthly Leave Report

for SHRA Exempt Employees.

You will continue to be responsible for recording all exception leave hours.

Example: Vacation, Sick and any earned/taken Comp Time, etc. as well as Shift, On-Call and Holiday Worked.



What is *Leave Report*?

Leave Report tracks your general attendance for adjustments to be made to future pay periods.

Banner HR/Payroll will pay employees on a current basis. Leave Report will be used to track general attendance & premium pays/hours during the current pay period for payment adjustments to the next month's payroll.

Example: Premium Pay or insufficient leave adjustments to pay are typically made to the next month's payroll.



Important Reminders:

- View your leave balances before recording any leave to ensure you have that type of leave available prior to taking leave.
- If leave is taken when a balance is not available the following paycheck will typically be docked, as appropriate. However, if you have another leave balance (with the exception of sick leave) available, banner will use a cascading approach to recover leave used from another leave type when a balance is not available in the reported leave type.

Example: If an employee reports 16 hours of vacation leave but only has 10 hours available. Banner automatically reviews available compensatory time 1.5 and 1.0, and other leave balances respectively, and reduces these leave balances as appropriate to recover leave taken by employee in an effort not to dock the employee's paycheck the following month.



NEW -

• Leave balances are adjusted as soon as the supervisor approves the prior month's leave report.

NEW -

• If your monthly leave report is not submitted and approved by your supervisor by the 3rd of the month, you will not be paid at the end of the month in which this occurs. A delayed payment will be at least a week or more after a regular monthly pay date.



NEW -

- Compensatory Time 1.0 (CT) is no longer available for use in the same month as accrued. CT accrued is moved into the available balance after payroll is run for use in the following month(s).
- If you attempt to use CT in the month accrued you risk having your pay docked if no other leave is available.
- Maximum CT for SHRA employees is 240 hours. After you reach 240 hours any additional hours you work will not be added to your leave balance. Monitor carefully and seek supervisor approval to use CT leave to manage the balance.





Bi-Weekly Time Sheet

Monthly Leave Report

Benefits and Deductions

View your retirement plans, insurance benefits information and miscellaneous deductions.

Pay Information

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms View your W-4 Form, W-2 Information Current and Past Jobs Time Off Current Balances and History Electronic Personnel Action Forms **RELEASE: 8.1.1** Click **Monthly Leave Report** to access your leave report and enter exception leave and premium pay (example: shift).

You will be surprised how much **Leave Report** looks and functions (time entry and supervisor approval) similar to a web time entry timesheet!

powered by SUNGARD' HIGHER EDUCATION

http://banssbprod.uncp.edu:9040/pls/P	PRD/bwpktais.P_A	pproverExtract?ld=	:840000038&posi	n=002725&su - In	iternet Explorer p	rovided by		
🕒 🕤 👻 🙋 http://banssbprod.uncp	o.edu:9040/pls/PPR	RD/bwpktais.P_Appi	roverExtract?Id=84	0000038&posn=0	10: 🕶 🔛 🐓 >	🕻 🔎 Secure Sec	arch	
👍 Favorites 🛛 👍 🍯 Triangle Weat	ther - Foreca							
http://banssbprod.uncp.edu:9040/pls/	/PPRD/bwp				🟠 🔻 (5 - I 🖶 ·	▼ Page ▼ Safet	y 🔻 Tools
Title and Number:								
Department and Number:								
Leave Report Period:			Jan 01, 201	0 to Jan 31, 201	10			
Submit By Date:			Feb 05, 20	10 by 05:00 P.M	Ι.			
Earning	Total Total Hours Units	l Friday Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010	Monday Jan 04, 2010	Tuesday Jan 05, 2010	Wednesday Jan 06, 2010	Thursday Jan 07, 20
Leave Report Certification	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Vacation	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	s Enter Hours	Enter Hours	Ente
Sick	0	(leure	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Comp Time Earned 1.0	0	Enter now	-	Enter Hours	<u>Enter Hours</u>	<u>Enter Hours</u>	Enter Hours	<u>Ente</u>
Comp Time Taken 1.0x	0	New-	- Leave Re	nort Cert	ification s	hould refl	ect 1 hou	con ^{inte}
Premium On-call Rate 3	0							inte
Shift Premium	0	any day	y of the m	ionth betc	ore submit	tting leave	e report. I	nis _{inte}
Civil Leave	0	Ce	ertifies that	at you rep	orted leav	ve as appr	opriate.	inte
Community Service Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	<u>Ente</u>
Holiday	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Holiday Worked Premium	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Bonus Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Adverse Weather Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Voluntary Shared Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Administrative Leave Used	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Other Leave Used	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	Enter Hours	Ente
Total Hours:	0	0	0) ()) () 0	0	1

e	http://banssbprod.uncp.edu:9040/pls/PPRD/bwp	oktatm.P_UpdateTimeSheet - Internet Explorer provided by Dell		
6	🗲 💽 🤟 http://banssbprod. uncp.edu :904	👻 🔄 🛠 🔎 Secure Search		
	🚖 Favorites 🚽 🚖 互 Triangle Weather - For	eca		
8	🗳 http://banssbprod.uncp.edu:9040/pls/PPRD/bv	/p	🟠 🔻 🗟 👻 🖃 🖶 👻 Page 🕶	Safety Tools
	Date:	Jan 01, 2010		
	Hours:	1 This sh	hould be reflected on le	ave repor

Save Copy

This should be reflected on leave repor monthly.

Earning	Total To Hours Un	ntal Friday hits Jan 01, 2010	Saturday Jan 02, 2010	Sunday Jan 03, 2010	Monday Jan 04, 2010	Tuesday Jan 05, 2010	Wednesday Jan 06, 2010	Thursday Jan 07, 20
Leave Report Certification	1	<u>1</u>	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Vacation	0	Enter He	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Sick	0	Enter H	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Comp Time Earned 1.0	0	Enter H	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Comp Time Taken 1.0x	0	Enter H	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Premium On-call Rate 3	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Shift Premium	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Civil Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Community Service Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Holiday	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Holiday Worked Premium	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Bonus Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Adverse Weather Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Adverse Weather Make-up	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Ente</u>
Voluntary Shared Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Administrative Leave Used	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Other Leave Used	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Total Hours:	1	1	0	0	0	0	0	

http://banssbprod.uncp.edu:9040/pls/PPRD/b	wpkte	tm.P_Upda	teTimeSheet - Wind	ows Internet Explor	er					×
🚱 🕤 👻 http://banssbprod. uncp.edu :9040/pls/PP	RD/bwpł	ktetm.P_Updat	eTimeSheet				💌 🗲 🗙 🌌 Li	ve Search	2	-
File Edit View Favorites Tools Help										
× Google	 3 	Search 🔹 🕂 성	🔊 • 🗣 • 🥔 • 🛛 🛛	🛛 🕶 🔲 Sidewiki 🔹 🦓	🕨 Check 🔹 🚑 Translate	🔹 📲 AutoFill 👻 🌛			≼ 🔹 🔵 Sign In	• •
🌟 Favorites 🛛 🚔 🙋 Suggested Sites 👻 🙋 Customize	Links 🧧	Free Hotmail	🥭 Windows 1 Windows	dows Marketplace 🥫 W	Vindows Media 👩 Free	AOL & Unlimited Internet	: 🙋 RealPlayer 🍃 W	eb Slice Gallery 👻		
Http://banssbprod.uncp.edu:9040/pls/PPRD/bwpktet							â • 🖻 •	🖃 🖶 🔹 Page 🔹	Safety + Tools + 🔞 +	>>
Department and Number:				Doll – 1	52500					^
Leave Report Period:				Feb 01,	2010 to Feb 28, 201	⁰ leav	e Renort f	or SHRA	Fxemnt	
Submit By Date:				Mar 03, 2	2010 by 05:00 P.M.	Ecui	enepoiri			
Earning:		Comp	Time Earned 1.0							
Date:		Feb 12	2, 2010			0				
Hours:		3				Once	e nours ar	e entered	d select	
Save Copy						/ Prev	iew to vie	w Leave	Report	
Earning	Total Hours	Total Units	Monday Feb 08, 2010	Tuesday Feb 09, 2010	Wednesday Feb 10, 2010	Thursday Feb 11, 2010	Friday Feb 12, 2010	Saturday Feb 13, 2010	Sunday Feb 14, 2010	
Vacation		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Comp Time Earned 1.0		3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3	Enter Hours	Enter Hours	
Comp Time Taken 1.0x		0	Enter Hours	Enter Hour	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Premium On-call Rate 3		0	Enter Hours	Enter tours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Shift Premium		0	Enter Hours	Inter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Civil Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Community Service Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Holiday		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Holiday Worked Premium		0	Enter Hurs	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bonus Leave		0	Exter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Adverse Weather Leave Taken		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Adverse Weather Make-up		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Military Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Voluntary Shared Leave Taken		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrative Leave Used		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Other Leave Used		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Leave Report Certification		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>	
Total Hours:		11	C	0	0	0	3	C) 0	
Total Units:		C) (0	0	0	0	C) 0	
Position Selection Comments Preview	S	ubmit for Appro	oval Restart P	revious Next						*
one								Internet	a 100% 🔻	
14 start 🖉 🤌 🕸 🕲 🗇 💷 🖉 🐼			2 M 🕲 3 Fi	→ 🔁 2 W → 👔	🗖 4 M 🝷 🌆 TLS		Calcu	🗤 🔹 📣 Oracl	C C 2 . 3:14 PM	 VI



🗧 http://banssbprod.uncp.edu:9040/pls/P	PRD/bwpktetm	n.P_Ente	rTimeSheet - Windov	vs Internet Explorer					
🔆 💽 👻 🖉 http://banssbprod. uncp.edu :9040)/pls/PPRD/bwpkte	tm.P_Enter	rTimeSheet				💌 🛃 🗙 🌌 Li	ve Search	- Q
- File Edit View Favorites Tools Help									
x Google	💌 🔧 s	Search 🔹 🔶	🤝 • 🕂 • 🥔 • 🛛 🚳) 🔹 🔲 Sidewiki 🔹 🦓	Check 🔹 🌲 Translate	🔹 🎦 AutoFill 🔹 🌛			🔦 🔹 🔵 Sign In 🔹
🍃 Favorites 🛛 🍰 🔊 Suggested Sites 👻 🖉 Cus	itomize Links 🖉 I	Free Hotma	ail 🔊 Windows 😻 Wind	lows Marketplace 🥫 W	'indows Media 🥫 Free	AOL & Unlimited Internet	: 🦻 RealPlayer 🍃 🗤	'eb Slice Gallery 👻	
# http://banssborod.upco.edu:9040/ols/PPRD/bwoki	tet		-	_	_			🖃 🚔 🕶 Page 🕶	Safety + Tools + 🔞 +
Hours:		3							
		0							
Save Copy									
Familya	Tatal	Tatal	Mandau	Turadau	Madaaaday	Thursday	Friday	Osturdau	Quadau
Earning	Hours	Units	Feb 08, 2010	Feb 09, 2010	Feb 10, 2010	Feb 11, 2010	Feb 12, 2010	Feb 13, 2010	Feb 14, 2010
Vacation		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0		3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	3	Enter Hours	Enter Hours
Comp Time Taken 1.0x		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Premium On-call Rate 3		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Community Service Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>
Holiday Worked Premium		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Leave Taken		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter Hours</u>
Military Leave		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave Taken		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Used		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Used		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Report Certification		0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	1	1	0	0	0	0	3	C) 0
Total Units:			0 0	0	0	0	0	C) 0
						If time is	ontorod	on loovo	roport
Position Selection Comments Pr	eview Sub	mit for App	roval Restart P	revious Next		ii time is	entereu	Ull leave	report
						correctly	, click su	bmit to s	end to
Submitted for Approval By:							, 		
Approved By:						supervis	or.		
Waiting for Approval From:									
RELEASE: 8.1								SUNGARD	SCT HIGHER EDUCATION
								0	
								Straternet Strater	₫ 100% -

🦺 start 🔰 🥖 🥹 🕲 🗣 🖳 🈕 🖂

😡 2 M... 🔹 🕲 3 Fi... 👻 🚞 2 W... 👻 🔞 4 M... 🔹 🎑 TLS ... 🕅 🕅 2 M... 👻 📓 Calcu...

🔇 🔂 🔏 🛃 3:20 PM

🖉 3 I... 🔹 🌰 Orad...

🖉 Certification Web page - Windows Internet Explorer	
🚱 🕘 👻 http://banssbprod.uncp.edu:9040/pls/PPRD/bwpktetm.P_TimeSheetButtonsDriver	💌 🔄 🗶 🗗 Live Search
File Edit View Favorites Tools Help	
x Google Search * 🛷 * 🖶 * 🛷 Sidewiki * 🍫 Check * 🚑 Translate * 📔 Auto	Fill 🔹 🌽 Sign In 🔹
🖕 Favorites 🛛 🚖 🙋 Suggested Sites 👻 🙋 Customize Links 🙋 Free Hotmail 🙋 Windows 🥸 Windows Marketplace 🙋 Windows Media 🙋 Free AOL & Unlimit	ted Internet 🙋 RealPlayer 🙋 Web Slice Gallery 👻
Certification Web page	🦄 🔹 🔝 🐨 🖃 🖶 🍷 Page 🗸 Safety 🗸 Tools 🗸 🔞 🗸 🎽
UNIVERSITY OF NORTH CAROLINA	
Personal Information Faculty Services Employee	
Search Go	SITE MAP HELP EXIT
Certification	
I certify the time entered represents a true and accurate record of my work and/or leave time for the month. I am responsible for time Name and Password. If you agree with the previous sentence, please enter your Password and click on the Submit button. Otherwise be submitted for approval. This action will return you to the User Logout web page. You will need to login to re-review your time, m	e and leave reported in Employee Self-Service using my User ise, select Exit (top right on screen) and your time transaction will not ake final corrections and submit for approval within payroll deadlines.
DIN-	
Submit Re-enter your passwo	ord for
RELEASE: 8.1 Submission to superv	visor

🕘 Internet

http://banssbprod.uncp.edu:9040/pls/PP	RD/bwpktesb.P_Ce	rtificationDriver - Win	dows Internet Explo	rer				
🕞 🕞 👻 http://banssbprod. uncp.edu :9040/p	pls/PPRD/bwpktesb.P_Ce	rtificationDriver				💌 🗲 🗙 ಶ Li	ve Search	
File Edit View Favorites Tools Help								
x Google	🔽 🔧 Search 🔻	· · · · · · ·	🎙 🔹 🔲 Sidewiki 🔹 🦓	Check 🔹 🌲 Translate	🔹 📲 AutoFill 🔹 🌽			🔩 🔹 🔵 Sign In 🔹
🖕 Favorites 🍰 🖉 Suggested Sites 👻 🍘 Custo	omize Links 🔊 Free Hot	mail 🔊 Windows 1 Wir	dows Marketplace 🥫 W	'indows Media 🖉 Free	AOL & Unlimited Internet	: 🔊 RealPlayer 🍃 W	eb Slice Gallery 👻	
http://bapesbared.upep.edu/0040/ple/DDD/burghte		_	_	_				Safety + Tools + 🙆 + »
C urth://pailsspirod.urth.edd:ao40/pis/PPRD/pwpkte:	5							
🗩 To begin, click a link under the date v	where you want to e	nter time. Click NEXT/F	REVIOUS button for	more dates within th	e period.			<u> </u>
<u> </u>			Vo		tinua ta i	racaiva th	vic mocco	
🔨 Your leave report was submitted su	iccessfully. 🗲		10		tinue to	eceive li	115 111255a	Be
Lazya Papart			aft	er submi	tting Leav	/e Report		
Title and Number:								
Department and Number:			Eab 04	0040 to Eat 00, 004	0			
Leave Report Period:			Her 02	2010 to Feb 28, 201	U			
Submit by Date.	T.1.1 T.1.		Tuesday	2010 by 05.00 F.Ivi.	Thomas days	E-14-	O to day	Quarter
Earning	Hours Unit	B Feb 01 2010	Feb 02 2010	Feb 03 2010	Feb 04 2010	Friday Feb 05 2010	Saturday Feb 06 2010	Sunday Feb 07 2010
Vacation	8		B Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.0	3	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.0x	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Premium On-call Rate 3	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Shift Premium	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Civil Leave	0	Enter Hour	<u>Enter Hours</u>	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Community Service Leave	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	0	Enter Hour	<u>Enter Hours</u>	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked Premium	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Leave Taken	0	Enter Hour	<u>Enter Hours</u>	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adverse Weather Make-up	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voluntary Shared Leave Taken	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Used	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Other Leave Used	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Report Certification	0	Enter Hour	s Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		B 0	0	0	0	0) 0
Total Units:		0	0 0	0	0	0	0	0
Destine Schofen	iou No.4							
Position Selection Comments Prev	view							· · · · · · · ·
							U Internet	♥ 100% ▼
📭 start 🔰 🖉 🥹 🕲 🕑 💾 🤍 😒		🕑 2 M 👻 🥹 3 Fi	. 👻 🧰 2 W 👻 [🖸 4 M 👻 🔮 TLS	🛛 🖉 2 M 🔻	Calcu 63	🔻 🎒 Oracl	🕐 🔀 🎜 🐉 3:28 PM

- **New** Supervisors can now view Leave Balances on the Leave Report.
- •Available Beginning Balance: hours available as of first of each month.
- **•Earned**: hours earned this current calendar year to date.
- **Taken:** hours used as of the current month for this calendar year.
- Available Balance: hours available during the month you are reporting leave.

Leave Balances as of Jan 15, 20	10			\checkmark	\checkmark	\checkmark	\checkmark
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Adverse Weather Leave	Hours	0			0	0	0
General Attendance	Hours	0	NOTE:		0	0	> 0
Bonus Leave	Hours	0	Comonal	A 44 am Jam ag 4 ma al-a	0	0	200
Community Service Leave	Hours	0	General	Attendance tracks	24	0	24
Comp 1x	Hours	0	nremiun	nav and accrued	0	0	0
Comp 1.5x	Hours	0	premun	i pay and accided	0	0	0
Dock Leave Overage	Hours	0	leave for	the next month's	0	0	0
Flex Furlough Leave	Hours	0		•	10	10	0
On Call Comp Time	Hours	0	payroll p	processing.	0	0	0
Voluntary Shared Leave	Hours	0	Dec 31, 2006	U	0	0	0
Sick	Hours	0	Dec 31, 2008	715.5	88	0	803.5
Vacation Pay	Hours	0	Dec 31, 2008	125.67	0	0	125.67
Routing Queue							
Name			Action and Date				

New - General Attendance

- This code was added for use in the move leave solution as part of the payroll process.
- It is a display only and cannot be changed by employee or supervisor, or Human Resources.



Questions:

Please contact Paula Peterson-Campbell at <u>paula.campbell@uncp.edu</u>

Or email <u>hr@uncp.edu</u>.