



# **Welcome to Monthly Leave Report for EPA Employees.**

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

Example: Vacation, Sick, etc.



## 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: Insufficient leave adjustments to pay are typically made to the next month's payroll.



# Leave Balances

## 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 bonus leave, 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.

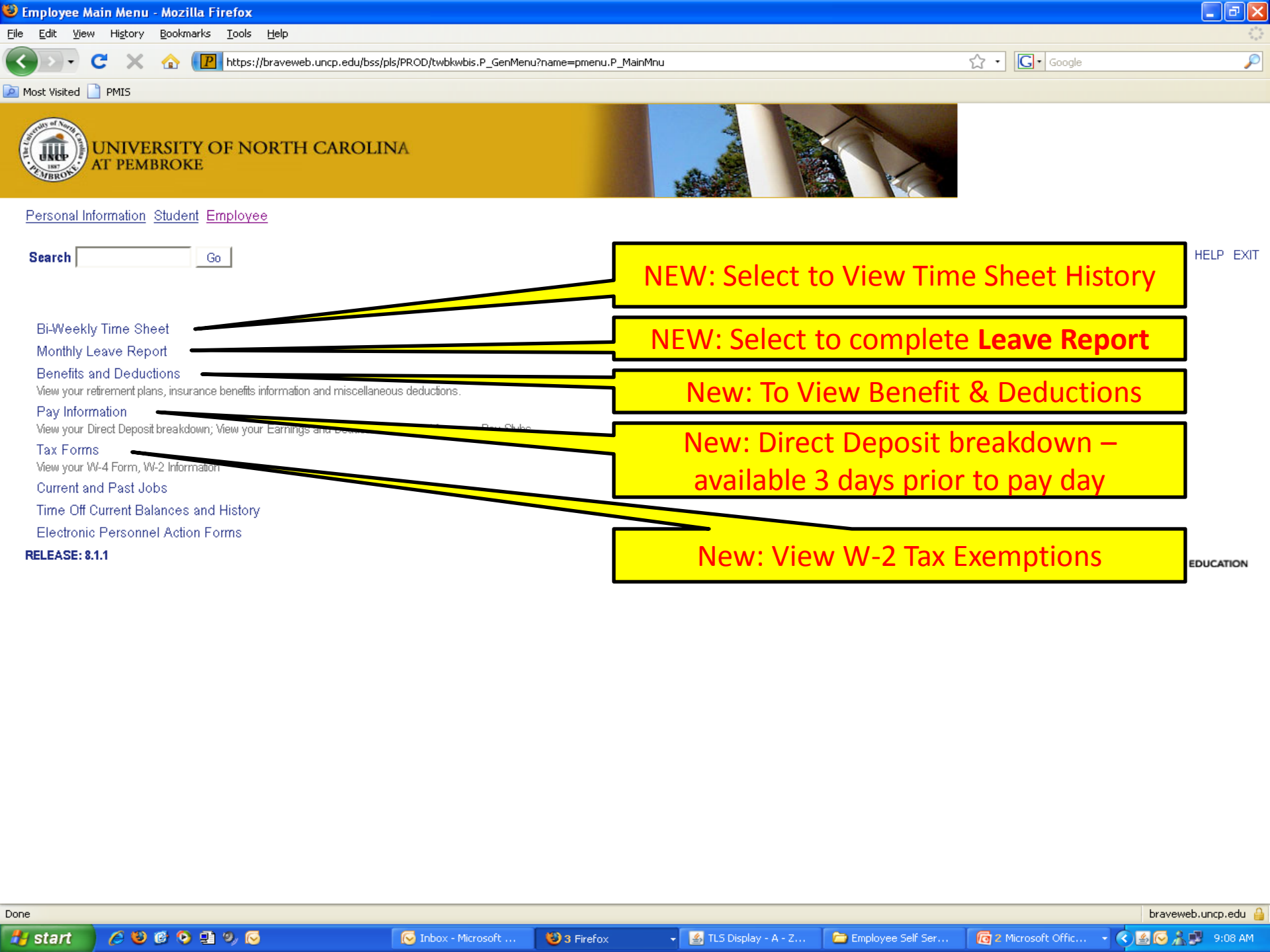


## **NEW -**

- 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 3<sup>rd</sup> 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.



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HELP EXIT

Bi-Weekly Time Sheet

**NEW: Select to View Time Sheet History**

Monthly Leave Report

**NEW: Select to complete Leave Report**

Benefits and Deductions

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

**New: To View Benefit & Deductions**

Pay Information

View your Direct Deposit breakdown; View your Earnings and Benefits; View your Pay Slips

**New: Direct Deposit breakdown – available 3 days prior to pay day**

Tax Forms

View your W-4 Form, W-2 Information

**New: View W-2 Tax Exemptions**

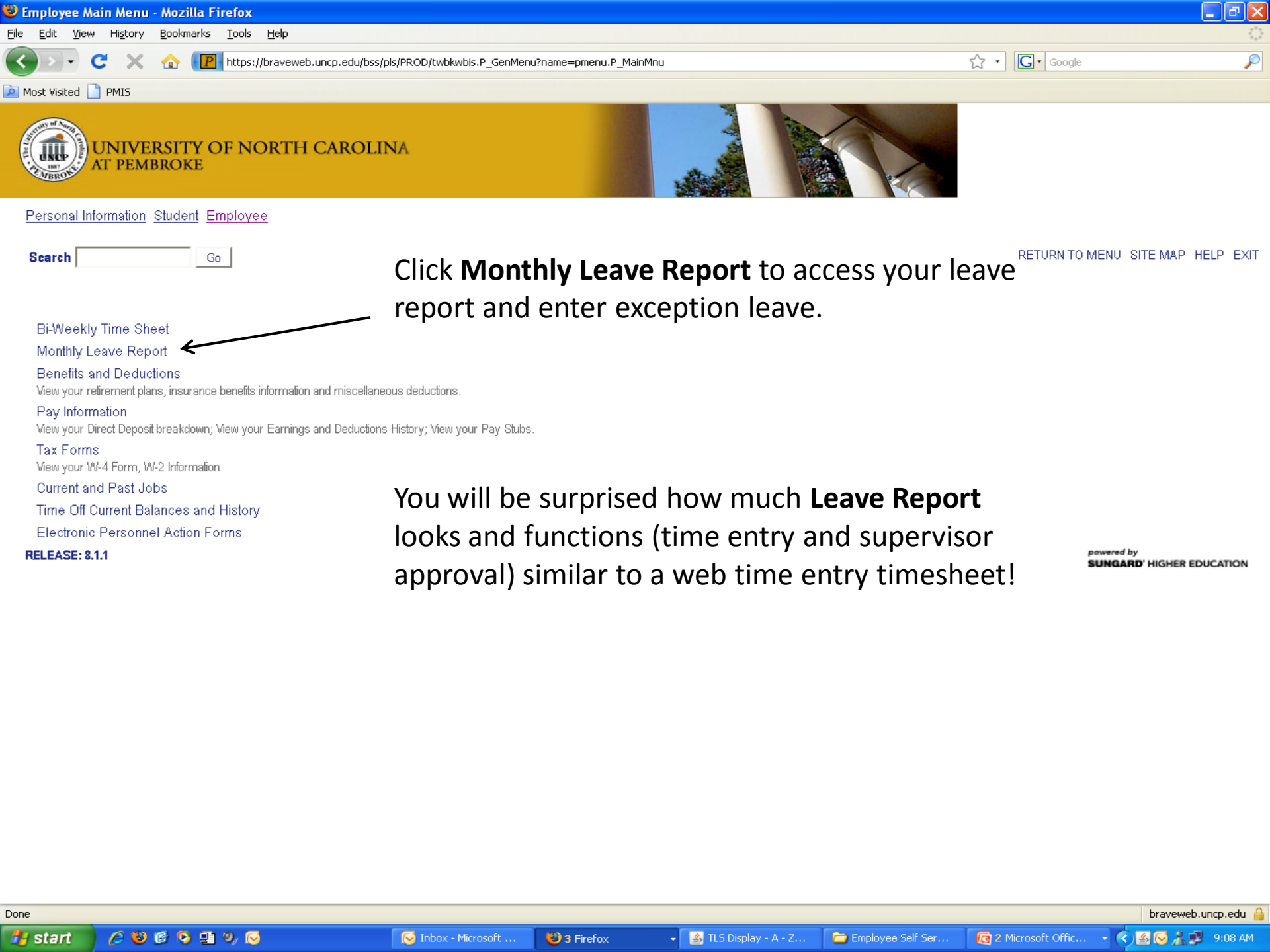
Current and Past Jobs

Time Off Current Balances and History

Electronic Personnel Action Forms

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Click **Monthly Leave Report** to access your leave report and enter exception leave.

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

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

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### Leave Report

**Name:** [Redacted]

**Title and Number:** [Redacted]

**Department and Number:** [Redacted]

**Leave Report Period:** Jan 01, 2010 to Jan 31, 2010

**Submit By Date:** Feb 05, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	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, 2010
Leave Report Certification	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation	0			<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	0								
Civil Leave	0								
Community Service Leave	0								
Bonus Leave	0								
Adverse Weather Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Make-up	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Military Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Voluntary Shared Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**New – Leave Report Certification should reflect 1 hour on any day of the month before submitting leave report. This certifies that you reported leave as appropriate.**

**Leave Report Period:** Jan 01, 2010 to Jan 31, 2010  
**Submit By Date:** Feb 05, 2010 by 05:00 P.M.  
**Earning:** Leave Report Certification  
**Date:** Jan 01, 2010  
**Hours:**

This should be reflected on leave report monthly.

Earning	Total Hours	Total Units	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, 2010
Leave Report Certification	1			1	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Civil Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Community Service Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bonus Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Make-up	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Military Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Voluntary Shared Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	1			1	0	0	0	0	0
<b>Total Units:</b>		0		0	0	0	0	0	0

## Leave Report for EPA 12 Month Faculty & Non – Faculty

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Leave Report

**Title and Number:** [Redacted]

**Department and Number:** [Redacted]

**Leave Report Period:** Jan 01, 2010 to Jan 31, 2010

**Submit By Date:** Feb 05, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	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, 2010
Vacation	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Civil Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Community Service Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bonus Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Make-up	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Military Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Voluntary Shared Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Leave Report Certification	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	16		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | **Submit for Approval** | Restart | Next

Once hours are entered select Preview to view **Leave Report**

**Submitted for Approval By:** You on Jan 27, 2010

**Approved By:**

**Waiting for Approval From:**

RELEASE: 8.1



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Be sure to set your printer to landscape before printing the document.

Human Resources, 170910

**Leave Report**

Earning Code	Total Hours	Total Units	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, 2010	Friday, Jan 08, 2010	Saturday, Jan 09, 2010	Sunday, Jan 10, 2010	Monday, Jan 11, 2010	Tuesday, Jan 12, 2010	Wednesday, Jan 13, 2010	Thursday, Jan 14, 2010	Friday, Jan 15, 2010	Saturday, Jan 16, 2010	Sunday, Jan 17, 2010	Monday, Jan 18, 2010	Tuesday, Jan 19, 2010	Wednesday, Jan 20, 2010
Vacation	8												8									
Sick	8																8					
<b>Total Hours:</b>	16												8				8					
<b>Total Units:</b>		0																				

If leave report is correct or changes need to be made click previous menu to return to leave report.



## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Leave Report

**Title and Number:** [Redacted]

**Department and Number:** [Redacted]

**Leave Report Period:** Jan 01, 2010 to Jan 31, 2010

**Submit By Date:** Feb 05, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	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, 2010
Vacation	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Civil Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Community Service Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bonus Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Make-up	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Military Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Voluntary Shared Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Leave Report Certification	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	16		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | **Restart** | Next

**Submitted for Approval By:** You on Jan 27, 2010

**Approved By:**

**Waiting for Approval From:**

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**If time is entered on Leave Report correctly, click submit to send to supervisor.**



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## 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 and leave reported in Employee Self-Service using my User Name and Password. If you agree with the previous sentence, please enter your Password and click on the Submit button. Otherwise, select Exit (top right on screen) and your time transaction will not 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, make final corrections and submit for approval within payroll deadlines.

**PIN:**

Re-enter your password for submission to supervisor

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To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

 Your leave report was submitted successfully. ←

**You will continue to receive this message after submitting Leave Report.**

**Leave Report**

**Title and Number:** [Redacted]

**Department and Number:** [Redacted]

**Leave Report Period:** Jan 01, 2010 to Jan 31, 2010

**Submit By Date:** Feb 05, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	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, 2010
Vacation	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Civil Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Community Service Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bonus Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Adverse Weather Make-up	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Military Leave	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Voluntary Shared Leave Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Administrative Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Other Leave Used	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Leave Report Certification	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	16		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

**Submitted for Approval By:** You on Jan 27, 2010

**Approved By:**

**Waiting for Approval From:** R. Hawk

RELEASE: 8.1

**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, 2010

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			0	0	0
Bonus Leave	Hours	0			0	0	200
Community Service Leave	Hours	0			24	0	24
Comp 1x	Hours	0			0	0	0
Comp 1.5x	Hours	0			0	0	0
Dock Leave Overage	Hours	0			0	0	0
Flex Furlough Leave	Hours	0			0	0	0
On Call Comp Time	Hours	0			10	10	0
Voluntary Shared Leave	Hours	0	Dec 31, 2008	0	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

**NOTE:**  
**General Attendance tracks premium pay and accrued leave for the next month's payroll processing.**

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 [paula.campbell@uncp.edu](mailto:paula.campbell@uncp.edu)**

**Or email questions to [hr@uncp.edu](mailto:hr@uncp.edu).**