



Welcome to Monthly Leave Report for SPA Non-Exempt Employees.

You will continue to be responsible for recording all regular and leave hours, and premium pay.

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.



Leave Balances

Important Reminder:

- 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 1.5 and 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 SPA 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.



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[Bi-Weekly Time Sheet](#)

[Monthly Leave Report](#)

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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](#)

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NEW: Select to View Time Sheet History

NEW: Select to complete Leave Report

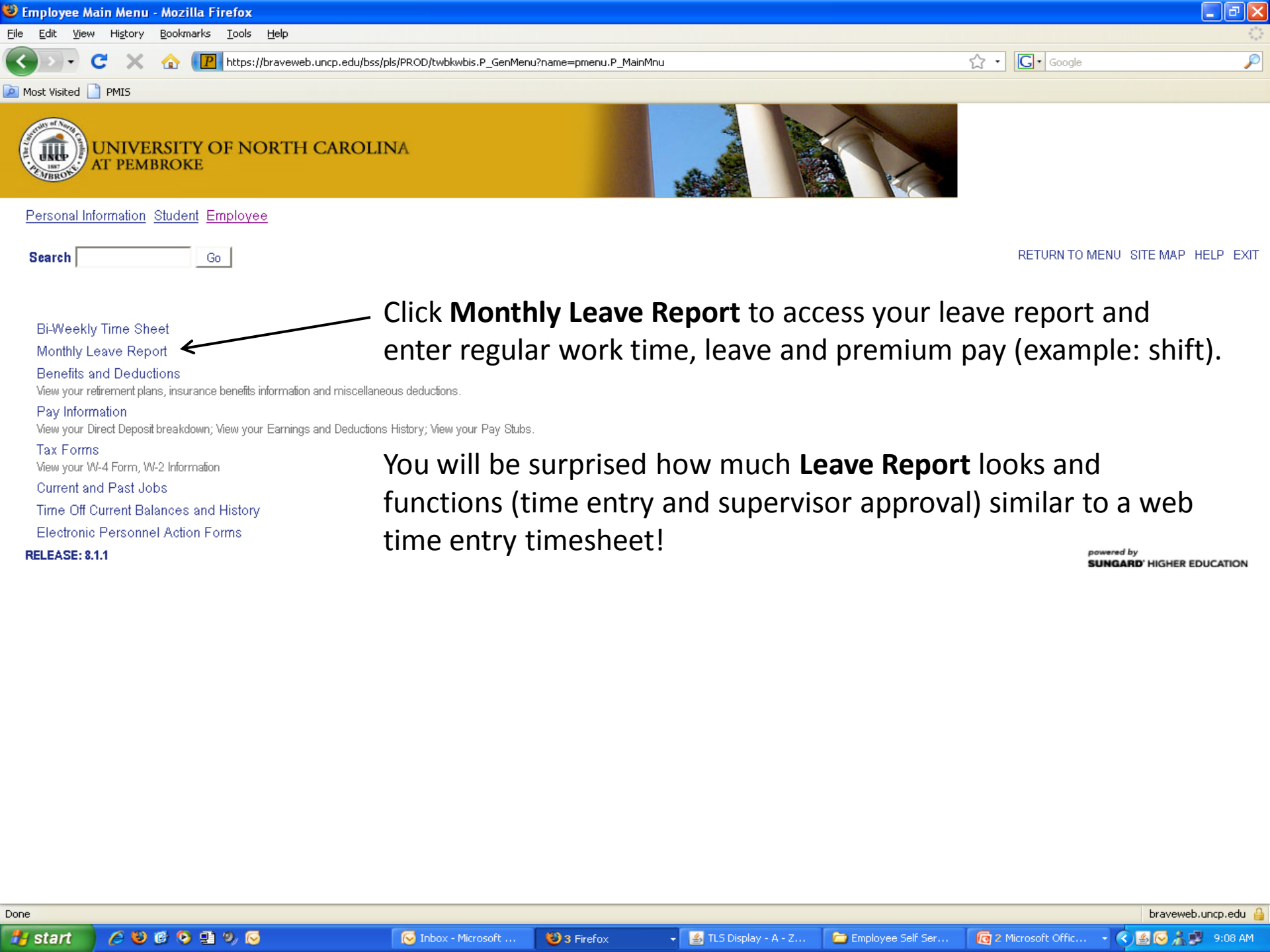
New: To View Benefit & Deductions

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

New: View W-2 Tax Exemptions

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- [Bi-Weekly Time Sheet](#)
- [Monthly Leave Report](#)
- [Benefits and Deductions](#)
View your retirement plans, insurance benefits information and miscellaneous deductions.
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- [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 regular work time, 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!

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Title and Number:



Department and Number:

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		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	0		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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	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	Enter Hours
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	Enter Hours
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
Total Hours:	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.

Date: Feb 01, 2010

Hours:

Leave Report for SPA Non-Exempt

Once hours are entered select Preview to view Leave Report

Earning	Total Hours	Total Units	Monday Feb 01, 2010	Tuesday Feb 02, 2010	Wednesday Feb 03, 2010	Thursday Feb 04, 2010	Friday Feb 05, 2010	Saturday Feb 06, 2010	Sunday Feb 07, 2010
Regular	160		8	8	8	8	8	8	8
Vacation	0		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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.5	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.5x	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	Enter Hours
Holiday Worked Premium	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (over 40 hours)	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	Enter Hours
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:	160		8	8	8	8	8	8	8
Total Units:		0	0	0	0	0	0	0	0



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



Student Health Services, 304000

Leave Report

Earning Code	Total Hours	Total Units	Monday, Feb 01, 2010	Tuesday, Feb 02, 2010	Wednesday, Feb 03, 2010	Thursday, Feb 04, 2010	Friday, Feb 05, 2010	Saturday, Feb 06, 2010	Sunday, Feb 07, 2010	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	Monday, Feb 15, 2010	Tuesday, Feb 16, 2010	Wednesday, Feb 17, 2010	Thursday, Feb 18, 2010	Friday, Feb 19, 2010	Saturday, Feb 20, 2010
Regular	120		8	8	8	8	8										8	8	8	8	8	
Vacation	32									8	8	8	8									
Comp Time	8													8								
Taken																						
1.5x																						
Total Hours:	160		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	
Total Units:		0																				



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

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Title and Number: [Redacted]

Department and Number: [Redacted]

Leave Report Period: Feb 01, 2010 to Feb 28, 2010

Submit By Date: Mar 03, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	Monday Feb 01, 2010	Tuesday Feb 02, 2010	Wednesday Feb 03, 2010	Thursday Feb 04, 2010	Friday Feb 05, 2010	Saturday Feb 06, 2010	Sunday Feb 07, 2010
Regular	160		8	8	8	8	8	8	Enter Hours
Vacation	0		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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.5	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.5x	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	Enter Hours
Holiday Worked Premium	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (over 40 hours)	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	Enter Hours
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:	160		8	8	8	8	8	8	
Total Units:		0	0	0	0	0	0	0	0

If time is entered on leave report correctly, click submit to send to supervisor.

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



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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: Feb 01, 2010 to Feb 28, 2010

Submit By Date: Mar 03, 2010 by 05:00 P.M.

Earning	Total Hours	Total Units	Monday Feb 01, 2010	Tuesday Feb 02, 2010	Wednesday Feb 03, 2010	Thursday Feb 04, 2010	Friday Feb 05, 2010	Saturday Feb 06, 2010	Sunday Feb 07, 2010
Regular	120		8	8	8	8	8	8	Enter Hours
Vacation	32		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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Earned 1.5	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.0x	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken 1.5x	8		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	Enter Hours
Holiday Worked Premium	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (over 40 hours)	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	Enter Hours
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

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 .**

Or email hr@uncp.edu .