Why we are using the online system?

- Ease of access
- Technology is available at no extra cost
- Supports the environmental sustainability goal of the University
In the Secure Access Login, type:

- Username
- Password

From the main UNC Asheville website http://www.unca.edu, click the OnePort link.
Click the Employee tab.

Click the Leave Reports (Permanent Employees) link.
VIEW EACH LEAVE TYPE

A new window will open.

Click each Leave Type link to view details.
DETAILS OF LEAVE EARNED AND TAKEN

Each Leave Type has details per month.

Time EARNED in Hours
Time TAKEN in Hours
Each leave type has details per month.

## Monthly Leave Details per Pay Month

<table>
<thead>
<tr>
<th>Payroll Type</th>
<th>Date Paid</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Hours Earned</th>
<th>Hours Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Permanent Apr 30, 2010</td>
<td>Apr 30, 2010</td>
<td>Apr 01, 2010</td>
<td>Apr 30, 2010</td>
<td>8.00</td>
<td>.00</td>
</tr>
<tr>
<td>Monthly Permanent Feb 26, 2010</td>
<td>Feb 28, 2010</td>
<td>Feb 01, 2010</td>
<td>Feb 28, 2010</td>
<td>8.00</td>
<td>11.50</td>
</tr>
</tbody>
</table>

RELEASE: 8.3
LEAVE BALANCES ARE AVAILABLE FROM YEAR 2007.

By clicking the “Previous Year” button, you can view your Leave Balances as far as January 2007.
SIGN OUT FROM THE MAIN WINDOW.

Close the Leave Detail window by Clicking the red “X” mark.

Sign out by clicking the “Sign Out” link in the main window.