Leave Reporting for Law Enforcement Officers in OnePort

SELF-SERVICE WEB-BASED
TIME AND LEAVE REPORTING IN BANNER HR AND PAYROLL USING LawTime

Important:
• Please do not click the ‘back’ button.
• Please do not double-click any function(s) or keys.
Web-Based Leave Reporting

- Login to **OnePort**: [http://oneport.unca.edu/](http://oneport.unca.edu/)

Enter **User Name** and **Password**.

If you are **unable** to login to OnePort, please **contact the ITS Help Desk** at **helpdesk@unca.edu**.
Under the Employee, click the “Leave Report (permanent employees)” link.
Select Leave Report Period and Status

Under the **Leave Report Selection** drop down menu, select the **Period** to be completed.

**Statuses:**

- **Not Started** - Initial entry.
- **In Progress** - Returning entry.
- **Pending** - Returning entry/Submitted but pending approval.
- **Completed** - Submitted and approved by Approver/Supervisor.

Under **My Choice** click the circle/button.
Important: Each Leave Type is assigned a specific row.

It is best that you first enter the common *Hours Worked*:

1. **Regular Hours Worked**
2. **Extra Hours Worked**

To enter hours worked or taken, click on the “Enter Hours” link on a specific date.
1. **Holidays Taken** if there is any. Enter appropriate number of hours off.

<table>
<thead>
<tr>
<th>FTE</th>
<th>Paid Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>8</td>
</tr>
<tr>
<td>.75</td>
<td>6</td>
</tr>
<tr>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>.25</td>
<td>2</td>
</tr>
</tbody>
</table>

2. **Holiday Worked** - If you were assigned to work on a Holiday, enter actual of hours worked during the holiday.
Leave Reporting

- Hours Taken
- Enter the common *Hours Taken*:

1. Special Leave Taken**
2. Vacation Leave Taken
3. Sick Leave Taken
4. Comp Time Taken
5. Community Service Leave Taken
6. Civil Leave Taken
7. Bonus Leave Taken
8. Other Leave Taken

To enter hours worked or taken, click on the “Enter Hours” link on a specific date.
• Specialized Leave Types

Enter *specialized leave types* applicable for your job that may include extra pay.

1. **LEO Special Event Hours Worked**
2. **On-Call Scheduled Hours $3**
3. **On-Call Scheduled Hours Worked**
4. **Shift Premium .10**
Leave Reporting

- Official University Closing Hours

1. Official University Closing Hours – for Emergency closings only.
2. University Closing Worked – For “Critical staff” only.
Leave Reporting

- **Basic steps** in entering time.

1. Click on the “Enter Hours” on the **day of the month** you took off.
2. Enter the **number of hours**.
3. Click **“Save”**
4. The **“Next”** button will advance the screen to the following week.
5. Click **“Submit for Approval”**
Leave Reporting

- You may also ‘**Preview**’ your time entry to make sure your entry is correct.

Click the **“Previous Menu”** to go back to the entry form.
Success!

You have successfully submitted your time taken when the message below appears in the next screen.

This shows the Approver/Supervisor to whom the leave form was submitted.
IMPORTANT:

- Do not forget to click “Save” after each entry.
- Once submitted, you cannot retrieve the form back unless returned by the Approver/Supervisor.
- Make it a habit to click the “Exit” link to log off.

**Question?**

Please contact **Jeanene Wexler:**

jwexler@unca.edu

250-2336