Approving Leave in OnePort

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

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://luminis4.unca.edu/cp/home/login](http://luminis4.unca.edu/cp/home/login)

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

If you are **unable** to login to OnePort, please contact the ITS Help Desk at helpdesk@unca.edu.
Click the **Employees** tab

Under the QuickLaunch, Navigation, Employment click the **“Leave Reports (Permanent Employees)”** link.
Under the Selection Criteria, select the "Approve or Acknowledge Time" button.

Click the "Select" button.
Approver Selection

Choose your **Organization | Department, Pay ID** and **Pay Period**.

Determine the **Sort Order** to review, return and/or approve the leave hours taken.

Click the "**Select**" button to continue.
The **Department Summary** shows the list of leave submitted by Employees directly reporting to you.

To continue, click each **Employee** name to review the leave submitted.

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**Important:**
If you are a **PROXY** Time Sheet Approver OR the Employee listed is not someone you or your proxy supervise, please **DO NOT** click the Employee name.
Two Types of Employee Leave Approval

- **Exempt Employees** – access and approve once a month.
  - EPA Non-Faculty and SPA Exempt employees are **not subject** to Fair Labor Standards Act (FLSA) and therefore not eligible for compensatory time of time and a half.

- **Non-Exempt Employees** – access and approve **bi-weekly** or a minimum of **twice a month**.
  - SPA Non-Exempt employees are employees subject to Fair Labor Standards Act (FLSA) and therefore eligible for compensatory time of time and a half.

For more information on Fair Labor Standards Act, please visit [http://www.dol.gov/whd/flsa/index.htm](http://www.dol.gov/whd/flsa/index.htm)
Exempt Employee submits two main Leave Actions for review or approval:

1. **Leave Report Certification** - certifying that the Employee did NOT take any leave during the month/period.

2. **Leave Taken** – number of leave hours taken per day during the month/period.
Employee Leave for Non-Exempt Employees

Non-Exempt Employee submits Hours Worked and Hours Taken for review and/or approval:

1. **Hours Worked** – number of hours (regular or special) worked per day during the bi-weekly period.

2. **Hours Taken** – number hours taken per day during the bi-weekly period.

**Important:** Non-Exempt Employees are required by the Federal Law to record their hours worked and taken.
Approvers/Supervisors must **review the leave submitted.**

There are **two (2) main Leave Approval Actions:**

- **Approve**
- **Return for Correction**

**Note:**
When you are returning the leave report for correction, do so **within the submission deadline for the Employee, NOT** Supervisor approval deadline.
After approving the leave taken, you will see that the **Routing Queue** records **who** *(Employee)* and **when** *(Date | Time)* the leave taken action was originated, submitted, and **approved** *(Supervisor/Approver)*.
Optional Message | Approval, and Warning

An **Optional Comment** may be used by the **Supervisor/Approver** for the Employee.

**Note:**
When making any comment, please ensure that comments are **related to leave report processing only** (i.e. when using “Return for Correction.”)

After each Employee’s leave approval, the following **approval message** appears at the bottom of each form.

A **warning** may appear when an Employee does not have sufficient leave balance to use. **Please check reports provided monthly** if you are unsure of balances or call the Leave Coordinator at ext. 5115.
List of Each Transaction

To track your actions, a *separate section* is automatically created for each transaction:

- **Returned for Correction**
- **In Progress**
- **Not Started**
- **Completed**
“Your leave report was submitted successfully.” message appears after the approval. This action is sent to Payroll for processing.
IMPORTANT:

- Do not change any leave taken record *without* consulting the Employee.
- When "Returning for Correction", *inform* the Employee of the action.
- When making an entry, do not forget to click "Save" after each entry.
- Make it a habit to click the "Exit" link to log off.
- **If you will be out of the office for an extended period, please assign a “Proxy” to approve your employees’ timesheet.** Instructions on *Assigning a Proxy* in the following two pages.

- **Question?**
  Please contact **Joy Duran Gevedon:**
  jduran@unca.edu
  232.5115

Updated: 06/27/2018
Assigning a Proxy

- Click the **Leave Report** link.

- Click the **Proxy Set Up** link.
Assigning a Proxy

- Click the *drop-down menu* next to the Name field, and click the “Add” box, and “Save.”

- Your *Proxy* can now approve the Time Sheets.
  - If your designated *Proxy* is not listed in the drop-down list, contact Joy Duran Gevedon, jduran@unca.edu or call 232.5115.