

Accessing your Electronic Leave Record:


Log into Ursa. <https://ursa.unco.edu/default>

University of Northern Colorado

+

← → ↻

cas.unco.edu/cas/login?service=https%3a%2f%2fursa.unco.edu%2fdefault



UNIVERSITY OF
NORTHERN
COLORADO

Username

first.last

Password

.....

☐ Warn me before logging in to other sites.

Sign In

Access Management

[Password Reset](#)

[Account Activation](#)

[What is my Bear Number?](#)

Need Help?

Contact the Technical Support Center:

Phone

+1-970-351-4357


Toll free

+1-800-545-2331

Email

help@unco.edu

Click on the Employee Tab. Under Employee Information, select “Employee Dashboard”. This will bring you to your employment summary page where you can access leave balance information, benefit elections, tax information, etc.




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COLORADO


CAMPUS RESOURCESHELPOFFICESCAMPUS SAFETYFOR YOULOGOUT

My AccountStudentFinancialEmployee


Employee Tools

 Employee Important Links


- Production Banner Admin Pages
- CampusLogic/Student Forms
- Pay/View **eBill** or Bear Pay
- Purchase Parking Permits or Pay Tickets Online
- Outlook Web Access (OWA)
- LinkedIn Learning
- Canvas
- Add Funds to Your Bear Print Account
- Insight Reporting Portal
- Student Success Collaborative
- Digital Measures
- EIO -- Electronic Internal Orders
- Approval Alerts



 General Information

- Self Service Banner (SSB)
- Curriculum Workflow
- Human Resources
- The Center for Enhancement of Teaching & Learning (CETL)
- ApplicationXtender Web Access
- About Insight
- Automated Waitlisting Information
- Important Dates

 Employee Information

- Employee Dashboard**
- Pay Stub
- Earnings History
- Time Sheet
- Direct Deposit Allocation
- Benefit Summary
- Leave Balances
- Electronic Personnel Action Forms (EPAF)
- W-2 Wage and Tax Statement
- W-4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- 1095-C Employer-Provided Health Insurance Offer



 Bauer, Megan L.

Employee Dashboard

Employee Dashboard

Bauer, Megan L.

My Profile

Leave Balances as of 06/25/2020

Vacation Leave in hours	232.82	Sick Leave in hours	481.49
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[Full Leave Balance Information](#)

Request Time Off:

Employees will use the “Request Time Off” for any planned time off. This can be for vacation days, doctor appointments, etc. Requests can be submitted for future months, but not the current month.

1. To request time off, Click “Request Time Off”

The screenshot displays the UNC Employee Dashboard for Megan L. Bauer. The top navigation bar includes the UNC logo, a settings gear, and the user's name. Below the navigation bar, the 'Employee Dashboard' title is followed by a section for 'Bauer, Megan L.' containing 'My Profile' and 'My Team' buttons. To the right, 'Leave Balances as of 06/05/2020' are shown: 'Vacation Leave in hours' at 185.32 and 'Sick Leave in hours' at 519.99, with a link for 'Full Leave Balance Information'. The main content area is divided into two columns. The left column has expandable sections for 'Pay Information' (with links for 'Latest Pay Stub: 01/28/2020', 'All Pay Stubs', and 'Direct Deposit Information'), 'Earnings', and 'Benefits'. The right column, titled 'My Activities', contains three buttons: 'Enter Time', 'Enter Leave Report', and 'Request Time Off', which is circled in red.

Leave Balances as of 06/05/2020	
Vacation Leave in hours	185.32
Sick Leave in hours	519.99

My Activities	
Enter Time	
Enter Leave Report	
Request Time Off	

2. Select the appropriate timeframe and click “Start Leave Request”.

UNC Employee Dashboard • Leave Request

Leave Request

Approvals Timesheet Leave Report **Leave Request**

Leave Request Period ▼

Request Period	Hours/Days/Units	Submitted On	Status	
Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office				Prior Periods
07/01/2020 - 07/31/2020			Not Started	Start Leave Request
08/01/2020 - 08/31/2020			Not Started	Start Leave Request
09/01/2020 - 09/30/2020			Not Started	Start Leave Request
10/01/2020 - 10/31/2020			Not Started	Start Leave Request
11/01/2020 - 11/30/2020			Not Started	Start Leave Request

3. Select the day that you would like to request by clicking that day on the calendar.

UNC Employee Dashboard • Leave Request • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Cancel Request Restart Leave Request Leave Balances

07/01/2020 - 07/31/2020 ⓘ ⓘ In Progress Submit By 06/30/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4

+ Add Earn Code

Earn Code

Select Earn Code ▼

4. Select the type of leave you would like to use from the drop down.

Earn Code

Vacation Leave

Vacation Leave

Sick Leave

Family Sick Leave

Conference Leave

Administrative Leave

5. Enter the number of hours that you would like to use on that date.

09/01/2020 - 09/30/2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
13	14	15	16	17
				18

⊕ Add Earn Code

Earn Code

Vacation Leave

Hours

8

6. Save the Entry

09/01/2020 - 09/30/2020



In Progress

Submit By 08/31/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18	19

[+ Add Earn Code](#)

Earn Code

Hours

Vacation Leave

8

[Exit Page](#)

Cancel

Save

Preview

7. If you will be taking multiple days off with the same leave type and number of hours, you can copy the information, so that you don't have to add each day individually. You can do this by clicking the "Copy" Icon.

10/01/2020 - 10/31/2020

8.00 Hours



In Progress

Submit By 09/30/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1 8.00 Hours	2	3

[+ Add Earn Code](#)

Vacation Leave

8.00 Hours

Total: 8.00 Hours

8. Then you will have the option to copy through the end of the leave period, or click on individual days to copy the leave type and number of hours to those dates. The days you select will be highlighted.

Copy Leave Request Entry



Vacation Leave : 8.00 Hours (10/01/2020, THURSDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 10/01/2020 - 10/31/2020						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1 8.00 Hours	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel

Save

9. Click "Save When you are finished.

Copy Leave Request Entry



Vacation Leave : 8.00 Hours (10/01/2020, THURSDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays




☐ Include Sundays

Pay Period: 10/01/2020 - 10/31/2020						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1 8.00 Hours	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel



Save

10. When you are finished entering all the days for that time period, click “Preview”

 Bauer, Megan L.

[Employee Dashboard](#) • [Leave Request](#) • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

 Cancel Request  Leave Balances

07/01/2020 - 07/31/2020 | 16.00 Hours ⓘ

Pending Submitted On 06/05/2020, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16 8.00 Hours	17 8.00 Hours	18
<div><</div> <div>></div>						

[Exit Page](#)

[Recall Leave Request](#)[Preview](#)

11. You will get a dialogue box that shows the summary of leave time requested. If this preview is accurate, press “Submit”. This will send the request to your supervisor for approval.

Employee Dashboard

Bauer, Megan L.

[My Profile](#)

[My Team](#)

Leave Balances as of 06/08/2020

Vacation Leave in hours

185.32

Sick Leave in hours

519.99

[Full Leave Balance Information](#)

[Employee Dashboard](#) • [Leave Request](#) • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

[Cancel Request](#)

[Leave Balances](#)

07/01/2020 - 07/31/2020

16.00 Hours ⓘ

Pending

Submitted On 06/05/2020, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4

Employee Leave Balance



Leave Balances as of 06/05/2020

Vacation Leave

Beginning Balance	153.32
Earned	32.00
Taken	0.00
Vacation Leave in hours	185.32

Sick Leave

Beginning Balance	470.99
Earned	49.00
Taken	0.00
Sick Leave in hours	519.99

14. To view who is listed as your supervisor to approve your leave request, you can click on the information icon after submitting your leave request.

[Employee Dashboard](#) • [Leave Request](#)

Leave Request

Approvals Timesheet Leave Report **Leave Request**

Leave Request Period ▾

Request Period	Hours/Days/Units	Submitted On	Status	
Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office Prior Periods				
07/01/2020 - 07/31/2020	16.00 Hours	06/05/2020	Pending	<div><div>ⓘ</div><div>List of Approvers Originated On 06/05/2020, 09:59 AM by Bauer, Megan L. Submitted On 06/05/2020, 10:00 AM by Bauer, Megan L. Approve by 06/30/2020, 11:59 PM Chase, Sarah Sequence 1.00 Pending Approval Start Leave Request</div></div>
08/01/2020 - 08/31/2020			Not Started	
09/01/2020 - 09/30/2020			Not Started	
10/01/2020 - 10/31/2020			Not Started	
11/01/2020 - 11/30/2020			Not Started	

15. If you made an error on your request, or decide not to take time off after your request was submitted, you can either:

- Recall the request which will allow you to make changes to the existing request (example, adjust the number of hours on a day).
- Cancel request, which will delete the entire request and start fresh for the selected time period.

[Employee Dashboard](#) • [Leave Request](#) • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office [Cancel Request](#) [Save Balances](#)

07/01/2020 - 07/31/2020 16.00 Hours ⓘ Pending Submitted On 06/05/2020, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4

Exit Page [Recall Leave Request](#) Preview

Enter Leave Report:

Employees will use the “Enter Leave Report” for any un-planned time off. This can be for sick days, funeral leave, etc.

1. To request time off, Click “Enter Leave Report”

The screenshot shows the UNC Employee Dashboard for Megan L. Bauer. The dashboard includes sections for Leave Balances (Vacation: 185.32, Sick: 519.99), Pay Information (Latest Pay Stub: 01/28/2020), Earnings, and Benefits. On the right, under 'My Activities', there are three buttons: 'Enter Time', 'Enter Leave Report' (circled in red), and 'Request Time Off'.

2. Click the appropriate timeframe.

Leave Report

The screenshot shows the 'Leave Report' page with tabs for Approvals, Timesheet, Leave Report (selected), and Leave Request. A 'Leave Report Period' dropdown is in the top right. Below is a table of leave periods:

Leave Period	Hours/Days/Units	Submitted On	Status	
Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office				
06/01/2020 - 06/30/2020			In Progress	Prior Periods
05/01/2020 - 05/31/2020	8.00 Hours		In Progress	i
04/01/2020 - 04/30/2020	8.00 Hours	04/13/2020	Pending	i

3. Select the day that you would like to request by clicking that day on the calendar.

UNC

Employee Dashboard • Leave Request • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Cancel Request Restart Leave Request Leave Balances

07/01/2020 - 07/31/2020 In Progress Submit By 06/30/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4

+ Add Earn Code

Earn Code

Select Earn Code

4. Select the type of leave you would like to use from the drop down.

Earn Code

Vacation Leave

Vacation Leave

Sick Leave

Family Sick Leave

Conference Leave

Administrative Leave

5. Enter the number of hours that you would like to use on that date.

06/01/2020 - 06/30/2020



In Progress

Submit By 08/31/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12	13

[+ Add Earn Code](#)

Earn Code

Hours

Sick Leave

8

6. Save the Entry

06/01/2020 - 06/30/2020

8.00 Hours



In Progress

Submit By 08/31/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

[+ Add Earn Code](#)

Sick Leave

8.00 Hours



Total: 8.00 Hours

[Exit Page](#)[Cancel](#)[Save](#)[Preview](#)

8. You will get a dialogue box that shows the summary of leave time used. If this preview is accurate, press “Submit”. This will send the request to your supervisor for approval.

[Exit Page](#)

[Recall Leave Request](#)
[Preview](#)

Preview

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Pay Period: 07/01/2020 - 07/31/2020 | 16.00 Hours

Submit By: 06/30/2020, 11:59 PM

Earning Distribution

Earn Code	Total
Vacation Leave	16.00
Total Hours	16.00
Total Units	0.00

Weekly Summary

Week	Total Hours
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Cancel

Submit

9. Once submitted, you will see a message letting you know your request was submitted.

UNC

Employee Dashboard

Leave Report

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

6/01/2020 - 06/30/2020

8.00 Hours

1

Pending

Submitted On 06/08/2020, 02:50 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

Sick Leave

8.00 Hours

Total: 8.00 Hours

✓ The Leave Report has been successfully submitted.

10. You can view your leave balance information by clicking “Full Leave Balance Information on the Employee Dashboard, or “Leave Balances” from the Leave Request page.

[Employee Dashboard](#)

Employee Dashboard

Bauer, Megan L.

[My Profile](#)

[My Team](#)

Leave Balances as of 06/08/2020

Vacation Leave in hours	185.32	Sick Leave in hours	519.99
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[Full Leave Balance Information](#)

[Employee Dashboard](#) • [Leave Report](#) • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

[Leave Balances](#)

06/01/2020 - 06/30/2020 | 8.00 Hours | [i](#) [1](#)

Pending Submitted On 06/08/2020, 02:50 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

Employee Leave Balance

Leave Balances as of 06/05/2020

Vacation Leave

Beginning Balance	153.32
Earned	32.00
Taken	0.00
Vacation Leave in hours	185.32

Sick Leave

Beginning Balance	470.99
Earned	49.00
Taken	0.00
Sick Leave in hours	519.99

11. To view who is listed as your supervisor to approve your leave request, you can click on the information icon after submitting your leave request.

[Employee Dashboard](#) • [Leave Request](#)

Leave Request

[Approvals](#) [Timesheet](#) [Leave Report](#) [Leave Request](#)

Leave Request Period ▼

Request Period	Hours/Days/Units	Submitted On	Status	
Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office Prior Periods				
07/01/2020 - 07/31/2020	16.00 Hours	06/05/2020	Pending	<div><div>ⓘ</div><div><div>List of Approvers</div><div>Originated On 06/05/2020, 09:59 AM by Bauer, Megan L.</div><div>Submitted On 06/05/2020, 10:00 AM by Bauer, Megan L.</div><div>Approve by 06/30/2020, 11:59 PM</div><div>Chase, Sarah</div><div>Sequence 1.00</div><div>Pending Approval</div><div>Start Leave Request</div></div></div>
08/01/2020 - 08/31/2020			Not Started	<div><div>ⓘ</div><div></div></div>
09/01/2020 - 09/30/2020			Not Started	<div><div>ⓘ</div><div></div></div>
10/01/2020 - 10/31/2020			Not Started	<div><div>ⓘ</div><div></div></div>
11/01/2020 - 11/30/2020			Not Started	<div><div>ⓘ</div><div></div></div>

- a. If you made an error on your report, you can recall the request which will allow you to make changes to the previously submitted report (example, adjust the number of hours on a day)

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

[Leave Balances](#)

06/01/2020 - 06/30/2020 | 8.00 Hours ⓘ 1 Pending Submitted On 06/08/2020, 02:50 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

Sick Leave

☺ 8.00 Hours

Total: 8.00 Hours

[Exit Page](#) [Recall Leave Report](#) [Preview](#)