

Accessing Leave Reporting on Banner Self Service (SeaNet)

Go to UNCW SeaNet: seanet.uncw.edu

(There are many different ways to access UNCW SeaNet: through MySeaPort, on the Faculty/Staff page, from the banner home screen, or by using the URL above.)

Click on **Secure Login for Faculty, Staff, and Students**.



- Secure Login for Faculty, Staff and Students ←
- Detailed Class Schedule
- Search for Courses
- Course Catalog
- General Financial Aid
- Re-Enrollment Application (Undergraduate)
- SeaNet Guide for Students
- SeaNet Guide for Faculty
- SeaNet Proxy Login (Parent or Legal Guardian's Access)
- SeaNet Proxy Guide for (Parent or Legal Guardian)
- SeaNet Proxy Guide for Students
- SeaNet Proxy FAQ
- UNCW Home Page

Enter your **User ID** and **Pin**.



Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

If you do not know your user Id or PIN, please go [here](#) to retrieve it. Your SeaNet user-id is 9 digits, beginning with 85, and your PIN is a 8 digit number which is initially set to your birth-date - MMDDYYYY. Your PIN is not the same as your 4 digit Registration PIN (alt pin). ←

When you are finished, please Exit and close your browser to protect your privacy.


If you are locked out for any reason, please contact the TAC at (910) 962-4357 to have your PIN reset.

Forgot your pin? Please use the instructions for resetting your pin listed here.

User ID: ←

PIN:

Select **Employee Services**.



Personal Information Student Services & Financial Aid **Employee** Students Schedule SeaNet Proxy Menu

Search Go SITE MAP HELP EXIT


Student Services & Financial Aid
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Print an enrollment verification certificate; Review Financial Aid requirements & awards; Review charges and payments; Make payments on student account; Run a Degree Audit

Employee Services ←
View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data and more.

Personal Information
View or update your address(es), phone number(s), e-mail address(es), Personal Web page, and change your PIN.

NCAA Compliance
NCAA Compliance

Select **Leave Reporting**.



Personal Information Student Services & Financial Aid **Employee** Students Schedule SeaNet Proxy Menu

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee Services

[Web Time Entry for Temps and Students](#)

[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
View NC-4, W-2, W-2 Electronic Consent, or W-4

[Time Off Current Balances and History](#)

[Baseline Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Labor Redistribution](#)

Leave Reporting ←

[Job Information](#)

[Benefits and Deductions](#)

[EPAFS](#)

Select your leave report. Remember to use the drop down box to find the correct leave report.

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
IT Project Analyst, 007281-00 VC ITSD, 55000	<input checked="" type="radio"/>	Nov 01, 2015 to Nov 30, 2015 Not Started ▾
<input type="button" value="Leave Report"/>		

If you are a supervisor, your initial screen will look like this. From this screen you can: 1) enter your own time by selecting "Access my Leave Report", 2) approve time by selecting "Approve or Acknowledge Time", and 3) set up a proxy (option in the middle of the screen).



[Personal Information](#) [Student Services & Financial Aid](#) [Employee](#) [Students Schedule](#) [SeaNet Proxy Menu](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Time Reporting Selection

Selection Criteria

- | | My Choice |
|------------------------------|-------------------------------------|
| Access my Time Sheet: | <input type="radio"/> |
| Access my Leave Report: | <input type="radio"/> |
| Access my Leave Request: | <input type="radio"/> |
| Approve or Acknowledge Time: | <input checked="" type="radio"/> |
| Approve All Departments: | <input type="checkbox"/> |
| Act as Proxy: | <input type="text" value="Self"/> ▾ |
| Act as Superuser: | <input type="checkbox"/> |

[Proxy Set Up](#)