

Employee User Guide (SO) – Leave Attachments

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Overview

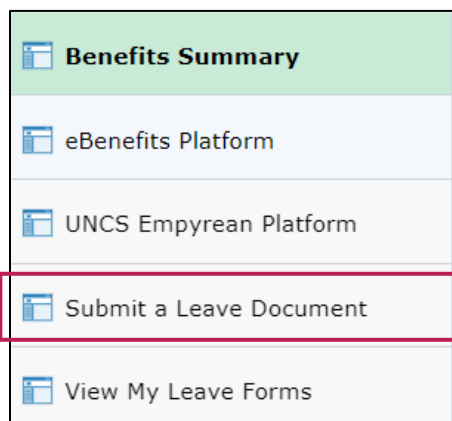
This user guide will show employees how to submit and view leave attachments in ConnectCarolina. This online submission was created to make leave submissions simpler and more consistent. Leave attachments can be submitted by employees but can be submitted by the Benefits Consultant on their behalf if needed.

Employee Access to **Submit** a Leave Attachment

- Select the My Benefits Self Service Tile on the Self-Service Homepage of ConnectCarolina.



- Select the 'Submit a Leave Document' link under the Leave folder.



- The page will display employment information specific to the employee submitting the eForm.

Employee

Employee PID [REDACTED]

Employee Information

Name [REDACTED]

User ID [REDACTED]

Company UNC

Department 260108

Department Description HR Information Mgmt

Attach Document

Attachment Type LV01

- The instructions section provides details on how to upload, who can view documents, how comments can be used and where to go for help.

Instructions

Uploading Attachments: Select upload to add document, a pop-up window will appear. Click My Device to search and select the document you want to submit. Click upload and select done in the top right corner of the file attachment box.

Viewing Attachments: Attachments can only be viewed by the employee on the View my Leave Forms link in Self Service and by central HR offices. Some file extensions may pop-up in a new window.

Comments: You can provide any additional information in the comments field. Comments are viewable to all users who can access the form and may include employees and central HR offices.

Need Help? Contact the benefits team at 919-843-5674

- The file attachment section is where an employee can upload their document or documents. The file size limit is 8000 KB. Please note that attachments are confidential and can only be viewed by central HR offices and the employee who submitted the eForm.
- Select upload to add document, a pop-up window will appear. Click My Device to search and select the document you want to submit. Click upload and select done in the top right corner of the file attachment box.

File Attachments

1 row

Status	Upload	Description ▾	File Name ▾	Delete
1	Upload	▾	Choose a Document Type	Delete

Add

- The dropdown shows a list of acceptable document types. If the document being submitted does not match an option in the list, the employee can select “Other”.

Attachment Type LV01

Need Help?

Contact the Benefits Support Center

File Attachments

Status	Upload	File Name
1	<input type="button" value="Upload"/>	Request Form

Add

From the dropdown

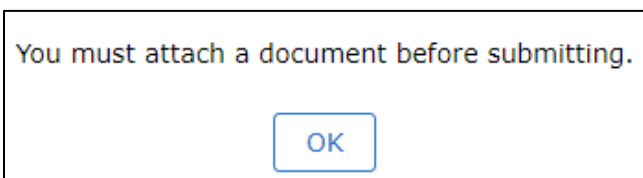
- Employees can use the add button to add multiple attachments.
- While not required, employees can provide comments to the eForm in the comments field to assist with providing details and call outs needed for the eForm submission. Please keep in mind that comments are viewable to all users who are authorized to access the eForm’s area and may include central UNC-CH HR offices or departmental HR representatives.

Comments

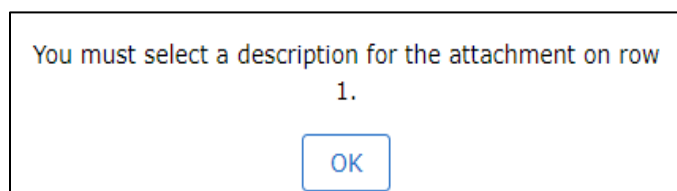
Add any applicable comments, then submit.

Submit

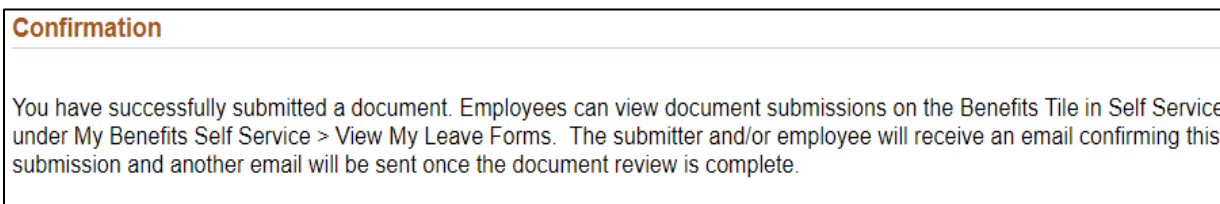
- If trying to submit without adding an attachment, the below message will appear indicating “You must attach a document before submitting.”



- If trying to submit an attachment without selecting a document description, the below example message will appear indicating “You must select a description for the attachment on row <#>.”



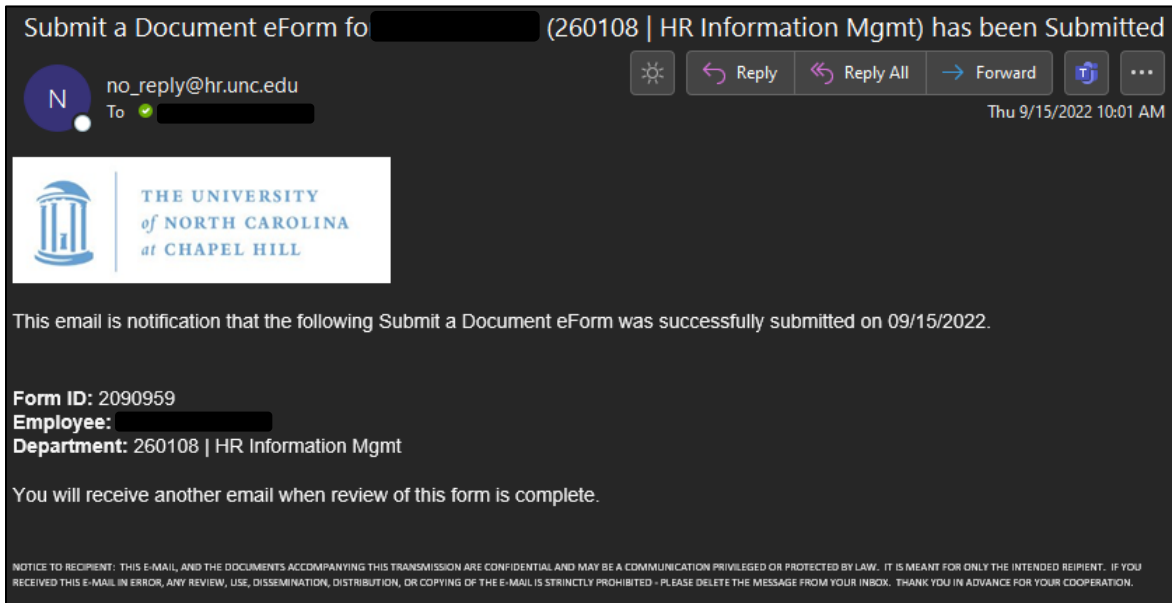
- Once the eForm has been successfully submitted, a confirmation page will appear indicating the submission was successful and the document(s) have now been routed to the leave administrator(s) for review. You can close the current web tab to return to the Benefits Summary page.



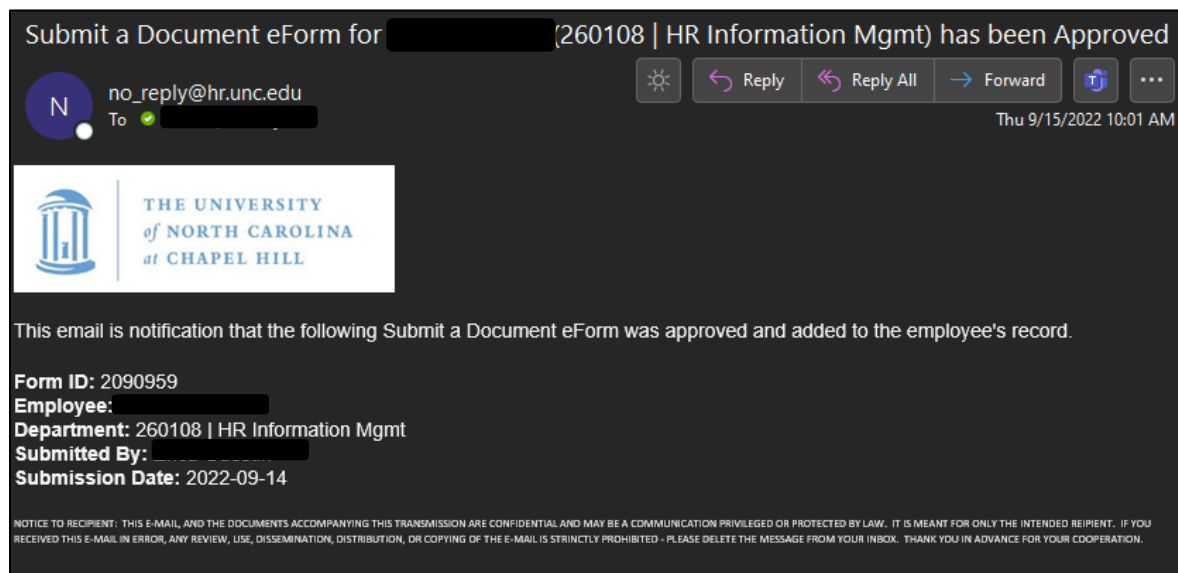
Example Email Notification

The following are examples of email notifications an employee may receive after submitting leave documents in ConnectCarolina.

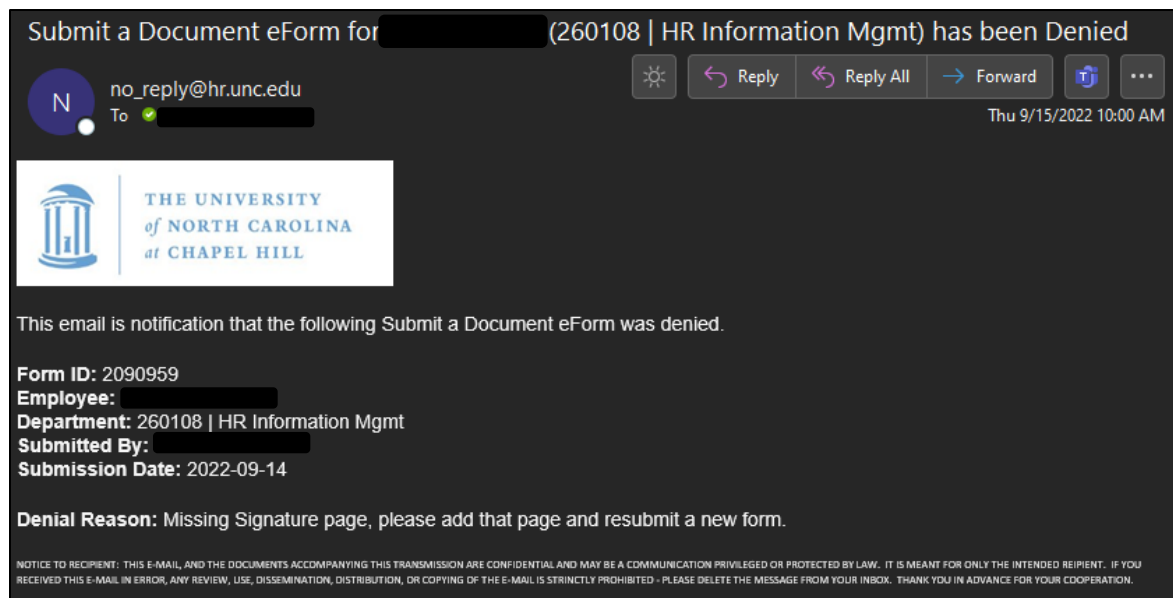
- The employee will also receive the below example email with notification of a successful eForm submission. The employee will also receive an additional email communication once the eForm has been successfully reviewed by the Benefits Administrator.



- If the eForm submission is approved, the below example approval email will be received indicating the document(s) submitted have now been added to the employee's leave record.



- If the eForm submission is denied, the below example denial email will be received indicating the denial reason and instructions if further action is required on the employee's part.

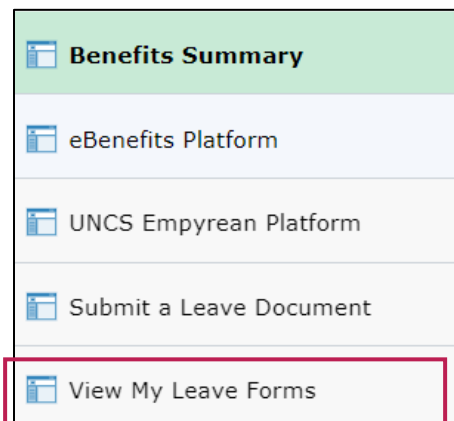


Employee Access to **View** a Leave Attachment

- Select the My Benefits Self Service Tile on the Self-Service Homepage of ConnectCarolina.



- Select the 'View My Leave Forms' link under the Leave folder.



- DUO sign-in functionality will be required to access/view leave eForms due to possible sensitive information contained on eForms submitted.
 - Notify Benefits Administrator for DUO assistance or instructions if not previously registered.

Self Service Instructions to Access Leave eForms

- **When accessing forms that contain sensitive employee data 2-Step Verification is required.** 2-Step secures your account by adding a second security measure to your ConnectCarolina username and password.
- **If you have not registered for 2-Step verification:** Please click on the 'Register for 2-Step' link below.
- **If you have any issues setting up 2-step verification,** please contact the UNC Help Desk at 919-962-HELP (4357) or at <https://help.unc.edu>.
- If you have questions, please contact leave@unc.edu.

 [Verify with 2-Step](#)

[Register for 2-Step](#)

[Check 2-Step Registration](#)

- After completing the DUO prompt, the employee can “Continue to Leave Form.”

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[Continue to Leave Form](#)

[Register for 2-Step](#)

[Check 2-Step Registration](#)

- When landing on the search page the employee must select the “Rearch” button to see a list of eForms submitted.



SEARCH : View a Leave eForm

Search by:

Form ID

Form Type

Form Status

Original Date

[Search](#)

[Clear](#)

- By using the “Search” function, employees can view all their previously submitted leave documents uploaded to ConnectCarolina, regardless of who submitted the document or what the status of the document is (approved, denied, pending).

SEARCH : View a Leave eForm

Search by:

Form ID

Form Type

Form Status

Original Date

Form ID	Form Type	Form Status	Original Date	Last Date	Empl ID
2090674	DOCUMENT	Executed	2022-08-09	2022-08-09	730069795
2090675	DOCUMENT	Denied	2022-08-09	2022-08-09	730069795
2090677	DOCUMENT	Pending	2022-08-09	2022-08-09	730069795

- Clicking on any link will open the eForm and allow the employee to see the attachment.

After viewing the eForm, you can select the search button at the bottom of the page to return to the search page or close the tab to return to the Benefits Summary page.

QUESTIONS:

For questions, please call the Benefits at 919-843-5674 or email tkjohnson@northcarolina.edu.