

Employee User Guide – Leave Attachments

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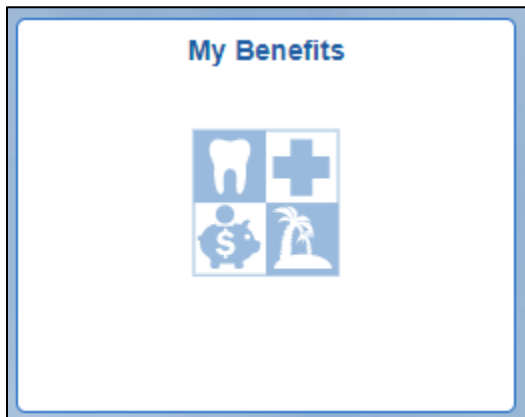
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Employee Overview

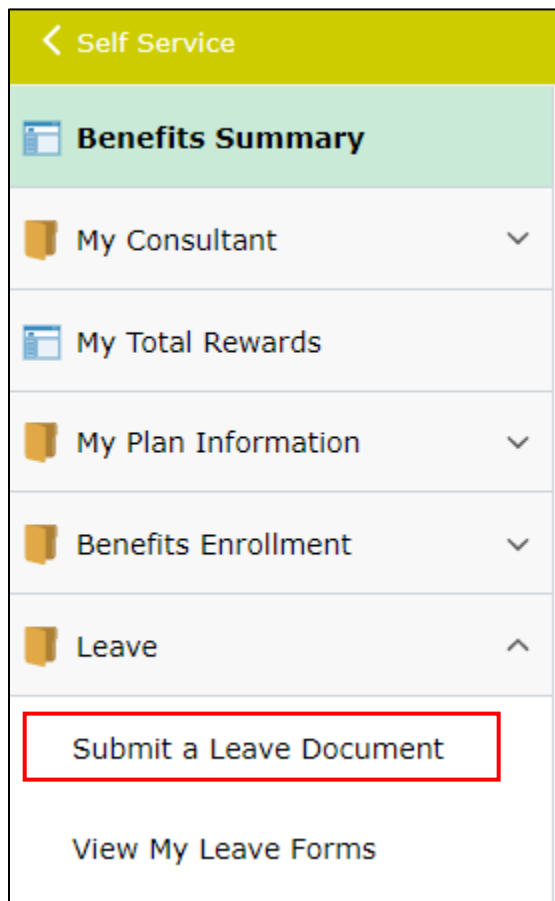
This user guide will show employees how to submit and view leave attachments (i.e., leave request forms, medical certification, etc.) in ConnectCarolina. The UNC Leave Administration Team created this online submission format to make leave submissions simpler and more consistent. Leave attachments should be submitted by the employee in ConnectCarolina. If an employee is not able to submit a leave attachment, the employee’s departmental HR Representative may submit the attachment in ConnectCarolina on the employee’s behalf.

Employee Access to **Submit** a Leave Attachment

Select the My Benefits Tile on 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 form.

Employee
Employee PID 730069795
Employee Information
Name Erica Gustin
User ID egestin
Company UNC
Department 260108
Department Description HR Information Mgmt
Attach Document
Attachment Type LV01

The instructions section provides detail 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, central HR offices, or departmental HR representatives.
Need Help? Contact the Benefits Support Center at 919-962-3071 or leave@unc.edu


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 form.

File Attachments				
Status	Upload	Description 	File Name 	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>
<input type="button" value="Add"/>				

Select upload to add a 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.

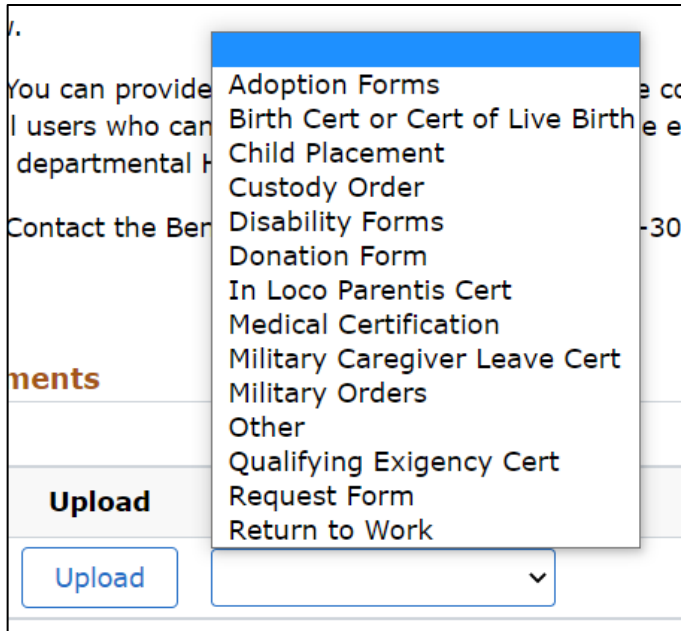
File Attachment

Choose From



My Device

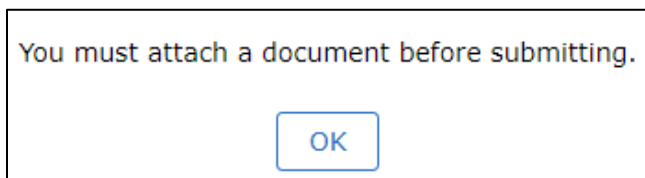
The dropdown shows a list of acceptable document types. If the document being submitted does not match an option in the list, the employee can select 'Other'. Please see the '**File Attachment Descriptions**' section below for a list of document type descriptions and examples.



Employees can use the add button to add multiple attachments. Employees can also add comments to the form in the comments field. Please note that comments are viewable to all users who can access the form and may include central HR offices or departmental HR representatives.

A screenshot of the "Comments" section of the form. It features a large text input area with a red prompt that reads "Add any applicable comments and submit". Below the input area is a blue "Submit" button.

If trying to submit without adding an attachment, the employee will see a message indicating they must attach a document before submitting.




If trying to submit an attachment without selecting a document description, the employee will see a message indicating a description is required.

You must select a description for the attachment on row 1.

OK

After submitting the form, the employee will see a confirmation page which indicates their submission was successful and the document or documents have now routed to the Leave Team for review.

 **Submit a Document : Confirmation** **Form ID 2091329**

Confirmation



You have successfully submitted a document. Employees can view document submissions on the Benefits Tile in Self Service under the Leave Folder > View My Leave Forms. The submitter and/or employee will receive an email confirming this submission and another email will be sent once the document review is complete.







Empl ID 730069795


Name Erica Gustin

Submitting the form generates the following email to the employee. The employee will receive another email when review of this form is complete.

Submit a Document eForm for Erica Gustin (260108 | HR Information Mgmt) has been Submitted

 no_reply@hr.unc.edu
To  Gustin, Erica Lynn Thu 9/15/2022 10:01 AM

  Reply  Reply All  Forward  

 **THE UNIVERSITY**
of NORTH CAROLINA
at CHAPEL HILL

This email is notification that the following Submit a Document eForm was successfully submitted on 09/15/2022.



Form ID: 2090959
Employee: Erica Gustin
Department: 260108 | HR Information Mgmt



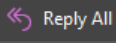



You will receive another email when review of this form is complete.

NOTICE TO RECIPIENT: THIS E-MAIL, AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED - PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN ADVANCE FOR YOUR COOPERATION.


If the form is approved the employee will receive an approval email which will indicate that the document or documents have been added to the employee's record.

Submit a Document eForm for Erica Gustin (260108 | HR Information Mgmt) has been Approved

 no_reply@hr.unc.edu
To  Gustin, Erica Lynn

  Reply  Reply All  Forward  

Thu 9/15/2022 10:01 AM





This email is notification that the following Submit a Document eForm was approved and added to the employee's record.



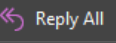



Form ID: 2090959
Employee: Erica Gustin
Department: 260108 | HR Information Mgmt
Submitted By: Erica Gustin
Submission Date: 2022-09-14

NOTICE TO RECIPIENT: THIS E-MAIL, AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED - PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN ADVANCE FOR YOUR COOPERATION.


If the form is denied, the employee will receive a denial email which will include a denial reason and instructions if further action is required on the employee's part.

Submit a Document eForm for Erica Gustin (260108 | HR Information Mgmt) has been Denied

 no_reply@hr.unc.edu
To  Gustin, Erica Lynn

  Reply  Reply All  Forward  

Thu 9/15/2022 10:00 AM



This email is notification that the following Submit a Document eForm was denied.

Form ID: 2090959
Employee: Erica Gustin
Department: 260108 | HR Information Mgmt
Submitted By: Erica Gustin
Submission Date: 2022-09-14

Denial Reason: Missing Signature page, please add that page and resubmit a new form.

NOTICE TO RECIPIENT: THIS E-MAIL, AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED - PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN ADVANCE FOR YOUR COOPERATION.

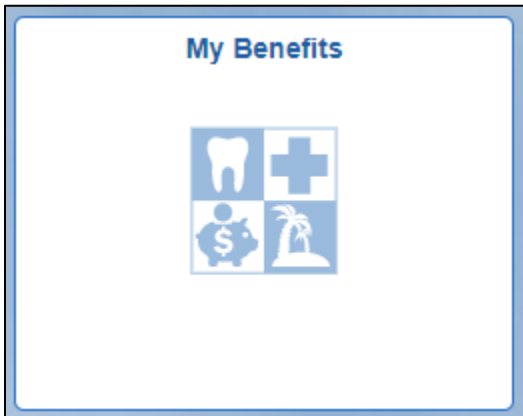
File Attachment Descriptions

Below is a list of the File Attachment Descriptions that employees may choose from when uploading a leave document on the 'Submit a Leave Document' page in ConnectCarolina. If you need to upload a document type that is not listed below, please select 'Other' as attachment type. Links to all leave forms are located online at <https://hr.unc.edu/benefits/forms/>.

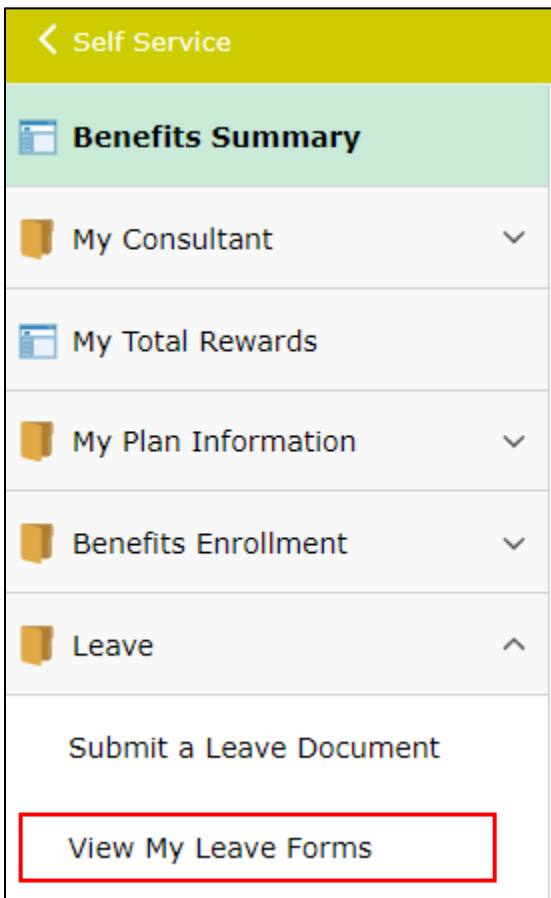
File Attachment Description	Examples of Documentation
Adoption Forms	Adoption order or letter of placement
Birth Cert or Cert of Live Birth	Birth Certificate or Verification of Facts Birth document
Child Placement	Letter of placement
Custody Order	Custody Order
Disability Forms	Any form for DIP-NC benefits (i.e., Form 7A, 701, 703, etc.)
Donation Form	Voluntary Shared Leave (VSL) Donation Form
In Loco Parentis Cert	Attestation of In Loco Parentis Relationship
Medical Certification	Employee's Medical Certification, Form WH-380-E, Family Member's Medical Certification, Form WH-380-F
Military Caregiver Leave Cert	Military Caregiver for a Current Servicemember, Form WH-385; Military Caregiver Leave for a Veteran, Form WH-385-V
Military Orders	For Active (or Inactive) Duty Training or Reserve Active Duty
Other	If no other description in the drop-down list is applicable, select "Other".
Qualifying Exigency Cert	Qualifying Exigency, Form WH-384
Request Form	Family & Medical Leave Request Form
	Paid Parental Leave Request Form
	Voluntary Shared Leave (VSL) Request Form
Return to Work	Medical Leave Return to Work Form

Employee Access to **View** a Leave Attachment

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



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



Employees are required to complete DUO to view leave forms as they may contain sensitive information. Instructions are available on how to set up DUO if the employee hasn't 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 'View My Leave Forms'.

Self Service Instructions to Access Leave eForms


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- If you have questions, please contact leave@unc.edu.

[Continue to Leave Form](#)

[Register for 2-Step](#)

[Check 2-Step Registration](#)

When landing on the search page the employee must select the search button to see the form list.

 **SEARCH : View a Leave eForm**

Search by:

Form ID	Begins Wth	<input type="text"/>
Form Type	Begins Wth	<input type="text"/>
Form Status	Equals	<input type="text"/>
Original Date	Equals	<input type="text"/>

Employees can view all leave documents uploaded to ConnectCarolina associated with their record, regardless of who submitted the document and what the status of the document is (approved, denied, pending). Clicking on any link will open the form and allow the employee to see the attachment.



SEARCH : View a Leave eForm

Search by:

Form ID

Form Type

Form Status

Original Date

Personalize | Find | View All | First 1-45 of 45 Last

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

If you have questions or need assistance, please call the Benefits, Leave Administration, & Total Wellbeing department in the Office of Human Resources at 919-962-3071 or email leave@unc.edu.