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.

Enter your User ID and Pin.

Forgot your pin? Please use the instructions for resetting your pin listed here.
Select **Employee Services**.

Select **Leave Reporting**.

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

**Leave Report Selection**

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice Leave Report Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Project Analyst, 007281-00</td>
<td>Nov 01, 2015 to Nov 30, 2015 Not Started</td>
</tr>
<tr>
<td>VC ITSD, 55000</td>
<td></td>
</tr>
</tbody>
</table>

[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).