



eSTART

User Guide for
Leave Administrators
August 2015

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.



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Core Leave Concepts

Importance

Purpose

It is important that the State of Alabama's leave policy rules are consistently and accurately administered. To make this happen, employees' paid and unpaid leave should be managed in an efficient and timely manner. The Leave application supports the ability to perform leave administration tasks.

eSTART Leave:

- Automates the process of administering leave policies.
- Assists the State of Alabama in achieving compliance with required federal and state mandates.

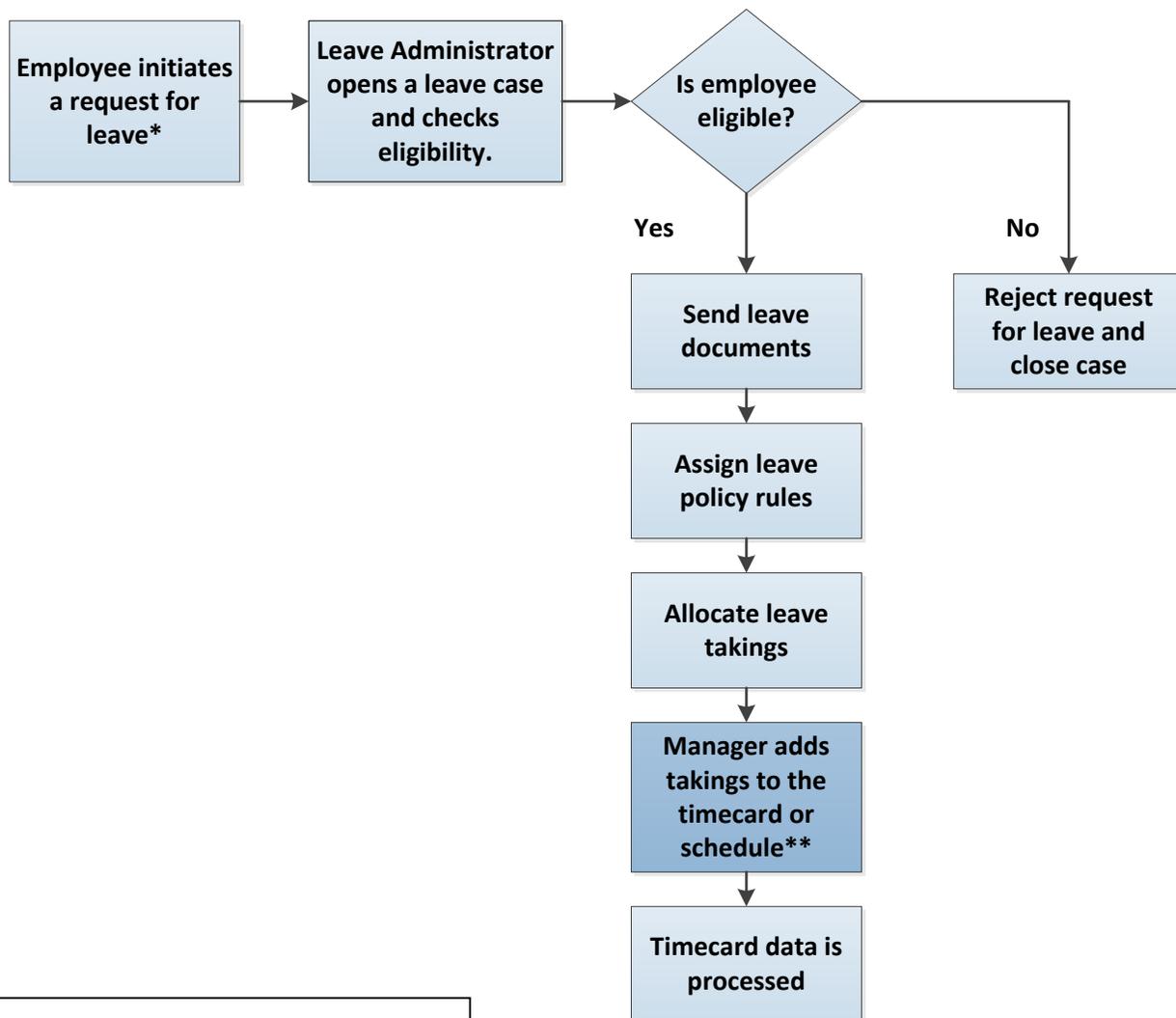


The Leave Process

Purpose

The Leave process automates the administering and tracking of paid and unpaid leave policies. Administrators can easily track both continuous and intermittent leave. In addition to centralizing administration of leave policies throughout the State of Alabama, employees benefit from the consistent application of leave policies to individual leave cases.

The following illustration shows the high-level process for administering leave cases.



**A Manager can also initiate a leave request on behalf of the employee.*

***The Manager may commit leave to the timecard. An employee may submit a time off request for an open and approved case.*



Roles and Responsibilities

Purpose

Each employee and manager has responsibilities that are important in the leave process. Each person's role determines his or her responsibilities, and the tasks that he or she performs in the application.

Common Employee Tasks

On an as-needed basis, employees perform the following tasks:

- Submit new leave case requests.
- Request time off for an open and approved leave case.
- Provide required leave documentation.
- Submit requests for additional leave, as needed.

Common Manager Tasks

On a daily basis, department managers perform the following tasks:

- Monitor leave events through leave views.
- Enter hours for employees' leave cases.

On a pay period or as-needed basis, managers perform the following task:

- Run leave reports

Common Leave Administrator Tasks

On a pay-period or as-needed basis, typical Leave Administrator tasks include:

- Determine eligibility and open leave cases.
- Administer open leave cases, including documentation.
- Enter hours for employees' continuous leave cases.
- Run leave reports.



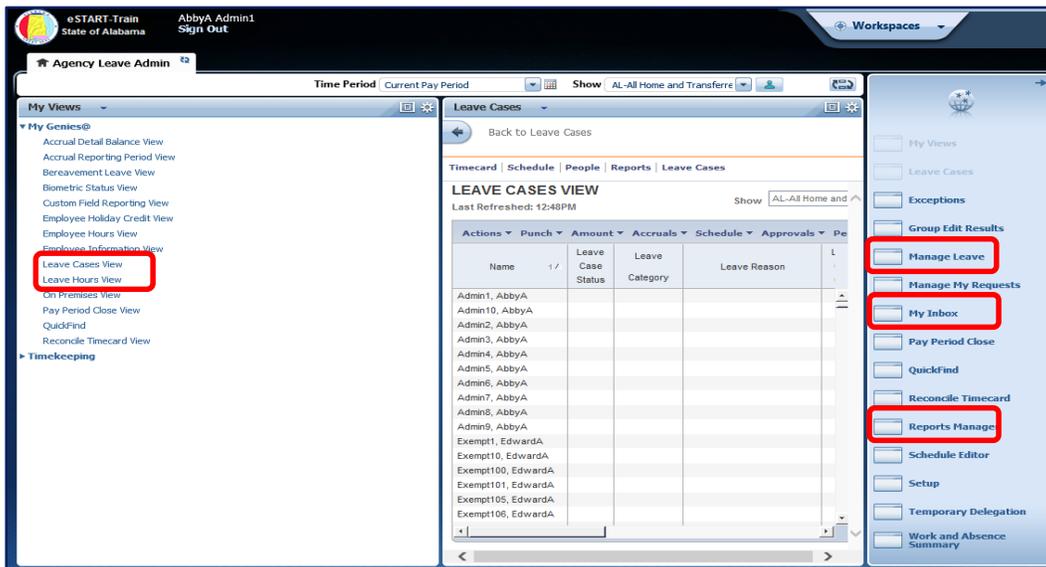
Managing Leave

Exploring Leave Tools in eSTART

Purpose

The navigator is your starting point for creating and maintaining your employees' time and leave information. There are four key tools available in the Related Items pane that help you to perform common leave tasks, such as entering your employees' leave takings, and monitoring leave cases.

Key Leave Tools



NOTE: The view above is the default view for an Agency/Leave Administrator. If the Leave Administrator does not also have Agency Administrator access, the default view will be the **Leave Cases View** with different selections on the Related Items pane.



Navigator area	Description
Manage Leave	Use the Manage Leave to review incoming leave messages and process leave requests.
My Inbox	Use My Inbox to view messages pertaining to Leave Cases. If an administrator uses an Agency email account, the message will be received in there as well.
My Views	Access the My Views workspace in eSTART to view Leave Views such as Leave Hours View and Leave Cases View . You can also use this workspace to access employee timecards for purposes of entering leave time for employees.
Reports Manager	Access the Reports Manager workspace in eSTART to run and view leave reports, such as the Leave Hours Detail and Leave Hours Summary reports.



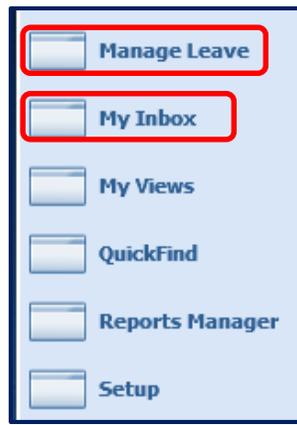
My Inbox

Purpose

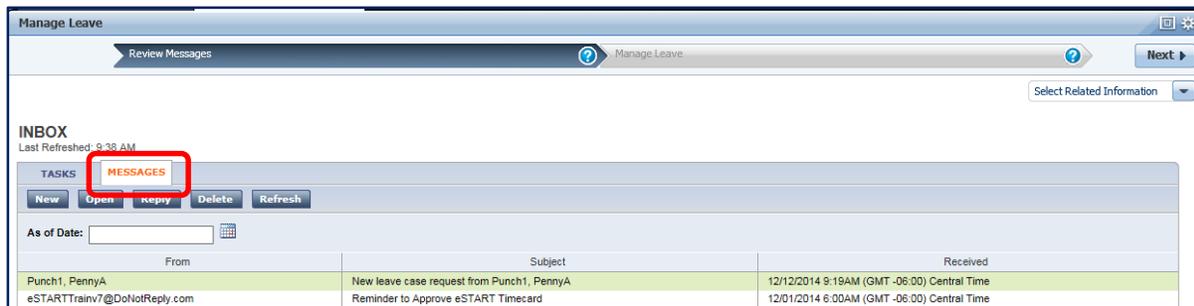
If an employee requests a leave case, the Leave Administrator will receive a notification in the eSTART inbox and Agency email inbox.

NOTE: When a manager opens a leave case for the employee, a message will not be generated. The best practice is to monitor the **Leave Cases View** on a daily basis. This is discussed further in the next section.

To verify these messages in eSTART, navigate to the related items pane and select **My Inbox** or **Manage Leave**. In this example, **Manage Leave** was selected.



1. Select the **Messages** tab.
2. Click on a message to open it, if needed.





A sample message:

From: Punch1, PennyA
Subject: New leave case request from Punch1, PennyA
Received: 12/12/2014 9:19AM (GMT -06:00) Central Time

Employee ID: 10201
NEW LEAVE CASE DETAILS
Leave Category: FMLA
Leave Reason: Serious Health Condition
Leave Frequency: Continuous
Case Status: Submitted
Start Date: 1/02/2015
End Date: 1/01/3000
Leave Hours: Same hours each day
Approximate Daily Leave Hours: 8
Details: surgery

This leave case has been created with a status of 'submitted'. Once you have taken appropriate action, please contact the employee and notify them of results and next steps.

[Close](#) [Reply](#) [Delete](#) [Print](#) [Help](#)

Select the **Next** button on the screen below to access the **Leave Cases View** page.

The screenshot shows the 'Manage Leave' interface. At the top, there is a 'Review Messages' tab and a 'Next' button highlighted with a red box. Below this is an 'INBOX' section with a table of messages.

From	Subject	Received
Punch1, PennyA	New leave case request from Punch1, PennyA	12/12/2014 9:19AM (GMT -06:00) Central Time
eSTARTTrain7@DoNotReply.com	Reminder to Approve eSTART Timesard	12/01/2014 6:00AM (GMT -06:00) Central Time

The functions of the **Leave Cases View** screen are discussed in the **Exploring the Leave Cases View** section.

The screenshot shows the 'Leave Cases View' interface. It includes a navigation bar with 'Timecard | Schedule | People | Reports | Leave Cases' and a 'LEAVE CASES VIEW' section with various filters and a table of leave cases.

Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Documents	New Leave Requests	Leave End Date
Punch1, PennyA	Submitted	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	12/12/2014	1/02/2015			



Accessing Leave Views

Purpose

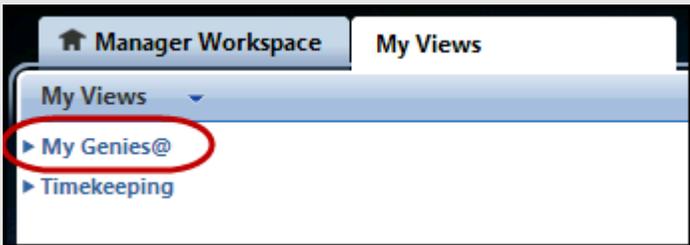
eSTART includes the following leave views:

- Leave Cases View
- Leave Hours View

You can use either of these views as a starting point for viewing and monitoring employee leave cases.

Example

You want to access the Leave Views.

Steps		
1	Click the arrow next to My Genies to expand the category.	
2	Click the desired Leave View .	



Using the Tools in Leave Views

Quick Links are located at the top of the View, and let you quickly access editors and tools that display information specific to one or more employees. For example, select an employee and click the Timecard quick link to access his or her timecard for purposes of adding leave time; or select multiple employees and click the **Reports** quick link to generate a report for only those selected employees.

The **Action** bar allows you to perform certain tasks for employees, such as adding a new leave case.



Areas	Description
Quick links	Allows you to quickly access the Timecard, Schedule, People Editor, Reports or Leave Cases related to any employees you select from the Name column.
Action bar	Allows you to perform tasks to selected employees, such as editing punches, approving timecards, and other common tasks.



Tip

- Use the **Ctrl** key to select more than one employee not listed next to each other.
- Use the **Shift** key to select all employees listed between two employees, including the two employees.
- Click and drag the mouse to select employees.
- Choose **Actions>Select All** to select all employees.



NOTE

These tools are common to both the **Leave Hours View** and the **Leave Cases View**.



Search Tools

The **Show** drop-down lets you select and display a specific group of employees. The default setting for the Show field is **All Home**, which displays all employees in the agency. You can use the **Show** field to further refine your selection to include employees in a specific group, such as only those employees who are working in a particular area.

The **Time Period** field lets you define the timeframe for which you want to view information. The default setting for the Time Period field is **Current Pay Period**. You can select a predefined date period option, such as Previous Pay Period or Yesterday. Alternatively, you can define a specific date or range of dates. The time period you select determines the leave information displayed on the page.

My Views ▾

← Back to My Views

Timecard | Schedule | People | Reports | Leave Cases

LEAVE HOURS VIEW

Last Refreshed: 3:14PM

Show Time Period

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Leave ▾

Name	Leave Case Status	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Time	Last Date/Committed Unpaid Leave Time
Punch120, PennyB	Open	FBABY	1/02/2015		80:00	80:00	1/15/2015	1/15/2015
Stamp1, SandyB	Open	FPART	11/01/2014		8:00	8:00	12/16/2014	12/16/2014



Exploring the Leave Hours View

Purpose

The **Leave Hours View** is especially useful for viewing total leave hours. It also provides other information about each leave case in eSTART, including:

- Leave Case Status
- Last date of committed paid and unpaid leave time
- Leave end date (if one is provided)

This screen is used for reviewing leave cases, but may also be used to link to the Leave Case Editor.

Key Information in the Leave Hours View

Timecard Schedule People Reports Leave Cases												
LEAVE HOURS VIEW												
Last Refreshed: 8:18AM		Show <input type="text" value="AL-All Home and Transf..."/>		<input type="button" value="Edit"/>		Time Period <input type="text" value="Next Pay Period"/>		<input type="button" value="Refresh"/>				
Actions ▾ Punch ▾ Amount ▾ Schedule ▾ Leave ▾												
Name	2/	Leave Case Status	13	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Time	Last Date/Committed Unpaid Leave Time	Total Paid Leave Takings	Total Unpaid Leave Takings
Punch1, PennyA		Open		SLFILL	12/16/2014	12/26/2014	40:00	40:00	12/26/2014	12/26/2014	40:00	40:00
Stamp1, SandyA		Open		FPARNT	11/01/2014		8:00	8:00	12/16/2014	12/16/2014	8:00	8:00
Exempt1, EdwardA												
Manager1, JuniorA												
Newby1, NeilA												

Column	Description
Leave Case Status	Indicates the status of the leave case for the specified time period. Statuses may include: Open, Closed, Submitted, or Retracted.
Leave Case Code	Type of leave, such as Self or Family.
Leave Start Date	This is the first day that the employee goes on leave of absence.
Leave End Date	This is the employee's expected return date.
Committed Paid/ Unpaid Leave Time	The Committed Paid Leave Time and Committed Unpaid Leave Time columns show the amount of paid and unpaid time that has been committed to the schedule or timecard in the selected time period.
Last Date/Committed Paid/Unpaid Leave Time	The Last Date/Committed Paid Leave Time and Last Date/Committed Unpaid Leave Time columns show the date of the last committed paid and unpaid amounts.
Total Paid/Unpaid Leave Time	The Total Paid Leave Takings and Total Unpaid Leave Takings columns show the total amount of paid and unpaid leave that an employee has taken.



Exercise

You want to know when employee **Penny Punch** will return from maternity leave and how much leave time has been committed to **Sandy Stamp's** timecard.

Steps																																					
<p>1 Click the arrow next to My Genies to expand the category.</p>																																					
<p>2 Click the Leave Hours View.</p>																																					
<p>3 From the Show drop-down list, select All Home and Transfer In.</p>																																					
<p>4 From the Time Period drop-down list, select Next Pay Period.</p>																																					
<p>5 NOTE. Click two column headers to sort the data.</p> <ul style="list-style-type: none"> • A down arrow shows the sort as descending; an up arrow shows the sort as ascending. • A number displays in each column heading next to the up or down arrow to identify the primary sorting column. 																																					
<p>6</p> <ul style="list-style-type: none"> • Find Penny Punch and view the date in the Leave End Date column. • Find Sandy Stamp and view the hours in the Committed Paid Leave Time column. 	<table border="1"> <thead> <tr> <th>Name</th> <th>Leave Case Status</th> <th>Leave Case Cod</th> <th>Leave Start Date</th> <th>Leave End Date</th> <th>Committed Paid Leave Time</th> </tr> </thead> <tbody> <tr> <td>Exempt2, EdwardA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Manager2, JuniorA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Newby2, NeilA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Stamp2, SandyA</td> <td>Open</td> <td>FPARNT</td> <td>2/01/2014</td> <td></td> <td>8:00</td> </tr> <tr> <td>Punch2, PennyA</td> <td>Open</td> <td>SLFILL</td> <td>3/16/2014</td> <td>3/26/2014</td> <td>40:00</td> </tr> </tbody> </table>	Name	Leave Case Status	Leave Case Cod	Leave Start Date	Leave End Date	Committed Paid Leave Time	Exempt2, EdwardA						Manager2, JuniorA						Newby2, NeilA						Stamp2, SandyA	Open	FPARNT	2/01/2014		8:00	Punch2, PennyA	Open	SLFILL	3/16/2014	3/26/2014	40:00
Name	Leave Case Status	Leave Case Cod	Leave Start Date	Leave End Date	Committed Paid Leave Time																																
Exempt2, EdwardA																																					
Manager2, JuniorA																																					
Newby2, NeilA																																					
Stamp2, SandyA	Open	FPARNT	2/01/2014		8:00																																
Punch2, PennyA	Open	SLFILL	3/16/2014	3/26/2014	40:00																																



Exploring the Leave Cases View

Purpose

The Leave Cases View is especially useful for viewing leave reasons and frequencies. It also provides other information about each leave case in eSTART including:

- Leave case status
- Leave category
- Initial leave request date

This screen is used for reviewing leave cases, but may also be used to link to the Leave Case Editor.

Key Information in the Leave Cases View

My Views												
Back to My Views												
Timecard Schedule People Reports Leave Cases												
LEAVE CASES VIEW												
Last Refreshed: 12:04PM												
Show All Home <input type="button" value="Edit"/> Time Period Current Pay Period <input type="button" value="Refresh"/>												
Actions Punch Amount Accruals Schedule Approvals Person Leave												
Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date	
Punch1, PennyA	Submitted	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	12/12/2014	1/02/2015				
Stamp1, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014	✓			
Stamp1, SandyA	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Approved	12/12/2014	12/12/2014				
Stamp10, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014				
Stamp100, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014				
Stamp101, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014				
Stamp105, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014				
Stamp106, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014	11/01/2014				

Column	Description
Leave Case Status	Indicates the status of the leave case for the specified time period. Statuses may include: Open, Closed, Submitted, or Retracted.
Leave Category	Type of leave, such as FMLA, Military or Educational.
Leave Reason	Indicates a more specific leave such as serious health condition or birth.
Leave Case Code	Type of leave, such as Self or Family.
Leave Frequency	Indicates whether the employee is on continuous or intermittent leave.
Leave Case Approval Status	Indicates whether a leave request is approved, pending or denied.
Initial Leave Request Date	Date the leave request was made.
Leave Start Date	Date leave starts for an employee.
Documents Overdue	A check in this column indicates that a document is overdue.
New Leave Request	A check in this column indicates additional time requested on an existing leave case.
Leave End Date	The expected date on which an employee returns to work.



New or Submitted Leave Cases

An employee may submit a request for a case, or the Leave Administrator may enter the information for the case.

Exercise

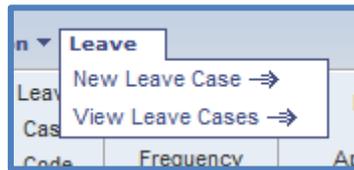
Sandy Stamp has upcoming surgery and will be out for the next three weeks. You will open a continuous case for her.

From the **Leave Cases View**, highlight the case and select the **Leave** drop-down.

NOTE: The **Leave** drop-down and **Leave Cases** link are also available from **Leave Hours View**.

Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date
Stamp1, SandyB	Submitted	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	12/12/2014
Punch120, PennyB	Open	FMLA	Birth	FBABY	Continuous	Approved	12/12/2014
Stamp1, SandyB	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014

1. If using the **Leave** drop-down, select:
 - a. **View Leave Cases** to view a submitted or active case or
 - b. **New Leave Case** to begin a new case.



2. If using the **Leave Cases** link, the screen below will display. Select:
 - a. **Edit** to view a submitted or active case or
 - b. **New** to begin a new case.

	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date
<input type="checkbox"/>	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	11/01/2014
<input checked="" type="checkbox"/>	Submitted	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	1/02/2015



The Leave Case Editor will display, defaulted to the **General>Case Summary** page. If the employee submitted the case, the status displays as **Submitted** and no other options are available for edit.

NOTE: The **Leave Start Date** is the date the employee is to begin their leave. The **Initial Leave Request Date** is the date the employee gives notification of the leave.

The screenshot shows the 'LEAVE CASE EDITOR' interface for Person & Id Stamp1, SandyB (20401) and Leave Case SLFILL 1/02/2015 - <None>. The 'GENERAL' tab is active, and the 'CASE SUMMARY' section is displayed. The 'Case Status' dropdown menu is set to 'Submitted' and is highlighted with a red box. Other fields include: Leave Start Date (1/02/2015), Leave End Date (<None>), Initial Leave Request Date (12/12/2014), Requested Daily Leave Hours (8), Leave Category (FMLA), Reason (Serious Health Condition), Leave Frequency (Continuous), Leave Case Code (SLFILL), Case Approval Status (Pending), and Details (Surgery). Buttons for 'Save', 'Save & Return', 'Return', and 'Refresh' are visible at the top.

3. Change the **Case Status** to **Open**. The additional options are now available for editing.

The screenshot shows the 'LEAVE CASE EDITOR' interface for Person & Id Stamp1, SandyB (20401) and Leave Case SLFILL 1/02/2015 - <None>. The 'GENERAL' tab is active, and the 'CASE SUMMARY' section is displayed. The 'Case Status' dropdown menu is now set to 'Open'. Other fields include: Leave Start Date (1/02/2015), Leave End Date (empty), Initial Leave Request Date (12/12/2014), Requested Daily Leave Hours (8), Leave Category (FMLA), Reason (Serious Health Condition), Leave Frequency (Continuous), Leave Case Code (SLFILL), Case Approval Status (Pending), and Details (Surgery). Buttons for 'Save', 'Save & Return', 'Return', and 'Refresh' are visible at the top.



NOTE: The **Leave Case Code** field defaults based on the selection in the **Reason** drop-down. This can be edited when the employee has more than one leave case open for the same type, as in the example below.

4. Once all fields are updated, select **Save & Next**. This will aid in navigating through the **General** tab of the Leave case.

The **Additional Information** screen below will not be used.

5. Select **Save & Next** to continue.



The **Eligibility & Leave Types** screen displays. This screen gives the Leave Administrator the ability to verify the employee’s eligibility and their available Leave balances.

NOTE:

- During the first year that an Agency is on eSTART select **Bypass Eligibility Check** since the previous worked hours will not be available in eSTART. If **Check Eligibility** is used during this time, the eligibility check will fail.
- Once the Agency has been using eSTART for 365 days, the **Check Eligibility** feature may be utilized.

Check Eligibility Screen

Qualifiers	Operator	Required Amount	Time Period	Reference Date	Employee's Actual Amount
Number of Days Employed	More than or equal to	365 Calendar days		counting from BENEFIT EFFECT DATE - FMLA	731
Number of Hours Worked	More than or equal to	1250:00 hh:mm	over 365 days	prior to Leave Start Date	202



Bypass Eligibility Check Screen

Once the **Bypass Eligibility Check** option is selected, the screen below populates with the Paid and Unpaid Leave types that the employee has available.

This screen allows the user to select the types of leave that the employee chooses to use for their leave case. The check boxes may be unchecked if the specific type of leave will not be used.

NOTE: FMLA cases use leave in a certain order, which is determined by a Leave Cascade, based on the case type. See the **Extended Leave Cascade** job aid for this information. Military Leave does not use a cascade.

Also, the types listed in the **Unpaid Leave Type** section are for tracking purposes only and should remain selected.

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 5/18/2015
Leave End Date <None> Initial Leave Request Date 4/23/2015

Eligibility Requirements have been bypassed. [Check Eligibility →](#)
[Bypass Eligibility Check →](#)
[Grant Leave →](#)

* Leave Balances as of 4/30/2015 [Apply](#)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual	0:00	47:00
<input checked="" type="checkbox"/>	LV - Comp	0:00	0:00
<input checked="" type="checkbox"/>	LV - Excess Annual	0:00	0:00
<input checked="" type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Personal	0:00	8:00
<input checked="" type="checkbox"/>	LV - Sick	0:00	70:35

Use in this Leave Case	Unpaid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	FMLA Serious Health Condition	0:00	480:00
<input checked="" type="checkbox"/>	Non-FMLA Tracking	0:00	9999:00

[Save & Next →](#)

6. Select **Save & Next** to go to the **Documents** screen.

NOTE: See Appendix for specific information about **Long Leave Without Pay**, **Non-FMLA Long Leave Without Pay** and **Long Military Leave Without Pay** types.



Documents Screen

The **Documents** screen is used to create and view documents that are associated with the Leave case for the employee.

7. Select a document to be generated for the employee.
8. From the **Select an Action** drop-down, select **View Document**.

LEAVE CASE EDITOR Person & Id Stamp1, SandyB (20401)
Leave Case SLFILL 1/02/2015 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh Select an Action
View Document
Forward Documents...
Send Mail...
Regenerate Document

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

DOCUMENTS

Leave Start Date 1/02/2015
Leave End Date <None> Initial Leave Request Date 12/12/2014

<input type="checkbox"/>	Document Name /	Last Generated on Date/Time
<input checked="" type="checkbox"/>	WH-380-E Certification of Health Care Provider for	
<input type="checkbox"/>	WH-380-F Certification of Health Care Provider for	
<input type="checkbox"/>	WH-381 Notice of Eligibility and Rights and Respon	
<input type="checkbox"/>	WH-382 Designation Notice	
<input type="checkbox"/>	WH-384 Certification of Qualifying Exigency for Mi	
<input type="checkbox"/>	WH-385 Certification for Serious Injury or Illness	
<input type="checkbox"/>	WH-385-V Certification for Serious Injury or Illne	

Save & Next →

The message below displays at the bottom of the page.

9. Select **Open**.

Do you want to open or save sample.xml from kronosqa.state.al?

Open Save Cancel X

The selected document opens for viewing and will be populated with the appropriate case information, as in the sample below. It will open in Protected View.

10. Select the **Enable Editing** button in Microsoft Word. This will allow the document to be saved.

sample.xml (Protected View) - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer

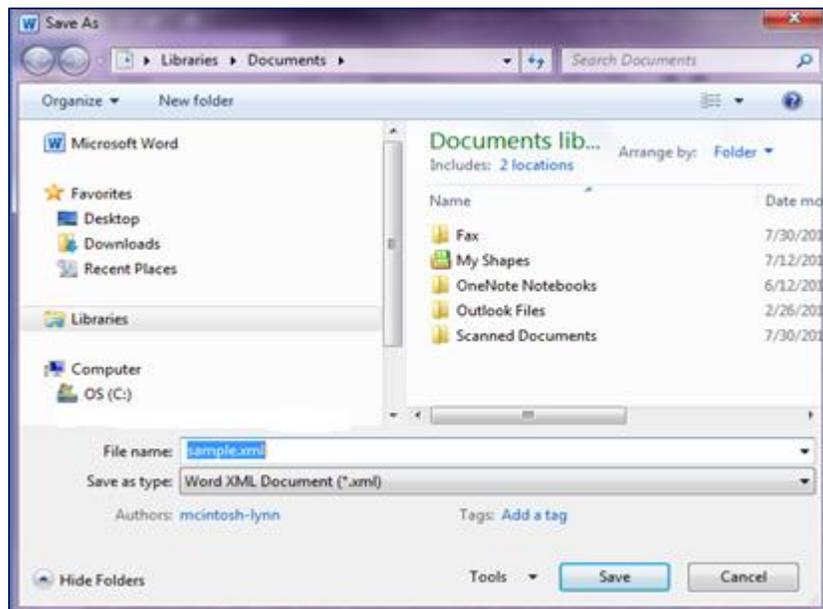
Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing



Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)	U.S. Department of Labor Wage and Hour Division	 U.S. Wage and Hour Division
OMB Control Number: 1235-0003 Expires: 2/28/2015		
SECTION I: For Completion by the EMPLOYER INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.		
Employer name and contact: Click here to enter text.		
Employee's job title: Click here to enter text. Regular work schedule: Click here to enter text.		
Employee's essential job functions: Click here to enter text.		
Check if job description is attached: <input type="checkbox"/>		
SECTION II: For Completion by the EMPLOYEE INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).		
Your name: Stamp1, SandyB		
First: SandyB	Middle:	Last: Stamp1

Before sending to the employee, key the applicable data in the fields for each form. Then save the document.

11. Select **File>Save As**. The **Save As** screen displays with the default file name.





12. Save the sample document with a different file name and type.

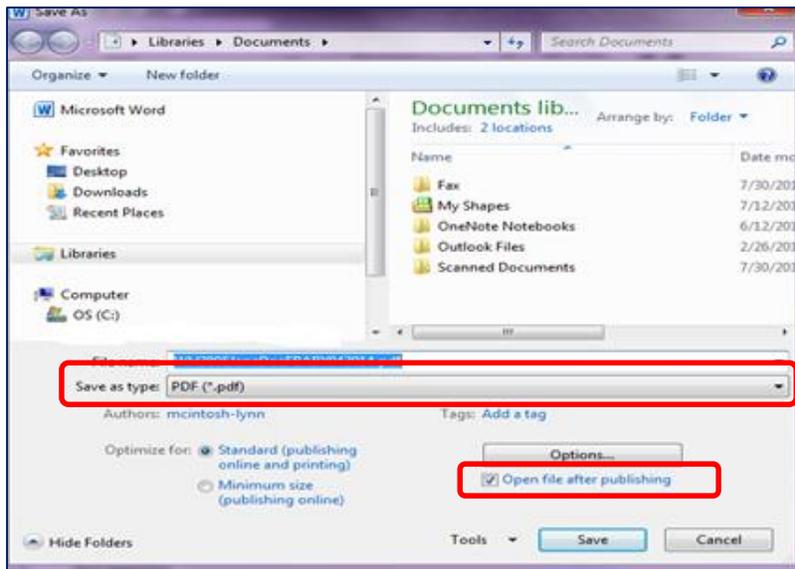
NOTE: The recommended standard for saving these documents is:

- Employee name
- Document name
- Start date of the case

For example: **JohnDoeWH380E043014.pdf**

Change the file name to the standard, as above.

13. From the **Save as** type drop-down, select **PDF (*.pdf)**. Leave the **Open file after publishing** check box selected. Then select **Save**.



The file opens in Adobe Reader.

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act) U.S. Department of Labor Wage and Hour Division 

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Employer name and contact: [Click here enter text.](#)

Employee's job title: [Click here enter text.](#) Regular work schedule: [Click here enter text.](#)

Employee's essential job functions: [Click here enter text.](#)

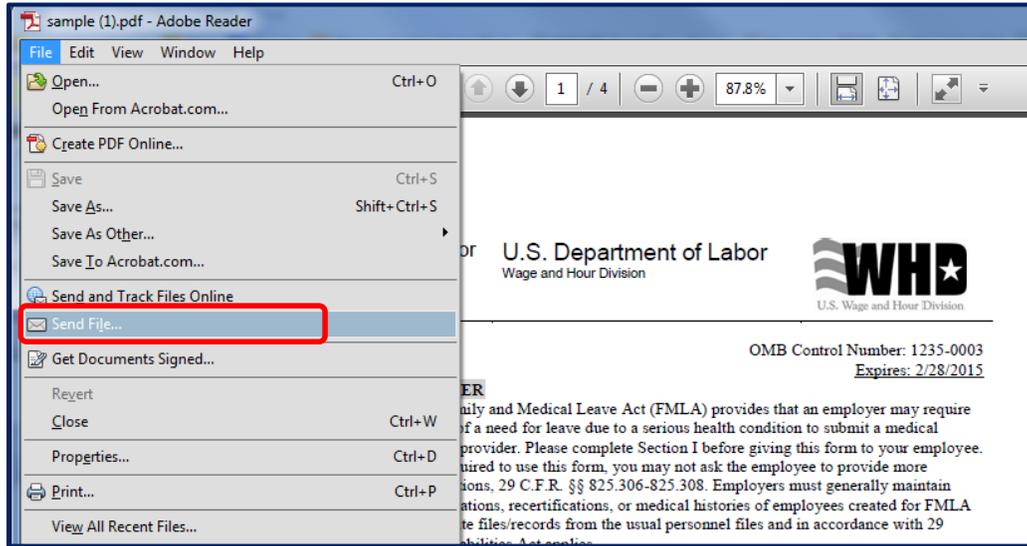
Check if job description is attached:

SECTION II: For Completion by the EMPLOYEE
INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: Stamp1, SandyB
 First: SandyB Middle: Last: Stamp1

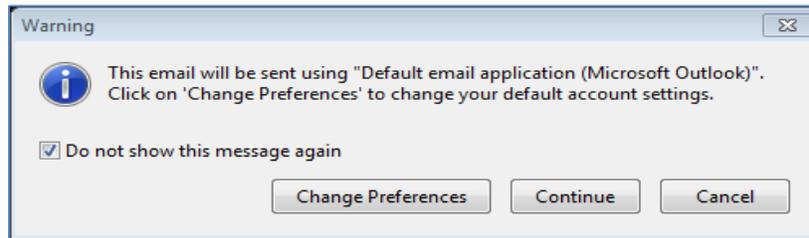


14. To send the document, select **File>Send File**.



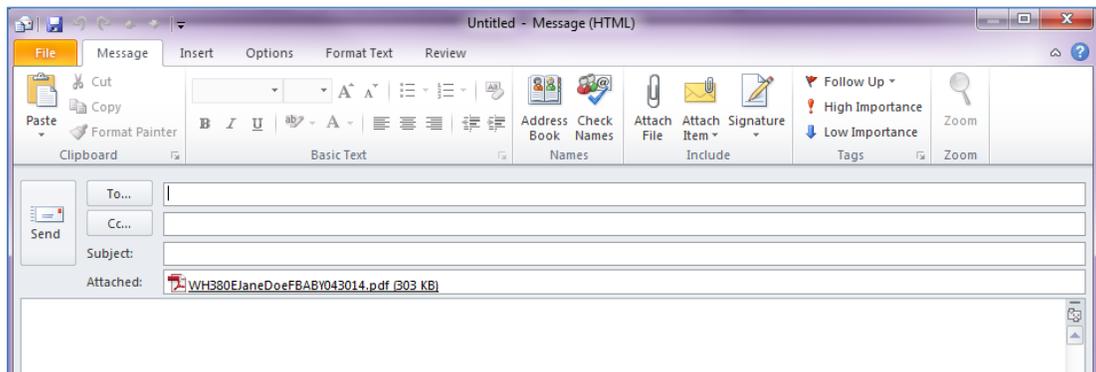
A message may display, as below.

15. If so, leave the **Do not show this message again** check box selected. Then click on the **Continue** button.



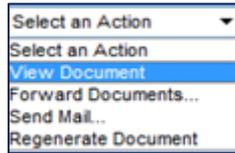
A new email message window opens with the document attached.

16. Complete the remaining information for the email and send to the employee. The employee's manager may also be copied on the email if needed.





Additional Information about Sending Documents



- **View Document** opens the selected document and allows saving and sending.
- **Forward Document – Do Not Use – this will forward a document link that will not be activated.**
- **Send mail** can be used to send a reminder to the employee’s Inbox and/or Agency email for any needed or missing information.
- **Regenerate Document** is referenced in the paragraph below.

Once **View Document** is selected above and the document is viewed/saved, the date and time will populate in the **Last Generated on Date/Time** field, as below. If the document needs to be regenerated for any reason, select **Regenerate Document** from the **Select an Action** drop-down. The document may then be changed and resent to the employee if needed. The **Last Generated on Date/Time** column for the document will be updated.

<input type="checkbox"/>	Document Name	Last Generated on Date/Time
<input checked="" type="checkbox"/>	WH-380-E Certification of Health Care Provider for	2/11/2014 9:05AM
<input type="checkbox"/>	WH-380-F Certification of Health Care Provider for	
<input type="checkbox"/>	WH-381 Notice of Eligibility and Rights and Respon	
<input type="checkbox"/>	WH-382 Designation Notice	

17. Select **Save & Next** to go to the **Document Status** screen.

Document Status Screen

18. Select the appropriate **Leave Document Status** for the documents sent to the employee as well as the status date.

The screenshot shows the 'DOCUMENT STATUS' screen with a table of documents. The table has the following columns: Document Name, Original Due Date, Leave Document Status, Status Date, and Extended Due Date. The first row is highlighted, and a dropdown menu is open for the 'Leave Document Status' column, showing options: Sent-Pending Return, Sent-Complete, Received-Incomplete, Received-Complete, and Not Applicable. The 'Status Date' for the first row is 12/12/2014. There are also buttons for 'Save', 'Save & Return', 'Return', and 'Refresh' at the top, and a 'Save & Next' button at the bottom.

19. Select the **Save & Next** button to go to the **Frequency & Duration** screen.



Frequency & Duration Screen

The **Frequency & Duration** screen allows administrators to enter the anticipated frequency and duration of leave episodes in the leave case. This will most commonly be used for intermittent cases.

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

FREQUENCY & DURATION

Leave Start Date 1/02/2015
Leave End Date <None> Initial Leave Request Date 12/12/2014

Frequency: [] times per [] [] Period
Duration: [] hours or [] day(s) per episode

Total Time
Total of [] hours per [] Period

Estimated Reduced Schedule
[] hours per day; [] days per week
from [] through []

* Start Date 1/02/2015
Expiration Date []
Note []

20. Add any needed information to this screen.
21. Select **Save & Next** to go to the **Notifications** screen.



Notifications Screen

The **Notifications** screen is not currently used.

22. Select the **Save & Next** button to go to the **Employment Status** screen.

Employment Status Screen

The screen below is informational only. The **Length of Service** may be keyed if desired.

23. Select the **Save & Next** button to go to the **Leave Rules** screen.



Leave Rules Screen

The appropriate leave rule must be selected from the Leave Rule screen.

24. Click on the arrow in the **Leave Rule** column.
25. Once the arrow is selected, the **Select Leave Rule** screen will display.

Rule Name /	Description	Paid Leave Types	Unpaid Leave Types
<input type="radio"/> <None>			
<input type="radio"/> Adoption Foster care	Alabama FMLA Family Adoption Foster Care = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay LV - Sick	FMLA Adoption Foster care, Non-FMLA Tracking
<input type="radio"/> Birth	Alabama FMLA Self Birth = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay LV - Sick	FMLA Birth, Non-FMLA Tracking
<input type="radio"/> Family - Serious Health Condition	Alabama FMLA Family Serious Health Condition = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay LV - Sick	FMLA Family - Serious Health Condition, Non-FMLA Tracking
<input type="radio"/> Military Caregiver	Alabama FMLA Family Military Caregiver = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay LV - Sick	FMLA Family - Serious Health Condition, FMLA Military Caregiver, Non-FMLA Tracking
<input type="radio"/> Military Exigency	Alabama FMLA Family Exigency = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay	FMLA Military Exigency, Non-FMLA Tracking
<input type="radio"/> Prior FMLA Usage	FMLA Transactions for Prior Year		Prior FMLA Usage
<input checked="" type="radio"/> Self - Serious Health Condition	Alabama FMLA Self Serious Health Condition = Personal, Comp, Annual, Donated and LWOP	LV - Annual LV - Comp LV - Excess Annual LV - Leave Without Pay LV - Long Leave Without Pay LV - Sick	FMLA Serious Health Condition, Non-FMLA Tracking

26. Select the appropriate **Leave Rule** for the case.
27. Click the **Select & Return** button.
28. The leave rule displays on the **Leave Rules** page.
29. **Save** the Leave Rule. At this point the case is now open and active. Time may now be committed to the employee's timecard.

At this point the case has been opened. The next step is to project and commit the time to the employee's timecard.



Projecting and Committing Time from the Leave Calendar

Projecting time from the Leave Calendar

Projecting the time before committing allows the Leave Administrator to see the order the employee's leave will be used. Project the leave time through the end date of the case.

1. Select the **Leave Calendar** tab.
2. When the **Leave Calendar** displays, select or verify the range of dates for the case.

LEAVE CASE EDITOR Person & Id Stamp1, SandyB (20401)
Leave Case SLFILL 1/02/2015 - <None>

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Range of Dates 1/02/2015 1/15/2015 Apply

View Width Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	31	1	2 SLFILL First Day	3
Jan	4	5	6	7	8	9	10
	11	12	13	14	15	16	17

3. Open the **Select an Action** drop-down list to project Leave time.

Select an Action

- Add Projected Leave Time...
- Add Projected Leave Time Over Long Range...
- Recalculate Projected Takings
- Complete Projected Takings...
- Override Projected Leave Time/Takings...
- Commit to Schedule/Timecard...
- Undo Commit...
- Delete Projected Leave Time...
- Apply Attendance Rules...
- View Legend

NOTE: To add time to a *continuous* Leave case, select **Add Projected Leave Time Over Long Range...**

Or, if the Leave case is *intermittent*, select **Add Projected Leave Time...** instead. This will add leave time to the first day of the case. Any additional hours may be added at a later date, or by the manager through the Leave Case Editor or directly into the employee's timecard.

An employee may also submit a time off request for an open and approved leave case. See the **Employee Pay Codes for Time Off Requests** job aid for this process.



4. Select **Add Projected Leave Time Over Long Range...** The screen below displays.
5. Complete the appropriate fields.

6. Select **Save & Return.**

The **Leave Calendar** will be populated with the leave takings. The font will display in light, unbolded colors since the time is “projected” only. Once the time is committed to the Timecard, the font color will display in bold print.

LEAVE CASE EDITOR Person & Id Stamp1, SandyB (20401)
Leave Case SLFILL 1/02/2015 - <None>

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh | Day Detail | Select an Action

Time Period Range of Dates 1/02/2015 1/15/2015 Apply

View Width Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	28	29	30	31	1	2	3	
						SLFILL First Day SLFILL 8:00 LVSick 8:00 FMLSHC 8:00		
Jan	4	5 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	6 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	7 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	8 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	9 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	10	Jan
	11	12 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	13 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	14 SLFILL 8:00 LVAnul 0:45 LVSick 7:15 FMLSHC 8:00	15 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	16	17	



Another way to view the actual leave takings is to select the **Takings List** tab. This screen will provide a better view of the order of the takings.

In the example below, Sick Leave is used first based on the type of case. Once depleted, the system will use the next available balance, based on the Leave Cascade.

NOTE: See **Extended Leave Cascade** job aid.

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS														
<input type="button" value="Save"/> <input type="button" value="Save & Return"/> <input type="button" value="Return"/> <input type="button" value="Refresh"/> Select an Action														
Time Period: Range of Dates 1/02/2015 1/30/2015 <input type="button" value="Apply"/>														
<input type="checkbox"/>	Day	Date	Leave Time Amount	Paid Leave				Unpaid Leave			Additional Information			
				LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Long Leave Without Pay	LV - Sick	FMLA Serious Health Condition		Non-FMLA Traveling		
<input type="checkbox"/>	Fri	1/02/2015	8:00							8:00	8:00		First Day	
<input type="checkbox"/>	Mon	1/05/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Tue	1/06/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Wed	1/07/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Thu	1/08/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Fri	1/09/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Mon	1/12/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Tue	1/13/2015	8:00							8:00	8:00			
<input type="checkbox"/>	Wed	1/14/2015	8:00	0.45						7.15	8:00			
<input type="checkbox"/>	Thu	1/15/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Fri	1/16/2015	8:00	3.40						4.20	8:00			
<input type="checkbox"/>	Mon	1/19/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Tue	1/20/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Wed	1/21/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Thu	1/22/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Fri	1/23/2015	8:00	8:00							8:00			
<input type="checkbox"/>	Mon	1/26/2015	8:00	7.35			0.25				8:00			
<input type="checkbox"/>	Tue	1/27/2015	8:00				8:00				8:00			
<input type="checkbox"/>	Wed	1/28/2015	8:00				8:00				8:00			
<input type="checkbox"/>	Thu	1/29/2015	8:00				8:00				8:00			
<input type="checkbox"/>	Fri	1/30/2015	8:00				8:00				8:00			
Committed				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Projected				60:00	0:00	8:00	32:25	0:00	75:35	168:00	0:00			
Total				60:00	0:00	0:00	32:25	0:00	75:35	168:00	0:00			
Committed Leave Time				0:00										
Projected Leave Time				168:00										

7. If the leave takings are correct, the time may now be committed to the timecard.



Committing Time for a Continuous Case

Committing the time allows the Leave Administrator to add time for the leave case to the employee's timecard. Commit the leave time through then end of the **next pay period or the first holiday**, whichever comes first. If desired, the pay codes for the leave may be added directly into the timecard. However, this method ensures the time is used in the order projected.

1. Return to the **Leave Calendar** tab.
2. Select **Commit to Schedule/Timecard...** from the **Select an Action** drop-down.

The screen below displays.

3. Select the end date for the committed time and complete the appropriate fields.
4. Select **Save & Return**.



Leave Calendar view of the same dates. The font displays in dark, bold colors now that the time has been committed to the timecard.

GENERAL		LEAVE REQUESTS		LEAVE CALENDAR		TAKINGS LIST		AUDITS	
Save		Save & Return		Return		Refresh		Day Detail	
Time Period		Range of Dates		1/02/2015		1/16/2015		Apply	
View Width		Week		Month		Multiple Months			
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		28	29	30	31	1	2	3	
							SLFILL First Day SLFILL 8:00 LVSick 8:00 FMLSHC 8:00		
Jan		4	5	6	7	8	9	10	
			SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVSick 8:00 FMLSHC 8:00		
		11	12	13	14	15	16	17	
			SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	SLFILL 8:00 LVAnul 0:45 LVSick 7:15 FMLSHC 8:00	SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	SLFILL 8:00 LVAnul 3:40 LVSick 4:20 FMLSHC 8:00		

To view the order of the takings, select the **Takings List** tab. Notice that the committed days are darker than the projected days in the screen shot below.

GENERAL		LEAVE REQUESTS		LEAVE CALENDAR		TAKINGS LIST		AUDITS				
Save		Save & Return		Return		Refresh		Select an Action				
Time Period		Range of Dates		1/02/2015		1/30/2015		Apply				
		Paid Leave					Unpaid Leave			Additional Information		
<input type="checkbox"/>	Day	Date	Leave Time Amount	LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Long Leave Without Pay	LV - Sick	FMLA Serious Health Condition	Non-FMLA Tracking	
<input type="checkbox"/>	Fri	1/02/2015	8:00						8:00	8:00		First Day
<input type="checkbox"/>	Mon	1/05/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Tue	1/06/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Wed	1/07/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Thu	1/08/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Fri	1/09/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Mon	1/12/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Tue	1/13/2015	8:00						8:00	8:00		
<input type="checkbox"/>	Wed	1/14/2015	8:00	0:45					7:15	8:00		
<input type="checkbox"/>	Thu	1/15/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Fri	1/16/2015	8:00	3:40					4:20	8:00		
<input type="checkbox"/>	Mon	1/19/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Tue	1/20/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Wed	1/21/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Thu	1/22/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Fri	1/23/2015	8:00	8:00					8:00	8:00		
<input type="checkbox"/>	Mon	1/26/2015	8:00	7:35			0:25		8:00	8:00		
<input type="checkbox"/>	Tue	1/27/2015	8:00				8:00		8:00	8:00		
<input type="checkbox"/>	Wed	1/28/2015	8:00				8:00		8:00	8:00		
<input type="checkbox"/>	Thu	1/29/2015	8:00				8:00		8:00	8:00		
<input type="checkbox"/>	Fri	1/30/2015	8:00				8:00		8:00	8:00		
Committed				8:45	0:00	0:00	0:00	0:00	71:15	80:00	0:00	
Projected				51:15	0:00	0:00	32:25	0:00	4:20	88:00	0:00	
Total				60:00	0:00	0:00	32:25	0:00	75:35	168:00	0:00	
Committed Leave Time			80:00									
Projected Leave Time			80:00									



5. Select the **Quick Link** to the employee **Timecard** to verify the committed dates.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR Person & Id Stamp1, SandyB (20401)
Leave Case SLFILL 1/02/2015 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | **TAKINGS LIST** | AUDITS

Save Save & Return Return Refresh Select an Action

Time Period [Range of Dates] 1/02/2015 1/30/2015 Apply

	Day	Date	Leave Time Amount	Paid Leave					Unpaid Leave			Additional Information	
				LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Long Leave Without Pay	LV - Sick	FMLA Serious Health Condition	Non-FMLA Tracking		
<input type="checkbox"/>	Fri	1/02/2015	8:00						8:00	8:00			First Day
<input type="checkbox"/>	Mon	1/05/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Tue	1/06/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Wed	1/07/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Thu	1/08/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Fri	1/09/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Mon	1/12/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Tue	1/13/2015	8:00						8:00	8:00			
<input type="checkbox"/>	Wed	1/14/2015	8:00	0.45					7:15	8:00			
<input type="checkbox"/>	Thu	1/15/2015	8:00	8:00						8:00			

Timecard for the pay period displays.

TIMECARD Name & ID Stamp1, SandyB 20401
Loaded: 12:43PM Time Period 1/01/2015 - 1/31/2015, Range of Dates

Save Actions Punch Amount Accruals Comment Approvals Reports Leave

	Date	Punch	Amount	Accruals	Comment	Approvals	Reports	Leave	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Thu 1/01	New Year's Day	8:00														8:00	8:00
	Fri 1/02	LV - FMLA TRACKING	8:00														8:00	16:00
	Fri 1/02	LV - SICK LEAVE TAKEN	8:00															16:00
	Sat 1/03																	16:00
	Sun 1/04																	16:00
	Mon 1/05	LV - FMLA TRACKING	8:00														8:00	24:00
	Mon 1/05	LV - SICK LEAVE TAKEN	8:00														8:00	32:00
	Tue 1/06	LV - FMLA TRACKING	8:00														8:00	40:00
	Tue 1/06	LV - SICK LEAVE TAKEN	8:00														8:00	48:00
	Wed 1/07	LV - FMLA TRACKING	8:00														8:00	56:00
	Wed 1/07	LV - SICK LEAVE TAKEN	8:00															
	Thu 1/08	LV - FMLA TRACKING	8:00														8:00	48:00
	Thu 1/08	LV - SICK LEAVE TAKEN	8:00														8:00	48:00
	Fri 1/09	LV - FMLA TRACKING	8:00														8:00	56:00
	Fri 1/09	LV - SICK LEAVE TAKEN	8:00														8:00	56:00

TOTALS & SCHEDULE LEAVE REPORTING PERIOD VIEW AUDITS

Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
LV - FMLA TRACKING	80:00	Thu 1/01				
LV - SICK LEAVE TAKEN	71:15	Fri 1/02				
LV - ANNUAL LEAVE TAKEN	8:45	Sat 1/03				
HOLIDAY TAKEN	8:00	Sun 1/04				
HOLIDAY EARNED	8:00	Mon 1/05				
		Tue 1/06				
		Wed 1/07				



Best Business Practice

The best practice is to:

- **Add Projected Time Over Long Range** to the end of the case.
- **Commit** the time through the end of the **next pay period or the first Holiday**, whichever comes first.



Removing Time Committed on a Holiday

If the time was projected for a long range that included a Holiday, it can be easily corrected. In this example, a few extra steps are needed in order for this time to show correctly in the timecard.

	Date	Pay Code	Amount	In
X	Sun 1/18			
	Mon 1/19	LV - ANNUAL LEAVE TAKEN	8:00	
	Mon 1/19	LV - FMLA TRACKING	8:00	
	Mon 1/19	Robert E Lee - MLK Jrs Birthday	8:00	
	Tue 1/20	LV - ANNUAL LEAVE TAKEN	8:00	
	Tue 1/20	LV - FMLA TRACKING	8:00	
	Wed 1/21	LV - ANNUAL LEAVE TAKEN	8:00	
	Wed 1/21	LV - FMLA TRACKING	8:00	
	Thu 1/22	LV - ANNUAL LEAVE TAKEN	8:00	
	Thu 1/22	LV - FMLA TRACKING	8:00	
	Fri 1/23	LV - ANNUAL LEAVE TAKEN	8:00	
	Fri 1/23	LV - FMLA TRACKING	8:00	

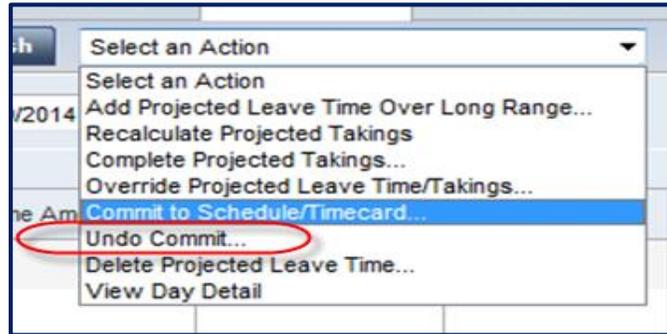
1. In order to correct this, navigate back to the Leave case by selecting the **Leave Cases** link.
2. Select the **Edit** button to return to the **Leave Case Editor**.
3. Click on the **Leave Calendar** tab.

	Sun	Mon	Tue	Wed	Thu	Fri
	28	29	30	31	1	2 SLFILL First Day SLFILL 8:00 LVSick 8:00 FMLSHC 8:00
	4	5 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	6 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	7 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	8 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	9 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00
Jan	11	12 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	13 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	14 SLFILL 8:00 LVAnul 0:45 LVSick 7:15 FMLSHC 8:00	15 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	16 SLFILL 8:00 LVAnul 3:40 LVSick 4:20 FMLSHC 8:00
	18	19 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	20 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	21 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	22 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	23 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00

4. Click on the **Holiday Date** to select it.



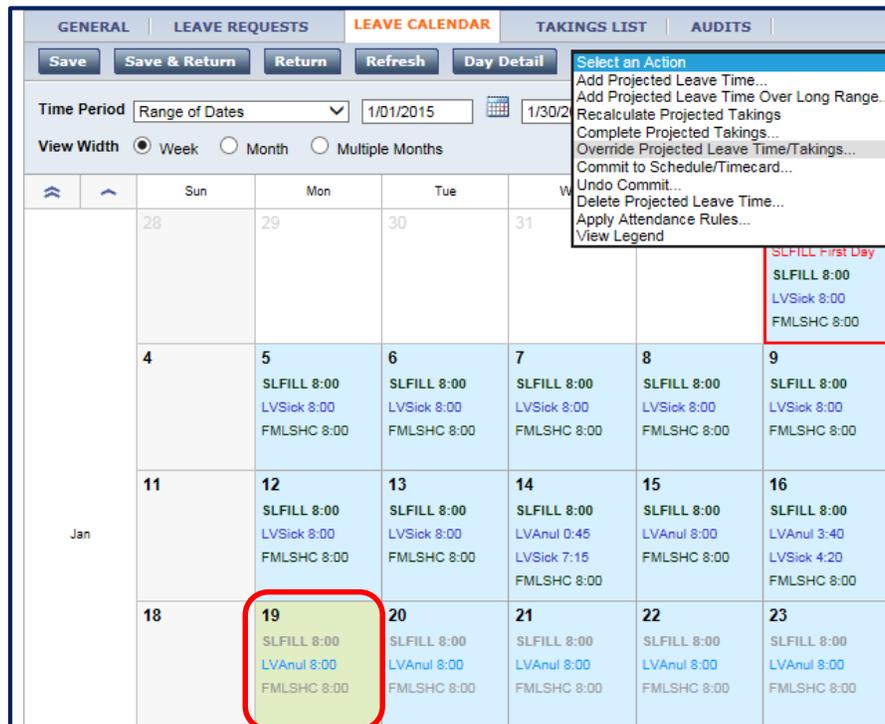
- Select **Undo Commit** from the **Select an Action** drop-down.



- Verify the date and edit if needed. Then select **Save & Return** from the screen below.



- Once the time is no longer committed, select the date on the calendar again. Select **Override Projected Leave Time/Takings** from the **Select an Action** drop-down.





8. The **Override Projected Leave Time/Takings** screen will display as below. Delete the amount from any field where one is present or click the **X** on the far left of the row to remove all takings for that date.
9. Then select **Save & Return**.

Time Period		Range of Dates		1/01/2015 - 1/30/2015					
		Paid Leave			Unpaid Leave				
*Date	*Leave Time Amount h:m:mn	LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Long Leave Without Pay	LV - Sick	FMLA Serious Health Condition	Non-FMLA Tracking
<input checked="" type="checkbox"/>	1/19/2015	8:00						8:00	

The **Leave Calendar** now displays the 19th correctly.

		Save		Save & Return		Return		Refresh		Day Detail		Select an Action		
Time Period		Range of Dates		1/01/2015		1/30/2015				Apply				
View Width		<input checked="" type="radio"/> Week		<input type="radio"/> Month		<input type="radio"/> Multiple Months								
		Sun	Mon	Tue	Wed	Thu	Fri							
		28	29	30	31	1	2							
							SLFILL First Day SLFILL 8:00 LVSick 8:00 FMSLHC 8:00							
		4	5	6	7	8	9							
			SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00						
		11	12	13	14	15	16							
			SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVSick 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 0:45 LVSick 7:15 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 3:40 LVSick 4:20 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00						
		18	19	20	21	22	23							
Jan				SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00	SLFILL 8:00 LVAnul 8:00 FMSLHC 8:00						



- The time will now need to be re-committed to the timecard, starting on the day following the holiday, in order to display correctly.

The screenshot shows a calendar interface with a grid of dates from Jan 28 to Jan 23. A dropdown menu is open over the calendar, listing actions like 'Commit to Schedule/Timecard...'. The date 20 is highlighted with a red box.

Time Period	Range of Dates	1/01/2015	1/30/2015				
View Width	<input checked="" type="radio"/> Week <input type="radio"/> Month <input type="radio"/> Multiple Months						
Jan	28	29	30	31			
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	

- Select **Commit to Schedule/Timecard** from the **Select an Action** drop-down. The screen below displays.

The screenshot shows a form titled "Commit to Schedule/Timecard" with the following fields:

- Commit End Date: 1/23/2015
- Takings Type: Both paid and unpaid takings
- Destination: Timecard
- Transfer: (empty field)

Buttons: Save & Return, Return, Refresh, Save & Return (with arrow)

- Enter the **Commit End Date** Verify the information on the screen.
- Select **Save & Return**.



14. Verify the committed time on the calendar.

<input type="button" value="Save"/> <input type="button" value="Save & Return"/> <input type="button" value="Return"/> <input type="button" value="Refresh"/> <input type="button" value="Day Detail"/> <input type="button" value="Select an Action"/>						
Time Period		Range of Dates		1/01/2015	1/30/2015	<input type="button" value="Apply"/>
View Width						
<input checked="" type="radio"/> Week <input type="radio"/> Month <input type="radio"/> Multiple Months						
	Sun	Mon	Tue	Wed	Thu	Fri
	28	29	30	31	1	2 SLFILL First Day SLFILL 8:00 LVSick 8:00 FMLSHC 8:00
	4	5 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	6 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	7 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	8 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	9 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00
Jan	11	12 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	13 SLFILL 8:00 LVSick 8:00 FMLSHC 8:00	14 SLFILL 8:00 LVAnul 0:45 LVSick 7:15 FMLSHC 8:00	15 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	16 SLFILL 8:00 LVAnul 3:40 LVSick 4:20 FMLSHC 8:00
	18	19	20 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	21 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	22 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00	23 SLFILL 8:00 LVAnul 8:00 FMLSHC 8:00

View the employee timecard to verify that the Holiday is displaying correctly and no longer has committed leave time for that day.

TIMECARD						
Loaded: 1:52PM		Name & ID		Stamp1, SandyB	20401	
		Time Period		1/16/2015 - 1/26/2015, Range of Dates		
<input type="button" value="Save"/> <input type="button" value="Actions"/> <input type="button" value="Punch"/> <input type="button" value="Amount"/> <input type="button" value="Accruals"/> <input type="button" value="Comment"/> <input type="button" value="Approvals"/> <input type="button" value="Reports"/> <input type="button" value="Leave"/>						
	Date	Pay Code	Amount	In	Transfer	Out
	Fri 1/16	LV - ANNUAL L...	3:40			
	Fri 1/16	LV - FMLA TRA...	8:00			
	Fri 1/16	LV - SICK LEAV...	4:20			
	Sat 1/17					
	Sun 1/18					
	Mon 1/19	Robert E Lee - M...	8:00			
	Tue 1/20	LV - ANNUAL L...	8:00			
	Tue 1/20	LV - FMLA TRA...	8:00			
	Wed 1/21	LV - ANNUAL L...	8:00			
	Wed 1/21	LV - FMLA TRA...	8:00			
	Thu 1/22	LV - ANNUAL L...	8:00			
	Thu 1/22	LV - FMLA TRA...	8:00			
	Fri 1/23	LV - ANNUAL L...	8:00			
	Fri 1/23	LV - FMLA TRA...	8:00			
	Sat 1/24					
	Sun 1/25					

TOTALS & SCHEDULE		LEAVE REPORTING PERIOD VIEW		AUDITS	
				Date	
				Fri 1/16	
				Sat 1/17	
				Sun 1/18	
				Mon 1/19	
				Tue 1/20	
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				Thu 1/22	
				Fri 1/23	
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				Thu 9/30	



Other Types of Leave Cases

Purpose

The information below pertains to other types of leave cases that may be needed.

FMLA Long Leave Without Pay

Using the Leave Cascade

To use the Leave Cascade, the **Paid Leave Types** should remain selected.

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual	0:00	330:35
<input checked="" type="checkbox"/>	LV - Comp	0:00	0:00
<input checked="" type="checkbox"/>	LV - Excess Annual	0:00	0:00
<input checked="" type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Sick	0:00	556:50

NOTE: If **LV – Long Leave Without Pay** is selected **with** other leave types that **have a balance**, only the other types will be used. That is **LV-Long Leave Without Pay** will **NOT** be used.

But, if **LV – Long Leave Without Pay** is selected **with** other leave types that **DO NOT** have a balance, only **LV – Long Leave Without Pay** will be used.



Using Long Leave Without Pay

In order to use **LV-Long Leave Without Pay**, all other **Paid Leave Types** must be **unchecked**. That is, uncheck all “Paid Leave Types” EXCEPT **LV-Long Leave Without Pay**.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR Person & Id SANDERS, TERRY W (156503)
Leave Case SLFILL 3/20/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 3/20/2014
Leave End Date <None> Initial Leave Request Date 3/20/2014

Employee is eligible for the following Leave Type(s) as of Leave Start Date: [Check Eligibility ->](#)

* Leave Balances as of 3/31/2014 [Apply](#) [Bypass Eligibility Check ->](#)
[Grant Leave ->](#)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input type="checkbox"/>	LV - Annual	0.00	330.35
<input type="checkbox"/>	LV - Comp	0.00	0.00
<input type="checkbox"/>	LV - Excess Annual	0.00	0.00
<input type="checkbox"/>	LV - Leave Without Pay	0.00	9999.00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0.00	9999.00
<input type="checkbox"/>	LV - Sick	0.00	556.50

NOTE: If **LV – Long Leave Without Pay** is selected **with** other leave types that **have a balance**, only the other types will be used. Since **LV-Long Leave Without Pay** will **NOT** be used, it should be unchecked.

But, if **LV – Long Leave Without Pay** is selected **with** other leave types that **DO NOT** have a balance, then only **LV – Long Leave Without Pay** will be used.

Non-FMLA Long Leave Without Pay

If an employee has been on leave without pay that is not related to an FMLA case for 19 consecutive days, there is no leave case to be opened in eSTART. From the employee’s timecard, select the **ULLWP-Tracking** pay code for tracking purposes only.



Military Leave

Military Leave does not cascade through the leave types. Since all paid leave types are selected by default, any that are not to be used **must be unselected**.

NOTE: If more than one paid leave type remains selected, ALL selected types will be used. That is, the employee will be erroneously charged time from each selected type.

For example, two paid types are selected in the screen shot below.

Eligibility Requirements have been bypassed. Check Eligibility →

* Leave Balances as of Apply Bypass Eligibility Check →

Grant Leave →

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual Leave Non FMLA	0:00	142:40
<input type="checkbox"/>	LV - Comp Time Non FMLA	0:00	0:00
<input type="checkbox"/>	LV - Excess Annual Non FMLA	0:00	24:00
<input type="checkbox"/>	LV - Holiday Non FMLA	0:00	8:00
<input type="checkbox"/>	LV - Long Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Personal Non FMLA	0:00	8:00
<input checked="" type="checkbox"/>	LV - Sick Non FMLA	0:00	98:05
<input type="checkbox"/>	Military Leave - Federal	0:00	168:00

The result of selecting two paid leave type codes above is that **all selected types will be charged**. In the screen shot below, the codes in blue text indicate the time that will be charged from each type. **This employee would be charged twice in error.**

GENERAL		LEAVE REQUESTS		LEAVE CALENDAR		TAKINGS LIST		AUDITS	
Save Save & Return Return Refresh Day Detail Select an Action									
Time Period Range of Dates 8/10/2015 8/28/2015 Apply									
View Width <input checked="" type="radio"/> Week <input type="radio"/> Month <input type="radio"/> Multiple Months									
	Sun	Mon	Tue	Wed	Thu	Fri			
	9	10 MILFED First Day MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	11 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	12 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	13 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	14 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00			
Aug	16	17 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	18 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	19 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	20 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	21 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00			
	23	24 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	25 MILFED 8:00 LVAMIL 8:00 SKNFML 8:00 MILDTY 8:00	26 MILFED 8:00 LVAMIL 8:00 SKNFML 8:15 MILDTY 8:00	27 MILFED 8:00 LVAMIL 8:00 MILDTY 8:00	28 MILFED 8:00 LVAMIL 8:00 MILDTY 8:00			



The correct way to do this is to use only one type. In the following example, **LV-Long Military Leave Without Pay** will be used. All other paid leave types must be unchecked. The **Military Duty Leave Tracking** code is an unpaid leave type and must remain selected. For each military case, one paid leave type and one unpaid leave type must be selected.

Eligibility Requirements have been bypassed. Check Eligibility →

* Leave Balances as of Apply Bypass Eligibility Check →

Grant Leave →

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input type="checkbox"/>	LV - Annual Leave Non FMLA	0:00	149:10
<input type="checkbox"/>	LV - Comp Time Non FMLA	0:00	0:00
<input type="checkbox"/>	LV - Excess Annual Non FMLA	0:00	24:00
<input type="checkbox"/>	LV - Holiday Non FMLA	0:00	8:00
<input checked="" type="checkbox"/>	LV - Long Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Personal Non FMLA	0:00	8:00
<input type="checkbox"/>	LV - Sick Non FMLA	0:00	102:25
<input type="checkbox"/>	Military Leave - Federal	0:00	168:00

Use in this Leave Case	Unpaid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	Military Duty Leave Tracking	0:00	9999:00

Once takings have been projected, the calendar displays with leave time charged only to one paid leave type. This is correct. The time can now be committed to the timecard.

NOTE: If any projected, uncommitted time is in the calendar when a leave type is changed, the projected, uncommitted time **will be changed** to the new leave type. Committed time will not be changed.

GENERAL		LEAVE REQUESTS		LEAVE CALENDAR		TAKINGS LIST		AUDITS	
Save Save & Return Return Refresh Day Detail Select an Action									
Time Period		Range of Dates		8/10/2015		8/28/2015		Apply	
View Width		<input checked="" type="radio"/> Week <input type="radio"/> Month <input type="radio"/> Multiple Months							
		Sun	Mon	Tue	Wed	Thu	Fri		
	9		10 MILFED First Day MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	11 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	12 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	13 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	14 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00		
	16		17 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	18 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	19 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	20 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	21 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00		
	23		24 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	25 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	26 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	27 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	28 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00		



Generating Leave Reports

Purpose

Employee leave information is available in several different leave reports. You can generate leave reports on a daily, weekly, or pay-period basis, or any time you need information to accomplish your business tasks. For example, you can run the **Leave Hours Detail** report to review the types of leave hours for each shift that has been committed to an employee's timecard.

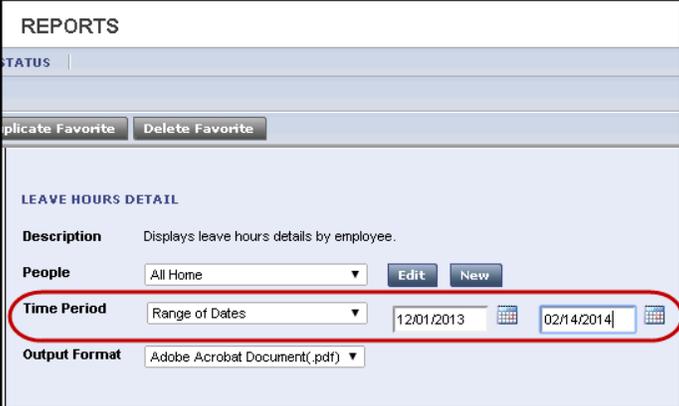
Example

You want to review Sandy Stamp's leave hours for each shift since she began her leave of absence on December 1st. Generate the **Leave Hours Detail** report to view this information.

Steps

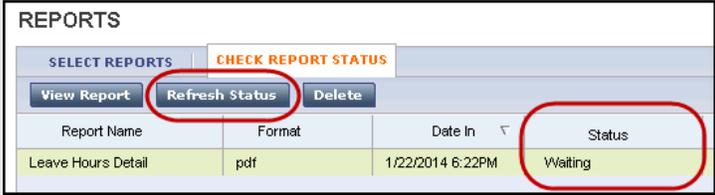
<p>1 In the Related Items pane, click the arrow to expand the pane, and select Reports Manager.</p>	
<p>2 On the Select Report tab, click the plus sign (+) next to Leave to expand the category.</p>	



Steps		
3	Select the Leave Hours Detail report.	 <p>A dropdown menu titled '- Leave' is shown. It contains three options: 'Leave Hours Detail', 'Leave Hours Summary', and 'Leave Hours Summary (Excel)'.</p>
4	From the People drop-down list, select the group of employees whose leave hours you want to view.	 <p>The 'SELECT REPORTS' page is shown. The 'Leave Hours Detail' report is selected. The 'People' dropdown menu is highlighted with a red box and contains the text 'Previously Selected Employee(s)'. Other fields include 'Time Period' set to 'Next Pay Period' and 'Output Format' set to 'Adobe Acrobat Document(.pdf)'.</p>
5	From the Time Period drop-down list, select the time period, or select Range of Dates and enter the date ranges you want to view.	 <p>The 'REPORTS' page is shown. The 'Leave Hours Detail' report is selected. The 'Time Period' dropdown menu is highlighted with a red box and set to 'Range of Dates'. Two date input fields are visible, containing '12/01/2013' and '02/14/2014'.</p>
6	Click Run Report .	 <p>The 'SELECT REPORTS' page is shown. The 'Run Report' button is highlighted with a red box. The 'Leave Hours Detail' report is selected. The 'People' dropdown menu is set to 'Previously Selected Employee(s)'.</p>



Steps

<p>7</p> <p>You are redirected to the Check Report Status tab.</p> <p>Review information in the Status column.</p> <p>Click Refresh Status.</p> <p>Wait until Complete displays in the Status column.</p>	 <p>REPORTS</p> <p>SELECT REPORTS CHECK REPORT STATUS</p> <p>View Report Refresh Status Delete</p> <table border="1"><thead><tr><th>Report Name</th><th>Format</th><th>Date In</th><th>Status</th></tr></thead><tbody><tr><td>Leave Hours Detail</td><td>pdf</td><td>1/22/2014 6:22PM</td><td>Waiting</td></tr></tbody></table>	Report Name	Format	Date In	Status	Leave Hours Detail	pdf	1/22/2014 6:22PM	Waiting
Report Name	Format	Date In	Status						
Leave Hours Detail	pdf	1/22/2014 6:22PM	Waiting						
<p>8</p> <p>To view the report, click the report name and select View Report. (Sample leave reports display in the following section.)</p>	 <p>REPORTS</p> <p>SELECT REPORTS CHECK REPORT STATUS</p> <p>View Report Refresh Status Delete</p> <table border="1"><thead><tr><th>Report Name</th><th>Format</th><th>Date In</th><th>Status</th></tr></thead><tbody><tr><td>Leave Hours Detail</td><td>pdf</td><td>1/22/2014 6:22PM</td><td>Complete</td></tr></tbody></table>	Report Name	Format	Date In	Status	Leave Hours Detail	pdf	1/22/2014 6:22PM	Complete
Report Name	Format	Date In	Status						
Leave Hours Detail	pdf	1/22/2014 6:22PM	Complete						
<p>9</p> <p>(Optional) To print the report, click the print icon on the floating menu bar.</p>	 <p>Navigation icons: Home, Back, Forward, Search, Print (circled)</p>								



Sample Leave Reports

Leave Hours Detail

The **Leave Hours Detail** report lists detailed leave information for employees with open or closed leave cases for the requested time period.

Use the **Leave Hours Detail** report when you want to view leave information included in the Leave Cases View and the Leave Hours View, in one convenient report.

The report is sorted alphabetically by employee and includes (but is not limited to):

- Leave Case Status
- Leave Type
- Leave Type Amount
- Leave Category
- Leave Reason
- Committed Hours
- Additional Information

The following illustration is an example of the **Leave Hours Detail** report.

Leave Hours Detail									
Time Period: 12/01/2013 - 2/14/2014					Executed on: 1/22/2014 5:22PM GMT-06:00		Printed for: JohnA.Manager1		
Query: All Home									
Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Latest Committed Date/Paid Leave	Latest Committed Date/Unpaid Leave
Stamp1, SandyA		ID: 10401							
Open	Family	Family - Parent Intermittent	FPARNT	1/22/2014	12/1/2013			2/5/2014	2/5/2014
		Day	Date	Indicator	Leave Time Amount	Leave Type	Committed Hours	Additional Information	
		Rule: Family - Serious Health Condition as of 12/1/2013							
		Sun	12/1/2013					First Day	
		Mon	12/2/2013		8:00	LV - Sick	8:00		
						FMLA Family - Serious Health Condition	8:00		
		Wed	2/5/2014		4:00	LV - Sick	4:00		
						FMLA Family - Serious Health Condition	4:00		
Leave Case Totals for Selected Time Period									
		Leave Type			Total Committed Hours				
		LV - Sick			12:00				
		FMLA Family - Serious Health			12:00				
					Committed Leave Time: 12:00				
Total Number of Employees: 1									



Leave Hours Summary

The **Leave Hours Summary** report lists, for each employee, all open or closed leave cases in the requested time period, as well as any requested leave cases in the requested time period.

Use the **Leave Hours Summary** report to itemize and record total committed hours in a specified time period.

The report is sorted alphabetically by employee and includes (but is not limited to):

- Leave Case Status
- Leave Category
- Leave Reason
- Total Committed Continuous Hours
- Total Committed Intermittent Hours

The following illustration is an example of the **Leave Hours Summary** report.

Leave Hours Summary											
Time Period: 12/01/2013 - 2/15/2014										Executed on: 1/23/2014 3:35PM GMT-05:00	
Query: All Home										Printed for: SuperUser	
Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Total Committed Paid Hours	Total Committed Unpaid Hours	Total Committed Continuous Hours	Total Committed Intermittent Hours
Stamp1, SandyA ID: 10401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Total:								12:00	12:00	0:00	12:00
Stamp1, SandyB ID: 20401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Stamp1, SandyC ID: 30401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Stamp1, SandyD ID: 40401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		0:00	0:00	0:00	0:00
Total:								0:00	0:00	0:00	0:00
Stamp1, SandyE ID: 50401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Total Number of Employees: 10											



Stamp1, SandyA ID: 10401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Total:								12:00	12:00	0:00	12:00



Leave Hours Summary (Excel)

The options and report content in the **Leave Hours Summary (Excel)** report are the same as the Leave Hours Summary report.

Use the **Leave Hours Summary (Excel)** report if you plan to export the results to Excel for further sorting and analysis.

The following illustration is an example of the **Leave Hours Summary (Excel)** report.

Leave Hours Summary (Excel)													
Time Period: 12/01/2013 - 2/15/2014													
Query: All Home													
Executed on: 1/23/2014 3:59PM GMT-05:00													
Printed for: SuperUser													
Name	ID	Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Total Committed Paid Hours	Total Committed Unpaid Hours	Total Committed Continuous Hours	Total Committed Intermittent Hours
Punch1, PennyA	10201	Open	Self	Birth	Continuous	FBABY	1/21/2014	12/2/2013	1/31/2014	0:00	0:00	0:00	0:00
Punch1, PennyB	20201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyC	30201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyD	40201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyE	50201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Stamp1, SandyA	10401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Stamp1, SandyB	20401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Stamp1, SandyC	30401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Stamp1, SandyD	40401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		0:00	0:00	0:00	0:00
Stamp1, SandyE	50401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00

Other available reports are:

- **Employee Leave Document Due Dates** - displays leave document due dates by employee.
- **Leave Hours Summary Sort** – displays a summary of Leave Hours by employee. This report is similar to the one above but can be sorted by the leave category, status, reason, etc.
- **Leave Task List** – displays a list of notifications in order of notification date.
- **Leave Trends** – shows trends in employee leave time for continuous and intermittent leave cases, including charts and graphs.



NOTES