

Committing Intermittent Leave to the Timecard



The Leave Case Editor allows you to enter intermittent leave time for an **open** leave case, such as when an employee has an ongoing doctor's appointment or physical therapy.

- 1 From a Leave View, select the specific set of employees from the **Show** drop-down list.
- 2 Select the specific time period from the **Time Period** drop-down list.
- 3 Select one or more employees whose timecards you want to access and click the **Timecard** link.
- 4 Select **Leave > Edit**.

Show: AL-All Home and Transferred-In [Edit]
Time Period: Next Pay Period [Refresh]

Timecard | Schedule | People | Reports | Leave Cases

TIMECARD
Loaded: 1:15PM
Name & ID: Stamp1, SandyA 10401
Time Period: Next Pay Period

| Date | Pay Code | Amount | In | Transf |
|----------|----------|--------|----|--------|
| Sat 3/01 | | | | |
| Sun 3/02 | | | | |
| Mon 3/03 | | | | |
| Tue 3/04 | | | | |
| Wed 3/05 | | | | |
| Thu 3/06 | | | | |

- 5 In the **Leave Time Amount** column, click the cell for the applicable day(s) and enter the number of leave time hours for each day.
Note: Leave time must be entered in 15 minute increments.

LEAVE CASE EDITOR
Leave Case: FPARNT 1/01/2014 - <None> [View Leave Case]
Case Status: Open

| Date | Leave Time Amount |
|---------------|------------------------|
| Sat 3/01/2014 | <input type="text"/> |
| Sun 3/02/2014 | <input type="text"/> |
| Mon 3/03/2014 | <input type="text"/> |
| Tue 3/04/2014 | 3 <input type="text"/> |
| Wed 3/05/2014 | <input type="text"/> |
| Thu 3/06/2014 | <input type="text"/> |
| Fri 3/07/2014 | <input type="text"/> |

- 6 Click **Save & Close**.

- 7 The timecard will display.

Select **Actions > Refresh** and confirm that the leave time displays in the timecard.

For exempt employees, it may be necessary to rekey their remaining time for the day, unless the leave time was for a full day.

TIMECARD
Loaded: 1:27PM

| Date | Pay Code | Amount |
|----------|---------------------|--------|
| Sat 3/01 | | |
| Sun 3/02 | | |
| Mon 3/03 | | |
| Tue 3/04 | LV - FMLA TRAC... | 3:00 |
| Tue 3/04 | LV - SICK LEAVE ... | 3:00 |
| Wed 3/05 | | |

Note: Contact your Leave Administrator if you cannot use the Leave Case Editor.