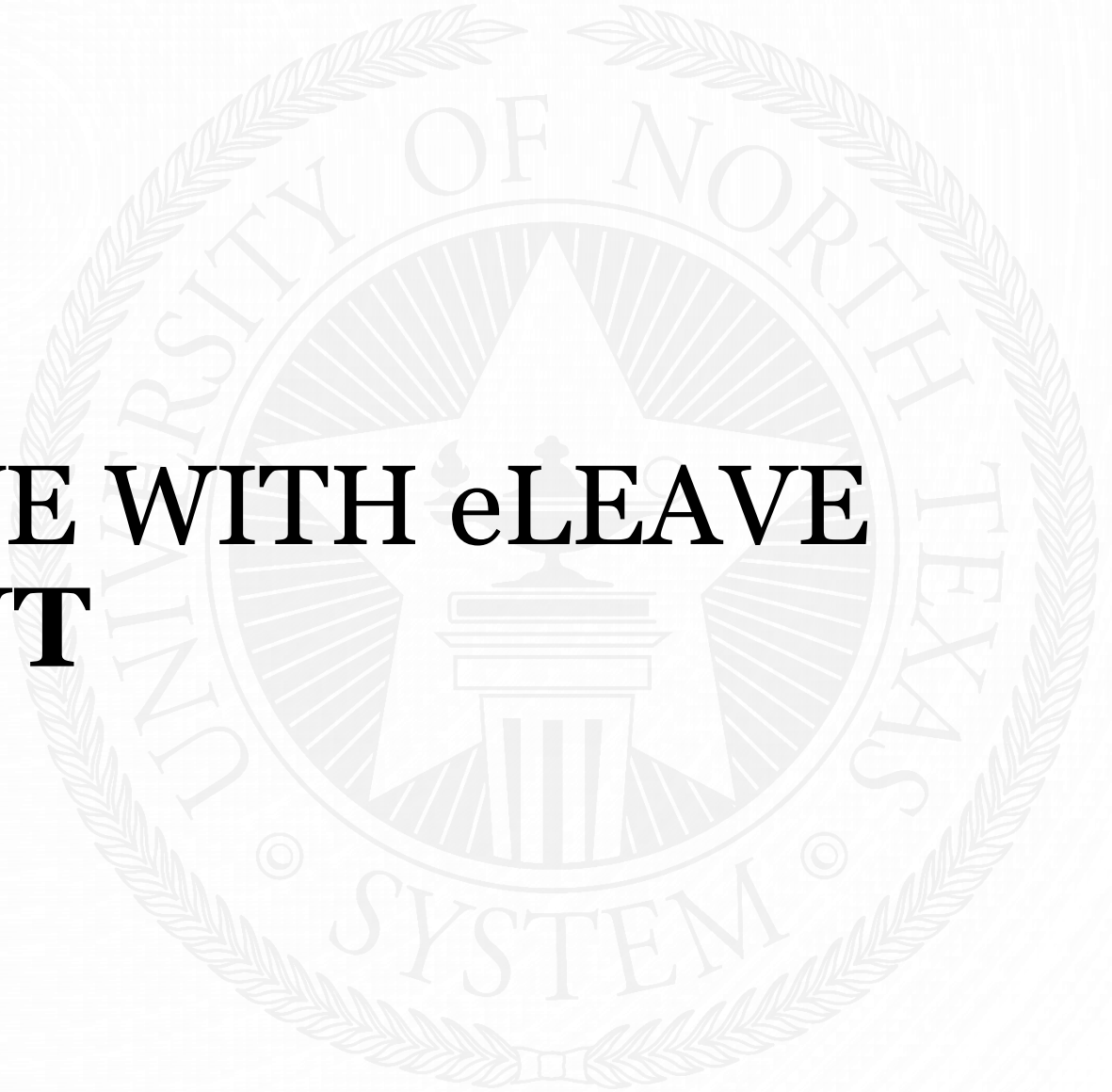


MANAGING LEAVE WITH eLEAVE UNT



TODAY'S SESSION

- eLEAVE
- ENTERING & APPROVING LEAVE
- LEAVE TYPES AND HOW TO USE THEM
- EMPLOYEES & MANAGERS RESPONSIBILITY
- AVOIDING COMMON PITFALLS
- HANDLING STICKY SITUATIONS (SCENARIOS)



WHAT IS eLEAVE?

AN ONLINE PORTAL FOR ALL LEAVE ELIGIBLE FACULTY AND STAFF TO:

- SUBMIT LEAVE REQUESTS AND TRACK LEAVE
- REPLACES PAPER FORMS
- SEE WHEN LEAVE APPROVED IN REAL TIME
- AUTO POPULATES THE TIME SHEET AFTER APPROVAL



eLEAVE BENEFITS

- SAVES TIME
- ACCESS ANYWHERE
- VIEW LEAVE REQUESTS SUBMITTED, REVIEW STATUS AND BALANCES
- NO PAPER FORMS/ELECTRONIC TRACKING
- IMPROVES DATA INTEGRITY (EMPLOYEE ENTERS TIME)
- REDUCES MATERIALS AND STORAGE COSTS
- AUTOMATED WORKFLOW

WHO WILL USE eLEAVE?

All Salaried **leave eligible Faculty and Staff** who are regularly scheduled to work at least 20 hours per week.



eLeave



Access eLeave



Catalogs

People & Departments

Calendar

Map

Sign In

Login

Forgot your [EUID](#) or [password](#)?

Lock in the classes you need to succeed.

Summer and Fall registration is open!

Register for TWO semesters in just ONE step.



o o o o

Access eLeave



- Email
- Blackboard
- Catalogs
- People & Depart

- Student
- Human Resources

- Student Center
- Email
- Message Center
- I-9 Form
- Privacy Elections
- Self Service Help
- Personal Information >
- Payroll & Compensation >

Time Reporting

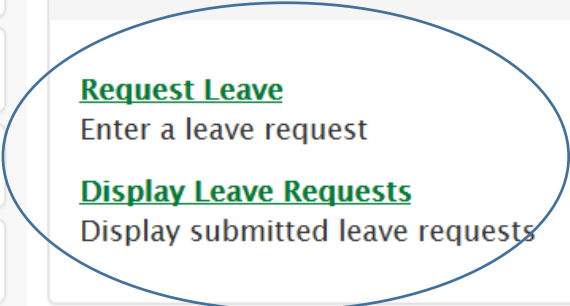
[Time & Labor WorkCenter](#)
View Manager Time and Labor WorkCenter

[My Timesheet](#)
Enter your time and submit for manager approval

eLeave

[Request Leave](#)
Enter a leave request

[Display Leave Requests](#)
Display submitted leave requests



Request a Leave

Employee Name
Job Title: Time & Labor Analyst Lead

Employee ID: 999999999
Employee Record Number: 0



The below information is as of the 1st of the current month.

Months of Service	16
Vacation Accrual Rate	8
Sick Leave Accrual Rate	8

Leave requests are entered one request at a time. Once you have entered a request, click the Save button. The request will be recorded below and you can enter the additional requests. When you are finished, click the Save button and then click the Submit for Approval button.

Request a Leave


eLeave Request Entry

Date(s) Requested:  Thru  Include Weekends:

Hours Per Day

Leave Type:


eLeave Requests

View All | 

Request ID	Leave Date	Leave Type	Hours	FM
1				

- Comp Time Taken @ 1.0
- Comp Time Taken @ 1.5
- Floating Holiday Taken
- Leave - Administrative
- Leave - Amateur Radio Operator
- Leave - Assistant Dog Training
- Leave - Bereavement
- Leave - Donation of Blood
- Leave - Emergency
- Leave - Faculty/Staff Fitness
- Leave - Foster Parent
- Leave - Jury/Witness Duty
- Leave - Military
- Leave - Red Cross Disaster
- Leave - Sick Donation Taken
- Leave - Sick Pool Taken
- Leave - Sick Taken**
- Leave - University Closure
- Leave - Vacation Taken

Request a Leave

Leave Balances 				
	Leave Type	Current Balance	Time Pending Approval	Available Balance
1	Comp Time Taken @ 1.5	16.8	0.000	16.800
2	Comp Time Taken @ 1.0	9.0	0.000	9.000
3	Floating Holiday Taken	8.0	0.000	8.000
4	Leave - Vacation Taken	80.0	0.000	80.000
5	Leave - Sick Taken	63.0	0.000	63.000

[View Timesheet](#)

Review and Submit a Leave

Employee Name




Employee ID: 99999999

Job Title: Time & Labor Analyst Lead

Employee Record Number: 0

The below information is as of the 1st of the current month.

Months of Service 16
Vacation Accrual Rate 8
Sick Leave Accrual Rate 8

eLeave Request Summary						View All 	First  1 of 1  Last
Request ID	Leave Date	Leave Type	Hours	FMLA	Entry Date		
1 NEXT	Tue, Jun 16, 2015	VAC	8.000000	N	Tue, Jun 16, 2015		

Comments

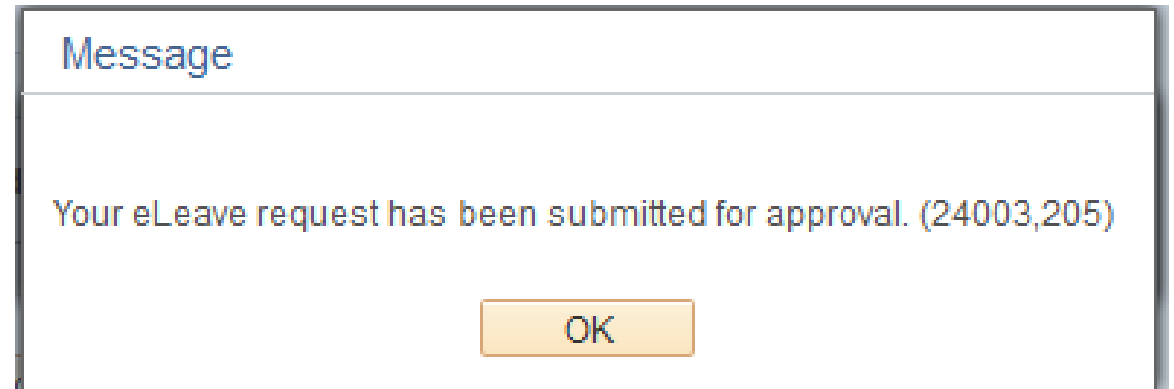
Submit for Approval

Cancel

Confirmation

*Make sure you submit!

- Your approver will not get an email or be able to see it until you have submitted your request.
- If it is not submitted it cannot be approved!



Approving eLeave



- Email
- Blackboard
- Catalogs
- People & Depa

- Student
- Human Resources

Time Reporting

- Approve Time**
View and approve timesheets for direct reports
- Time & Labor WorkCenter**
View Manager Time and Labor WorkCenter
- My Timesheet**
Enter your time and submit for manager approval

eLeave

- Request Leave**
Enter a leave request
- Approve Leave Requests**
Approve leave requests
- Display Leave Requests**
Display submitted leave requests

Approving eLeave

eLeave Request Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

eLeave Request ID:

Name:

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First ◀ 1 of 1 ▶ Last

Empl ID	Empl Record Name	Job Code Description	eLeave Request ID	Requested Hours
0		Time & Labor Analyst Lead	0000000000000000049	8

Approving eLeave

eLeave Request ID 00000000000012240

eLeave Status **Pending Approval**

eLeave Request Details							View All 	First 	1 of 1	 Last
Leave Date	Leave Type	Hours	FMLA	Entry Date	Comments	Cancel Request				
1 Mon, May 22, 2017	SCK	2.000000	N	Mon, May 22, 2017	<u>Comments (0)</u>	<input type="checkbox"/>				

[Submit Cancellation\(s\)](#)

Last Updated by gb0053

Last Updated 05/22/2017 11:36:58AM

Requestor Comments

test

Approving eLeave

Approver Comments

Approve

Deny

eLeave Workflow Approval

▼ eLeave Request:000000000000000049:Pending

Path 1

Pending




⌚ Manager Name
Direct Reports Manager +

 Return to Search

Approval Confirmation

eLeave Request ID 00000000000012210

eLeave Status **Approved**

eLeave Request Details							View All 	First  1 of 1  Last
	Leave Date	Leave Type	Hours	FMLA	Entry Date	Comments	Cancel Request	
1	Tue, May 2, 2017	SCK	2.000000		Tue, May 2, 2017	<u>Comments (0)</u>	<input type="checkbox"/>	

Submit Cancellation(s)


Last Updated by

Last Updated 05/02/2017 4:06:02PM


Requestor Comments

Approval Confirmation

eLeave Workflow Approval

▼ eLeave Request:000000000000012210:Approved  View/Hide Comments

Path1

Approved	
	Direct Reports Manager 05/02/17 - 4:06 PM

▶ **Comments**

Cancelling eLeave

The screenshot displays the UNT SYSTEM portal interface. At the top left is the UNT logo with 'EST. 1890'. To the right are navigation buttons for 'Email', 'Blackboard', 'Catalogs', and 'People & Depa'. Below these are tabs for 'Student' and 'Human Resources'. A left sidebar contains links for 'Student Center', 'Email', 'Message Center', 'I-9 Form', 'Privacy Elections', 'Self Service Help', 'Personal Information', and 'Payroll & Compensation'. The main content area shows a 'Time Reporting' section with links for 'Time & Labor WorkCenter' and 'My Timesheet'. Below it is the 'eLeave' section, which is circled in blue and contains links for 'Request Leave' and 'Display Leave Requests'. A 'Paste' tooltip is visible over the 'eLeave' header.

UNT
EST. 1890

Email Blackboard Catalogs People & Depa

Student Human Resources

Student Center

Email

Message Center

I-9 Form

Privacy Elections

Self Service Help

Personal Information >

Payroll & Compensation >

Time Reporting

[Time & Labor WorkCenter](#)
View Manager Time and Labor WorkCenter

[My Timesheet](#)
Enter your time and submit for manager approval

Paste

eLeave

[Request Leave](#)
Enter a leave request

[Display Leave Requests](#)
Display submitted leave requests

Cancelling eLeave

Display Submitted Leave

	Name	Empl ID	Empl Record	eLeave Status	Business Unit	From Date	Thru Date	eLeave ID
1	Employee Name	99999999	1	Approved	SY769	04/07/2017	04/07/2017	000000000000014100
2	Employee Name	99999999	1	Approved	SY769	04/13/2017	04/13/2017	000000000000014097

Cancelling eLeave

Display Submitted Leave

Employee Name




Employee ID: 99999999

Job Title: Time & Labor Analyst Lead

Employee Record Number: 1

eLeave Request ID 000000000000014100

eLeave Status **Approved**

eLeave Request Details							View All 	First  1 of 1  Last
Leave Date	Leave Type	Hours	FMLA	Entry Date	Comments	Cancel Request		
1 Fri, Apr 7, 2017	CT1	0.200000	N	Mon, Apr 17, 2017	Comments (0)	<input checked="" type="checkbox"/>		

Submit Cancellation(s)

Last Updated by abc1234

Last Updated 04/18/2017 10:15:01AM

Requestor Comments

QUESTIONS?

Leave
Training
Next



LEAVE



LEAVE ACCRUALS

UNT provides generous leave benefits to eligible employees

- Leave prorated based on % FTE if not full time
- Vacation – 1st working day of month; 8+ hours based on service
- Sick Leave – 1st working day of month; 8 hours
- Compensatory Time (leave) shows in eLeave 1 day after:
 - a) All time **entered** for the week
 - b) All time **approved** for the week
 - c) The week has ended

Note: Must work at least one day in the month



LEAVE BALANCES



- **Sick & Vacation** balances decrease when leave is **submitted**
- **Compensatory Leave** balances decrease or increase after **approved**

PAID LEAVE TYPES

HOW MANY PAID LEAVE TYPES ARE THERE
TOTAL?

HOW MANY PAID LEAVE TYPES ARE THERE FOR
FACULTY?

HOW MANY PAID LEAVE TYPES ARE THERE
TOTAL?

24

HOW MANY PAID LEAVE TYPES ARE THERE FOR
FACULTY?

20

MOST COMMON PAID LEAVE TYPES

- **Vacation Leave**
 - Must have current balance.
 - Not in first six months of employment with the State of Texas.
- **Sick Leave**
 - Prevented from performing job due to sickness, injury, pregnancy or confinement.
 - Care of immediate family member who is ill.
 - Up to 8 hours allowed each fiscal year to attend parent-teacher conferences.
- **Comp Leave Taken 1.0/1.5** – Use of accrued compensatory time.
- **Sick Leave Pool** – Eligible employee with catastrophic illness who has exhausted other paid leave. Apply to www.FMLASource.com.
- **Sick Donation** – Eligible employee with serious illness who has exhausted paid sick leave and sick leave pool. Apply to www.FMLASource.com.
- **University Closure** – University announces an emergency closure (e.g. weather).

Circled- not applicable to faculty

Black- policy under review/ not on website

OTHER PAID LEAVE TYPES

- **Administrative Leave** – Used to reward outstanding performance. Up to 32 hours per year approved by the President. (e.g. Star Performer)
- **Attending Class During Work-** one/semester during work hours. Not paid Use Flex Schedule
- **Assistant Dog Training** – Used up to 10 days in a fiscal year for training in the use of an assistance dog. Available to employees with a disability.
- **Bereavement Leave** – Typically 3 days leave for death in the employee’s family. Requires supervisor approval.
- **Emergency Leave** – Paid leave approved by the President for good cause.
- **Fitness Program Leave** – 20 min leave if work out at rec center immediately before, during or after work.
- **Floating Holiday** – Use of designated floating holiday leave balance.
- **Foster Parent** – Used by foster parent for meetings with the Department of Protective and Regulatory Services or with school district officials to discuss admission, review or dismissal of a foster child.

Circled- it is not applicable to faculty

Black- policy under review/ not on website

OTHER PAID LEAVE TYPES

- **Holidays**- number of days defined by state; prepopulated in system.
- **Jury Duty/Witness** – Used when an employee is summoned to jury duty or witness duty.
Provide evidence of summons to supervisor.
- **Military Leave** – Used when employee is called to active duty or training.
Bring military orders to supervisor and HR.
- **Texas National Guard Emergency** – Used for employee called to active duty by the Governor in Texas military forces. Bring activation orders to supervisor and HR.
- **Red Cross Disaster Relief** – Used when certified disaster services volunteer or trainee participates in specialized disaster relief services. Up to 10 days per fiscal year. Requires request by Red Cross and approval of supervisor and Governor.
- **Volunteer Firefighter (EMS)**– Used up to 5 days per fiscal year to attend training. Or respond to emergency fire or medical calls.

OTHER PAID LEAVE TYPES

- **Court Appointed Special Advocate (CASA)**- Used to participate in mandatory training or provide volunteer service as a CASA. Up to 5 hours per month.
- **Organ/ Bone Marrow Donor**– Used when an employee serves as a bone marrow or organ donor. Up to 5 days per fiscal year for bone marrow donation, 30 days per fiscal year for organ donation.
- **Donation of Blood**– Used up to 4 times a year to donate blood. Supervisor must approve leave prior to use and employee must provide proof of donation.
- **Amateur Radio Operator**– Used up to 10 days in a fiscal year when an employee with amateur radio station license issued by the FCC is called to participate in specialized disaster relief. Approved by supervisor and Governor.
- **Reserve Law Enforcement Officer**– Used when certified disaster services volunteer or trainee participates in specialized disaster relief services. No more than 5 days in a fiscal biennium for employees who are reserve law enforcement to attend required training.

***Black**- policy under review/ missing

UNPAID LEAVE TYPES

FAMILY MEDICAL LEAVE AND PARENTAL LEAVE



Family Medical Leave (FML) and parental leave offer job protection to qualified employees

- Employees required to use eligible paid leave time while on FML or parental leave
- Employees with qualifying medical condition who exhaust paid leave may qualify for Sick leave pool or donated sick leave

For questions regarding FML, contact FMLA@untsystem.edu

For questions regarding Parental Leave, contact Campus HR AskHR@unt.edu

Apply for both at www.FMLASource.com

Report FMLA in My.UNT.edu or My.UNTSystem.edu & www.FMLASource.com

LEAVE WITHOUT PAY

- A leave of absence without pay is not recorded using eLeave.
- Unpaid leaves of absence of more than 10 working days require the submission of an ePAR.
- All absences not covered with paid leave are recorded by the timekeeper directly on the employee's timesheet using the time reporting code DOC.
- Recording DOC time as soon as it is known is critical to avoid an overpayment.

MANAGER RESPONSIBILITIES



- SET CLEAR EXPECTATIONS – WORK SCHEDULE, APPROVING LEAVE REQUESTS, CALL IN PROCEDURES, ATTENDANCE EXPECTATIONS
- UNDERSTAND TYPES OF LEAVE; APPROVE ONLY IF MEETS POLICY REQUIREMENTS
- ENSURE DIRECT REPORTS ACCOUNT FOR A 40-HOUR WORK WEEK (FULL-TIME EMPLOYEES)
- ENSURE DIRECT REPORTS ACCOUNT FOR TIME OFF
- BALANCE LEAVE REQUESTS WITH DEPARTMENT NEEDS
- REVIEW AND APPROVE (OR DENY) TIMESHEETS AND LEAVE REQUESTS (KNOW WHEN THEY WORK)
- KNOW EMPLOYEES LEAVE BALANCES IF RUNNING LOW
- BE FLEXIBLE

EMPLOYEE RESPONSIBILITIES



- UNDERSTAND & FOLLOW EXPECTATIONS – WORK SCHEDULE, LEAVE REQUESTS, CALL IN PROCEDURES
- UNDERSTAND TYPES OF LEAVE; USE ONLY TYPES THAT MEET POLICY REQUIREMENTS
- ACCOUNT FOR A 40-HOUR WORK WEEK (FULL-TIME EMPLOYEES)
- ACCURATELY REPORT LEAVE USED (AND TIME WORKED FOR NON-EXEMPT)
- SUBMIT TIMESHEETS AND LEAVE REQUESTS IN TIMELY FASHION
- KNOW YOUR CURRENT LEAVE BALANCES

ACCURATE REPORTING IS IMPERATIVE!



AVOIDING COMMON PITFALLS

- **DO NOT** APPROVE VACATION REQUESTS WITHIN AN EMPLOYEES FIRST 6 MONTHS EMPLOYMENT*
- **DO NOT** ALLOW FLEXING OF TIME ACROSS WORKWEEKS FROM SUNDAY TO SATURDAY.
 - EXAMPLE: (WEEK 1) EMPLOYEE WORKS 50 HOURS, (WEEK 2) WORKS 30 HOURS “FLEXING TIME.”
- **DO NOT** ALLOW EMPLOYEES TO REPORT TIME THEY DIDN'T ACTUALLY WORK. TIMESHEETS SHOULD ACCURATELY REFLECT THE TIME EMPLOYEES WORK AND LEAVE TIME TAKEN.
- **DO NOT** ALLOW LEAVE TO BE TAKEN BEFORE IT IS ACCRUED.
- **DO NOT** ALLOW EMPLOYEES TO WORK FROM HOME WITHOUT HAVING A WAY TO VERIFY TIME ACTUALLY WORKED.



**EXCEPTION APPLIES IF EMPLOYEE HAS 6 MONTHS OF PREVIOUS CONTINUOUS STATE SERVICE.*

SCENARIOS

Everyone loves to work with Sally. She does good work when she is here but Sally consistently uses her time as quickly as she earns it. She rarely carries a balance of either sick or vacation time from one month to the next. Sally goes to her boss and tells them that she would like to take a week of vacation three weeks from now.

What options are there for Sally and her boss?

If Sally wants to take time off but has no time available must the manager approve it?

Is there anything you could have done before now to help mitigate the current situation?



SCENARIOS (CONTINUED)

Jane is a receptionist and she needs to change her work hours to accommodate her child's day care schedule. She requests a flexible schedule to work from 8:30 am to 4:30 pm instead of 8 am to 5 pm because she struggles to get to work on time in the morning and pick her child up in the afternoon.

What does a manager need to consider before making a decision about Jane's request?

Is Jane required to take a lunch break every day?

Would the answer be different if Jane was in a different role?



SCENARIOS (CONTINUED)

Edward tells his supervisor that his mother died and he is the one responsible for making funeral arrangements. To complicate matters further she lives out of state and needs to manage her estate.

How many days can he take for emergency leave for bereavement (funeral)?

Can he use that leave to manage her remaining estate?



WE ARE HERE TO HELP!



- Questions or issues with eLeave or Time Entry
 - contact BSC@untsystem.edu or ext #5500
- Questions with leave/attendance contact
 - Contact UNT Campus HR at AskHR@unt.edu or ext #2281 or contact your team directly
- Questions with FMLA, Sick Pool or Sick Donation
 - Contact FMLA@unsystem.edu or visit our [website](#)

**Three former Washington County employees
accused of falsifying timecards**

Former turnpike employees falsified work hours, stole more than \$8,000, officials say

QUESTIONS?

