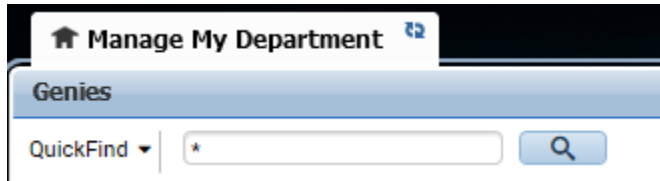
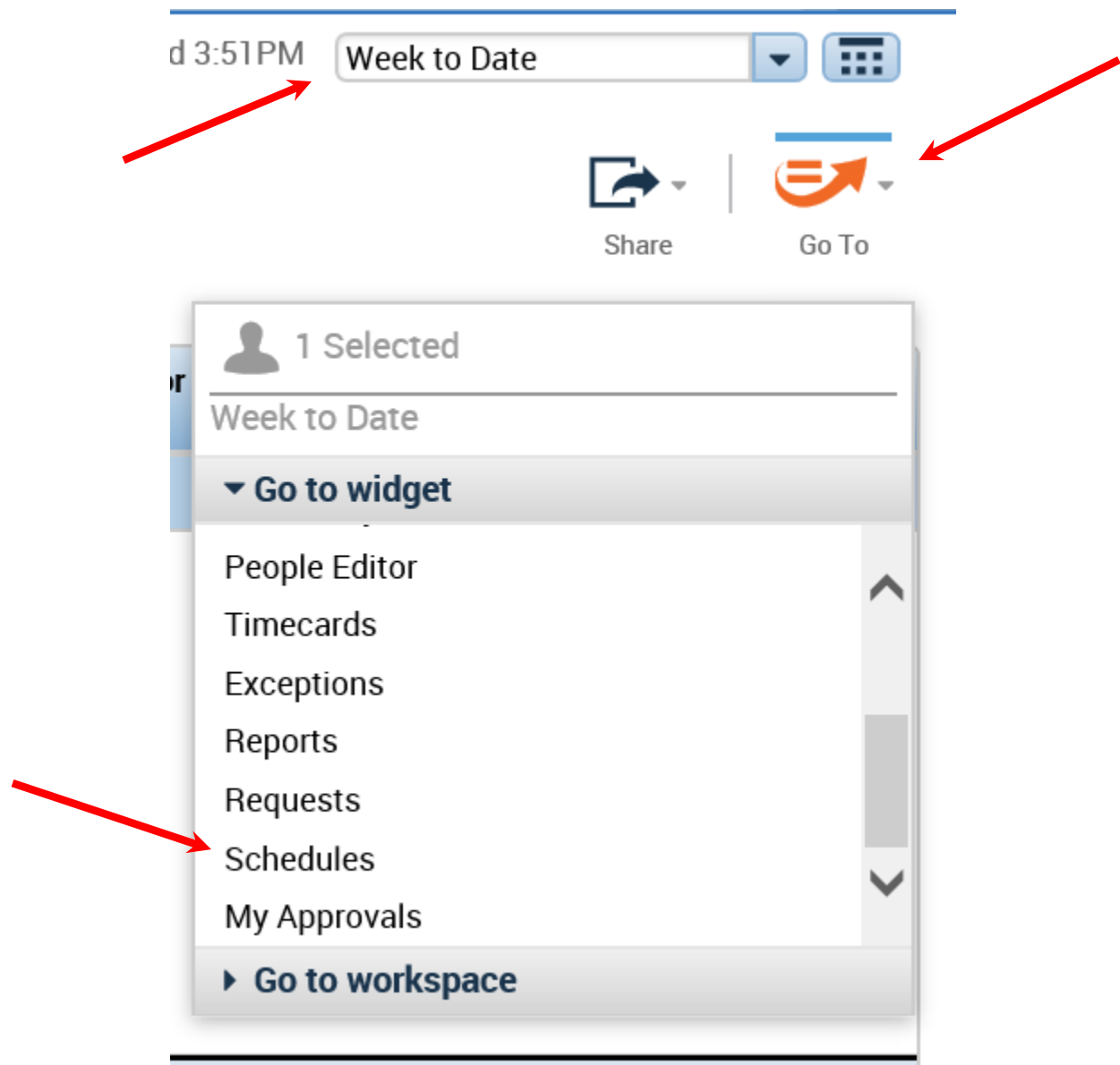


FML Hours Quick Leave Editor-Salaried Employees (*Intermittent Leave Hours for FMLA, Work Comp, and/or Military Leave)

1. Pull up Employee in Quick Find:



2. Highlight employee name & Go To Schedule for dates that need to be adjusted



3. From Schedule, Go To Quick Leave Editor

Loaded: 4:23PM Previous Schedule Period 1 Employee(s) Selected Edit

Column Selection Visibility Filter Select all Gantt View Sorting Refresh View Comments Share Save Go To

9/30 - 10/06 10/07 - 1

Mon 9/30 Tue 10/01 Wed 10/02 Thu 10/03 Fri 10/04 Sat 10/05

1 Selected

- Previous Schedule Period
- Go to widget
 - Quick Leave Editor
 - Leave Case editor
 - Leave Case List
 - Audits
 - Rule Analysis
 - People Editor
 - Timecards
- Go to workspace

4. Leave Case Editor

- Enter FML hours on correct day
- Click "Next"

LEAVE CASE EDITOR Help

Leave Case S-MED 3/26/2019 - <None> View Leave Case

Case Status Open

Date	Leave Time Amount	Transfer
Mon 10/28/2019	<input type="text"/>	<input type="text"/>
Tue 10/29/2019	<input type="text"/>	<input type="text"/>
Wed 10/30/2019	<input type="text"/>	<input type="text"/>
Thu 10/31/2019	<input type="text"/>	<input type="text"/>
Fri 11/01/2019	<input type="text"/>	<input type="text"/>
Sat 11/02/2019	<input type="text"/>	<input type="text"/>
Sun 11/03/2019	<input type="text"/>	<input type="text"/>
Mon 11/04/2019	<input type="text"/>	<input type="text"/>
Tue 11/05/2019	<input type="text"/>	<input type="text"/>
Wed 11/06/2019	<input type="text"/>	<input type="text"/>
Thu 11/07/2019	<input type="text"/>	<input type="text"/>
Fri 11/08/2019	<input type="text"/>	<input type="text"/>
Sat 11/09/2019	<input type="text"/>	<input type="text"/>
Sun 11/10/2019	<input type="text"/>	<input type="text"/>

Refresh Next →

- Enter the time the leave began. Remember to NOT include the lunch hour. Leave will be either the whole shift or partial shift.

QUICK LEAVE EDITOR Help

Leave Case S-MED 3/26/2019 - <None> View Leave Case

Case Status Open

* Display Start Time

Override Shift

Whole Shift

Partial Shift

< Return Save

5. Go back to Timecard & Refresh. You should now see FML Personal Leave & FML Tracking Hours

	Pay Code	Transfer	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03
<input type="checkbox"/>	Hours Worked		0.5		0.75	1.25
<input type="checkbox"/>	Hours Worked	460/90/01/01///500970140		1.0		
<input type="checkbox"/>	Hours Worked	460/90/01/01///501010110		1.5		
<input type="checkbox"/>	Hours Worked	460/90/01/01///501020120				
<input type="checkbox"/>	Hours Worked	460/90/01/01///501020140		5.0	6.25	6.0
<input type="checkbox"/>	Hours Worked	460/90/01/01///501020140	7.0			
<input type="checkbox"/>	LV FMLA Personal Leave				0.5	0.25
<input type="checkbox"/>	LV-FMLA Tracking				0.5	0.25
<input type="checkbox"/>	<Enter Pay Code>					
<input type="checkbox"/>	Daily Total		7.5	7.5	7.5	7.5

NOTE:

Locate FML information at: <https://beta.juneau.org/human-resources/employee-forms-info>

Email FML paperwork to: cbjleaveadmin@juneau.org