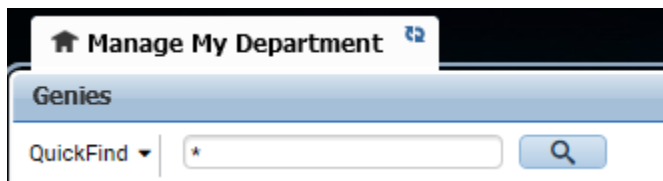
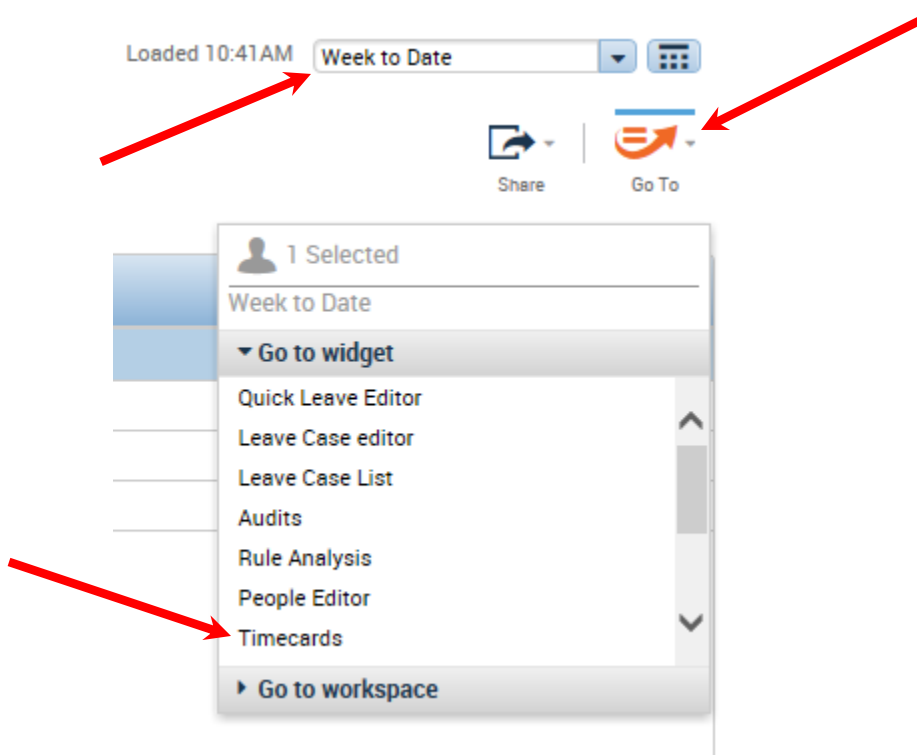


FML Hours Quick Leave Editor-Hourly Employees (*Intermittent Leave Hours for FMLA, Work Comp, and/or Military Leave)

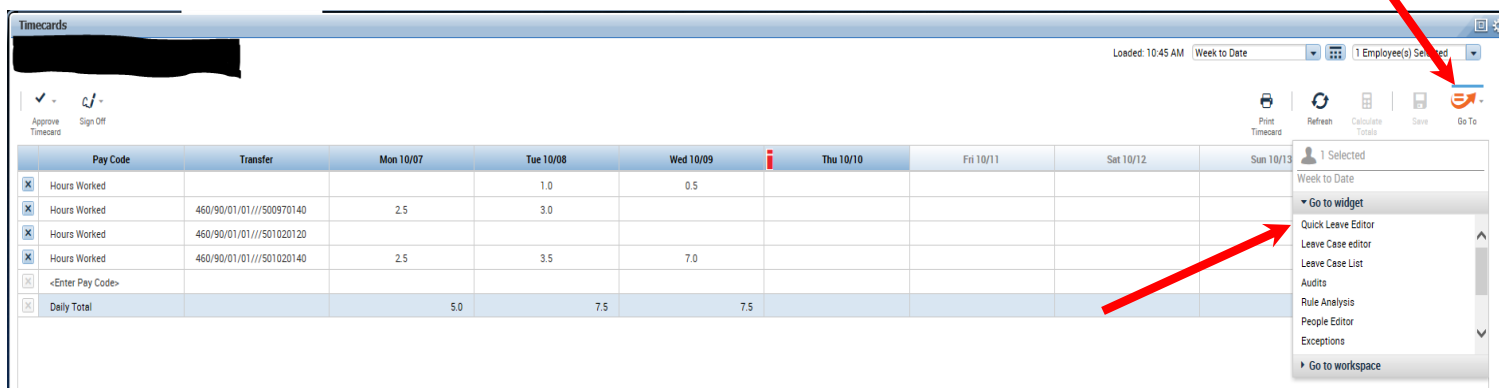
1. Pull up Employee in Quick Search:



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



3. From Timecard, Go To Quick Leave Editor



4. Leave Case Editor
 - a. Enter FML hours on correct day
 - b. Click "Save"

LEAVE CASE EDITOR

Help

Leave Case F-FAM 10/02/2019 - <None> View Le

Case Status Open

Date	Leave Time Amount
Mon 9/30/2019	
Tue 10/01/2019	
Wed 10/02/2019	<input type="text" value="0.5"/>
Thu 10/03/2019	<input type="text"/>
Fri 10/04/2019	<input type="text"/>
Sat 10/05/2019	<input type="text"/>
Sun 10/06/2019	<input type="text"/>
Mon 10/07/2019	<input type="text"/>
Tue 10/08/2019	<input type="text"/>
Wed 10/09/2019	<input type="text"/>
Thu 10/10/2019	<input type="text"/>
Fri 10/11/2019	<input type="text"/>
Sat 10/12/2019	<input type="text"/>
Sun 10/13/2019	<input type="text"/>

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
Hours Worked		0.5		0.75	1.25
Hours Worked	460/90/01/01///500970140		1.0		
Hours Worked	460/90/01/01///501010110		1.5		
Hours Worked	460/90/01/01///501020120				
Hours Worked	460/90/01/01///501020140		5.0	6.25	6.0
Hours Worked	460/90/01/01///501020140	7.0			
LV FMLA Personal Leave				0.5	0.25
LV-FMLA Tracking				0.5	0.25
<Enter Pay Code>					
Daily Total		7.5	7.5	7.5	7.5

NOTE:

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

Email FML paperwork to: cbjleaveadmin@juneau.org