

Leave Types Moving to Time and Labor

The following Leave Types have moved from Absence Management to Time and Labor.

- ❖ Annual Leave
- ❖ Education Support Leave
- ❖ Forfeited Annual Leave
- ❖ Forfeited Sick Leave
- ❖ Holiday Leave
- ❖ Military Leave 18 Days
- ❖ Military Leave 30 Days
- ❖ Personal Leave
- ❖ Sick Leave

Annual Leave and Sick Leave Accruals

Annual Leave and Sick Leave accruals are now processed in Time and Labor. The new T&L process will continue on the 15th and last day of the month and will insert accrued hours on the timesheet.

How to View Leave Balances

Leave balances are displayed on the Leave / Compensatory Time tab on the bottom of the timesheet.

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	8.00	0		

Clicking this ICON provides additional Details

How to Enter a Leave Request

Leave Requests are entered directly on the timesheet; therefore, you will no longer enter your leave request as an Absence Request in Absence Management. A Leave Reason is required to be entered for all Leave Take hours. Below is an example of a Leave Request that has been entered on the timesheet.

Example: An employee worked on Friday from 8 a.m. to 2 p.m. and did not take a lunch period. The employee took 2 hours of Annual Leave beginning at 2 p.m. The Annual Leave hours were covered by FMLA and were not related to Military Leave.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Fri	6/9	Approved						ALX - Annual Leave Taken	2.00
		Approved	8:00:00AM			2:00:00PM	6.00		

Leave Reason
FMLA-NONMILITARY

How to Enter FLSA Comp Taken and Georgia Comp Taken

FLSA Comp Time Taken and Georgia Comp Time Taken are entered directly on the timesheet. A Leave Reason is required to be entered for all Comp Taken hours.

Time Reporting Codes (TRCs) Used For Information Only

Time Reporting Codes (TRCs) entered on the timesheet by a process or an administrator's adjustment are display only to prevent edits or deletions.