

## 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

## Time Period ID Auto Populated

Time Period ID on Create Time Reporter Data and Maintain Time Reporter Data is automatically populated and is display only based on the Workgroup selection.

## Auto Enrollment in Comp Time / Leave Plans



Comp Time / Leave Plans listed below will be automatically added to the employee’s Comp Plan Enrollment when an employee is enrolled for the first time in Time and Labor. (Exception: Budget and PSC Comp require manual enrollment)

Comp Time / Leave Plans	Description
ANN1	Annual Leave
ESL	Education Support Leave
FLSACOMP	FLSA Comp Time
FORFEIT AL	Forfeit Annual Leave
FORFEIT CP	Forfeit Combined/Unknown Leave
FORFEIT SL	Forfeit Sick Leave
GACOMP	Georgia Comp Time
HOLIDAY	Holiday Leave
PERSONALLE	Personal Leave
SICKLEAVE	Sick Leave

## Adjustments to Leave Balances on Timesheets

Adjustments to Leave balances are entered and approved on timesheets by TL Central Administrators using TRCs that are display only by employees, managers and TL Local Administrators. Once the adjustment is approved on the timesheet, the nightly Time Administration process will update the Leave balance and display the updated balance on the Leave /Compensatory Time tab.

## Comments Field on Timesheet

Comments are entered and viewable on the timesheet by TL Central Administrators only. Click on the Comment  icon and enter Comments for the date. Once a Comment is added, the Comment icon is updated .