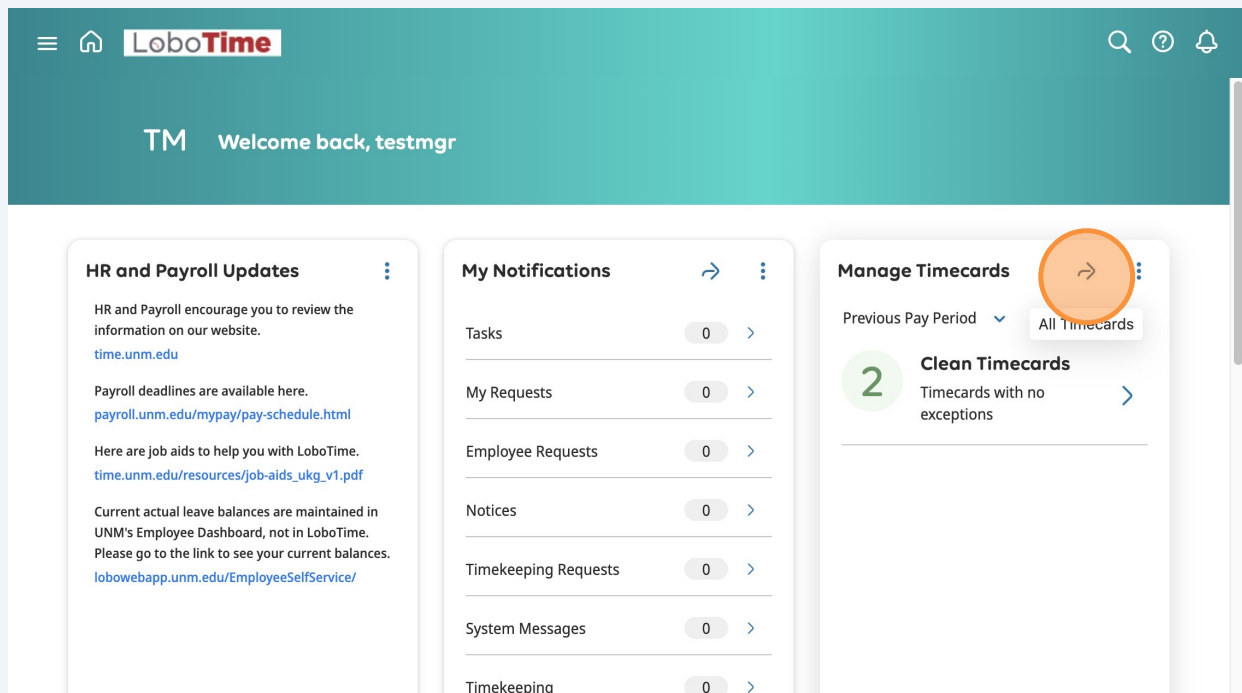


Correcting Employee Leave Requests to FMLA Pay Codes

1 Correcting Employee Leave Requests to FMLA Pay Codes. (Exempt)

This guide provides step-by-step instructions for modifying an existing leave entry in Lobotime to designate it as FMLA instead. Learn how a supervisor can accurately reclassify employee leave time to FMLA to ensure proper records.

2 Go to **Manage Timecards**.



The screenshot shows the LoboTime dashboard interface. At the top, there is a teal header with the LoboTime logo and navigation icons. Below the header, the user is identified as 'TM' and 'Welcome back, testmgr'. The dashboard is divided into three main sections: 'HR and Payroll Updates', 'My Notifications', and 'Manage Timecards'. The 'Manage Timecards' section is highlighted with an orange circle, and a green circle with the number '2' is placed over the 'Clean Timecards' link. The 'Manage Timecards' section includes a dropdown for 'Previous Pay Period' set to 'All Timecards' and a link for 'Clean Timecards' with the text 'Timecards with no exceptions'.

3 Select Employee.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text "Employee timecards". Below the header, there is a navigation bar with a search icon, a help icon, and a notification icon. The main content area shows a search dropdown menu with the text "SEEOD, TestSE" and "SNEOD, testSN". An orange circle highlights the search dropdown menu. Below the search dropdown, there is a table with columns for dates and timeframes. The table shows a "Daily total" of 8.00 for the week of 3/01 to 3/06, with a "Timeframe" of 16.00. The table also shows "Home: Jonahlyn Test Holiday" and "Home: Sick Leave" for the week.

	3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Week	Timeframe
Home: Jonahlyn Test Holiday		8.00					8.00	8.00
Home: Sick Leave								8.00
Daily total		8.00					8.00	16.00

4 Click day that needs to change to FMLA

The screenshot shows a calendar grid with columns for Date, Schedule, Absence, In, Out, and Transfer. The grid shows dates from Sat 3/07 to Thu 3/19. An orange circle highlights the date "Mon 3/16" at 8:00 AM. Below the calendar grid, there is a summary bar with "Totals", "Accruals", and "Audits".

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	P:
+	Sat 3/07									
+	Sun 3/08									
+	Mon 3/09									
+	Tue 3/10									
+	Wed 3/11									
+	Thu 3/12									
+	Fri 3/13									
+	Sat 3/14									
+	Sun 3/15									
+	Mon 3/16			8:00 AM						
+	Tue 3/17									
+	Wed 3/18									
+	Thu 3/19									

5 Click **Go to** and select **Schedule**.

The screenshot shows the 'Employee timecards' interface. At the top, there's a header with 'LoboTime' and 'Employee timecards'. Below that, there's a navigation bar with various icons and a search bar. The main area displays a table with columns for Date, Schedule, Out, Transfer, In, Out, Transfer, and P. A dropdown menu is open over the 'Go to' button, showing options: Schedule, People, and Reports. The 'Schedule' option is highlighted. The table below shows dates from Sat 3/07 to Mon 3/16. A small box at the bottom of the table indicates '8:00 AM'.

6 **Right-click** on the text indicating leave with hours displayed in brackets [8.00]. In this example, *Annual Leave* is used; however, managers may select and right-click **any type of leave** they have entered.

The screenshot shows the 'Schedule Planner with Absence Calendar' interface. At the top, there's a header with 'LoboTime' and 'Schedule Planner with Absence Calendar'. Below that, there's a navigation bar with various icons and a search bar. The main area displays a calendar view for the period 3/01/2026 - 3/31/2026. The calendar shows dates from Sun 3/01 to Sat 3/07. A table below the calendar lists employees: SEEOD, TestSE and SNEOD, testSN. For SNEOD, testSN, there is an 'Annual Leave [8.00]' entry. A right-click context menu is open over this entry, showing options: 'Annual Cancelled' and 'Annual Approved'. The 'Annual Approved' option is highlighted.

7 Click **Edit**.

The screenshot shows the LoboTime Schedule Planner interface. At the top, there's a header with the LoboTime logo and the title 'Schedule Planner with Absence Calendar'. Below the header, there are navigation icons and a status bar indicating the date range '3/01/2026 - 3/31/2026' and '2 Employee(s) selected'. The main area is a calendar grid with columns for weeks. A pop-up window is open over the calendar, displaying 'Annual Leave [8.00]' for 'SNEOD, testSN'. The pop-up has several action buttons: 'Edit' (highlighted with an orange circle), 'Delete', 'Cut', 'Copy', and 'View Audit'. The calendar grid shows a grid of dates from Sun 3/01 to Thu 3/05. The employee 'SNEOD, testSN' has a green bar indicating 'Annual Leave [8.00]' and a status of 'Approved'.

8 The manager must select the **corresponding FMLA leave type** that aligns with the leave type originally submitted by the employee. In this example, **FMLA Annual Leave** is selected; however, the manager should ensure the FMLA designation matches the employee's original leave entry.

The screenshot shows the LoboTime interface with a dropdown menu open. The dropdown menu is titled 'Annual Leave' and contains several options: 'Pager Stand-by \$3.00', 'Pager Stand-by \$6.00', 'FMLA Annual Leave' (highlighted with an orange circle), 'FMLA Comp Taken', and 'FMLA Leave without Pay'. Below the dropdown menu, there are several checkboxes: 'Override Accrual Days', 'Override Shift', and 'Create Open Shift'. The 'Override Shift' section has radio buttons for 'Whole Shift' (selected) and 'Partial Shift'. The 'Transfer' section has a dropdown menu. The background shows the same calendar grid as in the previous screenshot, with the 'Annual Leave [8.00]' entry for 'SNEOD, testSN' visible.

9 Click **Apply**.

The screenshot shows the LoboTime interface with an absence calendar and a modal form. The calendar has columns for dates: Sun 3/01 - Sat 3/07, Sun 3/08 - Sat 3/14, Sun 3/15 - Sat 3/21, and Sun 3/22 - Sat 3/28. The modal form on the right contains the following fields:

- Date: 3/06/2026
- Paycode *: FMLA Annual Leave
- Start Time *: 8:00 AM
- Duration *: Specify Amount
- Amount Hours *: 8.00
- Override Accrual Days:
- Override Shift:
- Whole Shift: Partial Shift:
- Create Open Shift:
- Transfer: [Dropdown]
- Buttons: Cancel, Apply (circled in orange)

10 Click **Save**.

The screenshot shows the LoboTime interface with the absence calendar. The calendar has columns for dates: Sun 3/01 - Sat 3/07, Sun 3/08 - Sat 3/14, Sun 3/15 - Sat 3/21, Sun 3/22 - Sat 3/28, and Sun 3/29 - Tue 3/31. The calendar shows two employees: SEEOD, TestSE and SNEOD, testSN. There is a red bar for 'Annual Cancelled' on Thu 3/05 and a green bar for 'Annual Approved' on Fri 3/06. The 'Save' button in the top right corner is circled in orange.

11 The Paycode has updated.

View by Employee ▾ 3/01/2026 - 3/31/2026 2 Employee(s) selected Loaded 1:34 PM

Quick Actions Show / Hide Gantt View Zoom Share Refresh Save

Success The schedule has been successfully saved.

Name [2/2] ↓	Sun 3/01 - Sat 3/07		Sun 3/08 - Sat 3/14		Sun 3/15 - Sat 3/21		Sun 3/22 - Sat 3/28		Sun 3/29 - Tue 3/31	
	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06	Sat 3/07			
<input checked="" type="checkbox"/> SEEOD, TestSE					Annual Cancelled					
<input checked="" type="checkbox"/> SNEOD, testSN						FMLA Annual Leave [8.00]				

SNEOD, testSN
FMLA Annual Leave [8.00]