

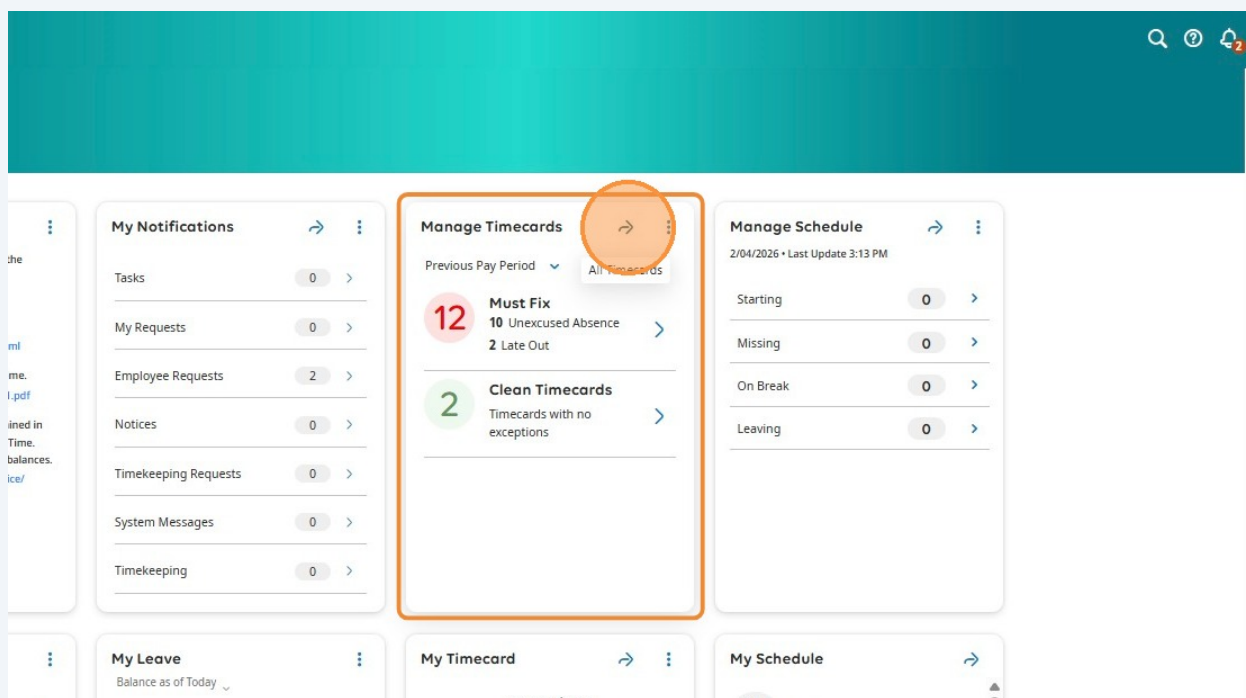
1.11. Supervisor Job Aid: How to Enter Leave without Pay

In certain circumstances, a leave of absence without pay may be granted to or required of employees, **check with your HR Agent prior to entering LWOP**. See UAP 3420: Leave without Pay for additional guidance .

1

To enter leave without pay (LWOP) for an employee, login to LoboTime. Navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



2

LoboTime Employee timecards

Employee Testnonexempt... COMPELENATST 1 of 4 >

List view Zoc analyze Go to

Search
Testnonexempt, Elenatest1 ✓
Testnonexempt, Sandrategest1
Testorgmanager, Katherinetest1
Testorgmanager, Marleentest1

	Absence	In	Out	Transfer	In	Out	Transfer	Pay code
+ Mon 1/12	8:00 AM - 5:00 PM	8:00 AM	12:00 PM	1:00 PM	7:00 PM			
+ Tue 1/13	8:00 AM - 5:00 PM	8:00 AM	12:00 PM	1:00 PM	7:00 PM			
+ Wed 1/14	8:00 AM - 5:00 PM	8:00 AM	12:00 PM	1:00 PM	5:00 PM			
+ Thu 1/15	8:00 AM - 5:00 PM	8:00 AM	12:00 PM	1:00 PM	5:00 PM			
+ Fri 1/16	8:00 AM - 5:00 PM							
+ Sat 1/17								
+ Sun 1/18								
+ Mon 1/19							Martin Luther	
+ Tue 1/20								
+ Wed 1/21								
+ Thu 1/22								

3

[illegible]

4

Find the date that needs LWOP and then click on the corresponding cell under the 'Pay code' column. Select the 'Leave Without Pay' option. Under 'Amount', enter the number of hours. In the example below, the requested LWOP is for 8 hours.

Employee timecards

COMPELENATST 1 of 4 >

Previous Pay Period 4 Employee(s) selected Loaded: 3:13 PM

Analyze Go to Calculate totals Save

Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	10.00
:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	20.00
:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	28.00
:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	36.00
:00 AM - 5:00 PM												36.00
												36.00
												36.00
								Martin Luther ...	0.00			36.00
								Leave Without ...	8.00			36.00
												36.00
												36.00
												36.00

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Be sure to click 'Save' to record all LWOP entries. Multiple changes can be made before clicking 'Save'. However, if 'Save' is not clicked, none of the changes will be retained.

--End--

Previous Pay Period 4 Employee(s) selected Loaded: 3:13 PM

Calculate totals Save

In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	10.00
8:00 AM	12:00 PM		1:00 PM	7:00 PM				10.00	10.00	20.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	28.00
8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	36.00
										36.00
										36.00
										36.00
						Martin Luther ...	0.00			36.00
						Leave Without ...	8.00			36.00
										36.00
										36.00
										36.00