1.13.a. Supervisor Job Aid: How to Enter CAT Leave for exempt employees

Catastrophic Leave (CAT leave) is participant funded and allows for salary and benefits continuation for eligible staff who are experiencing a catastrophic condition and have exhausted their sick and annual leave. Staff must be approved for CAT Leave by UNM Absence Management and have a zero balance in their sick and annual leave banks to qualify. CAT Leave is administered by UNM Absence Management and Payroll. See UAP 3430: Catastrophic Leave Program for more information.

⚠️ For catastrophic leave (CAT Leave) to function properly, supervisors must enter FLMA Sick Minor or Sick Leave hours on the applicable employee's timecard, as designated by UNM Absence Management team, even if the employee's sick leave bank has no hours. Banner is programmed to sweep an employee's sick leave bank first; if insufficient hours are available, Banner then sweeps the employee's annual leave bank; if insufficient hours are available and the employee has qualified for CAT Leave, the CAT Leave bank is set up by payroll for the remainder of an employee's hours.
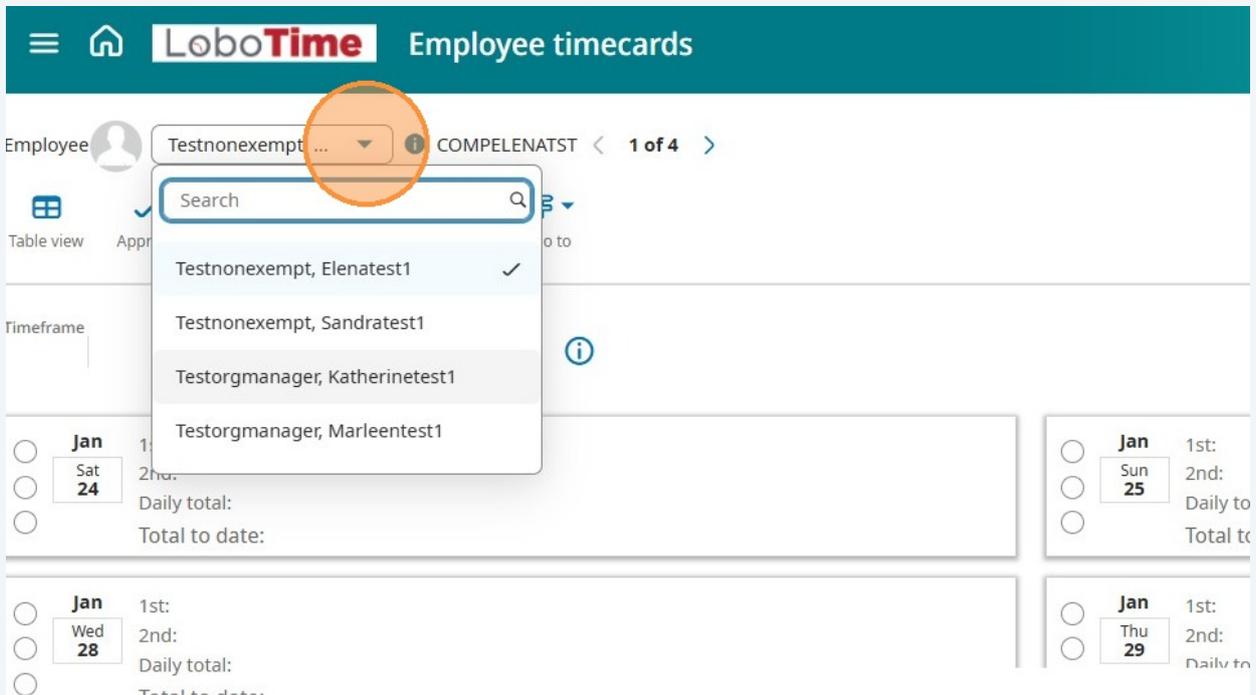
1 Login to LoboTime. To enter sick leave for an exempt employee, first navigate to the employee timecards.
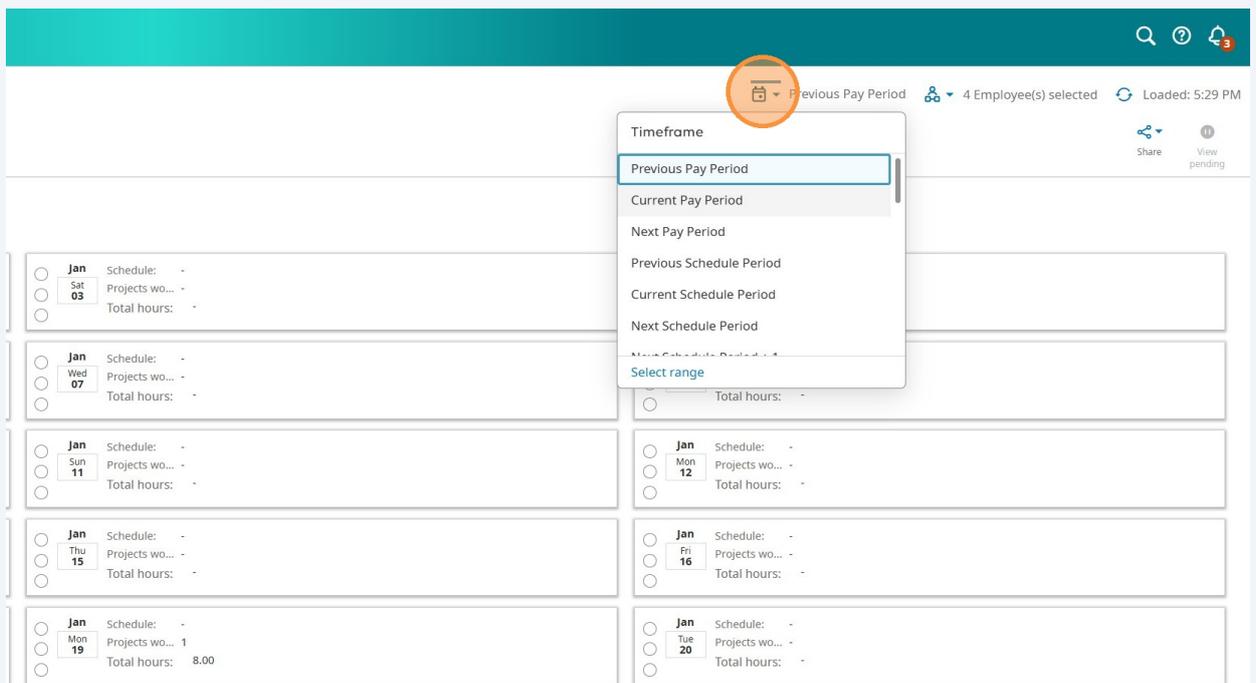
For instructions on logging into LoboTime, refer to *Supervisor Job Aid: General Access & Dashboard*.
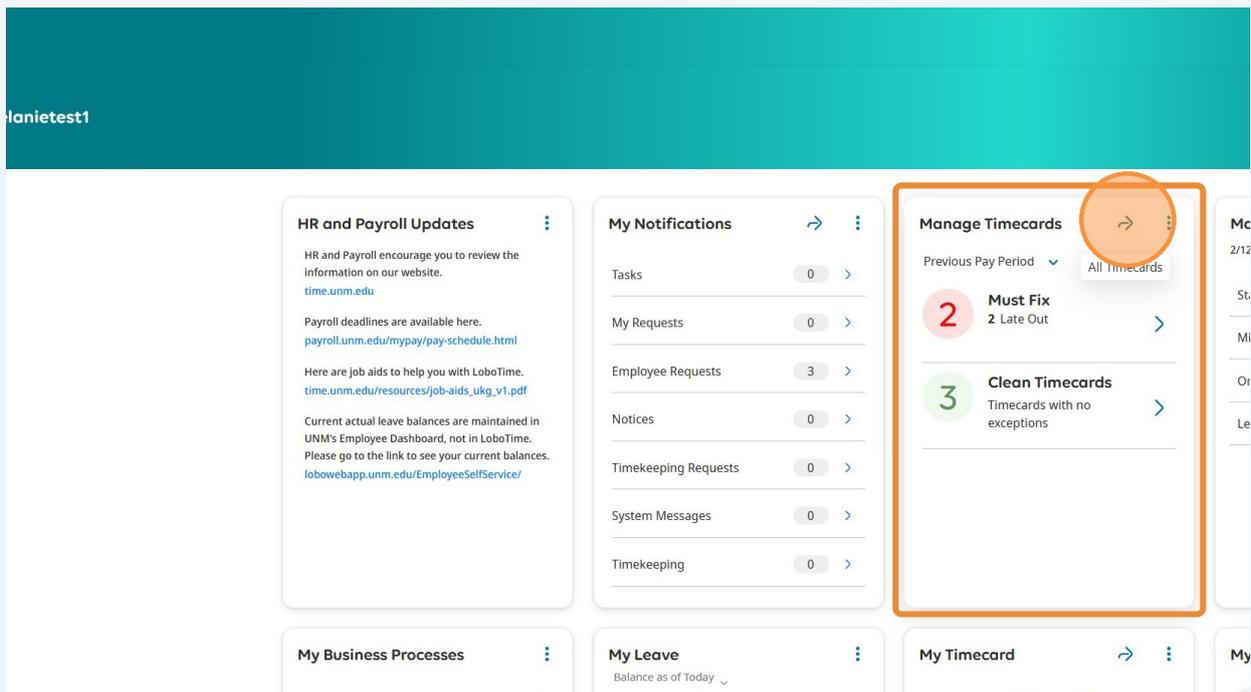
2   Click the down arrow of the dropdown menu to select the appropriate employee.

3   Once the correct employee is selected, click on the small calendar icon to select the correct pay period.

4   Click 'Load More' to load all of the days of the pay period.

	Total hours: -			Total hours: -	
○	Feb Sat 14	Schedule: - / Projects wo... - / Total hours: -	○	Feb Sun 15	Schedule: - / Projects wo... - / Total hours: -
○	Feb Wed 18	Schedule: - / Projects wo... - / Total hours: -	○	Feb Thu 19	Schedule: - / Projects wo... - / Total hours: -

Load More

5   Click on the day that needs cat leave.

	Total hours: -			Total hours: -
Feb Wed 11	Schedule: - / Projects wo... - / Total hours: -		Feb Thu 12	Schedule: - / Projects wo... - / Total hours: -
Feb Sun 15	Schedule: - / Projects wo... - / Total hours: -		Feb Mon 16	Schedule: - / Projects wo... - / Total hours: -
Feb Thu 19	Schedule: - / Projects wo... - / Total hours: -		Feb Fri 20	Schedule: - / Projects wo... - / Total hours: -
Feb Mon 23	Schedule: - / Projects wo... - / Total hours: -		Feb Tue 24	Schedule: - / Projects wo... - / Total hours: -
Feb Fri 27	Schedule: - / Projects wo... - / Total hours: -		Feb Sat 28	Schedule: - / Projects wo... - / Total hours: -

6 Click 'Add project'.

7 Click on "Hours Worked", which will open a dropdown menu. Select 'Sick Leave' or 'FMLA Sick Leave', depending on whether the employee has been approved for FMLA or not.

8 Under "Amount", type in the number of hours needed for the day. Once the hours are entered, click 'Apply' at the bottom of the screen.

9 A summary will show the type of leave and hours entered. If everything is correct, click 'Save'.

Remember: For employees on cat leave, **always enter sick leave or FMLA sick leave, not any other type of leave**. This will ensure the leave is managed properly.

10 To verify the sick leave hours were entered correctly, click on 'Load More' to show all days in the pay period.

Feb Sat 14	Schedule: - Projects wo... - Total hours: -		Feb Sun 15	Schedule: - Projects wo... - Total hours: -		Feb Mon 16
Feb Wed 18	Schedule: - Projects wo... - Total hours: -		Feb Thu 19	Schedule: - Projects wo... - Total hours: -		Feb Fri 20

Load More

11 The day(s) with cat leave entries will show a number for "Projects worked" and the number of hours entered under "Total hours". In the example below, there is a "1" next to Projects worked (for one type of leave entered) and an "8" next to total hours, because 8 hours of leave was entered.

--End--

Feb Tue 10	Schedule: - Projects wo... - Total hours: -	Feb Wed 11	Schedule: - Projects wo... - Total hours: -
Feb Sat 14	Schedule: - Projects wo... - Total hours: -	Feb Sun 15	Schedule: - Projects wo... - Total hours: -
Feb Wed 18	Schedule: - Projects wo... - Total hours: -	Feb Thu 19	Schedule: - Projects wo... - Total hours: -
Feb Sun 22	Schedule: - Projects wo... - Total hours: -	Feb Mon 23	Schedule: - Projects wo... 1 Total hours: 8.00
Feb Thu 26	Schedule: - Projects wo... - Total hours: -	Feb Fri 27	Schedule: - Projects wo... - Total hours: -