1.13.b. Supervisor Job Aid: How to Enter CAT Leave for non-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.
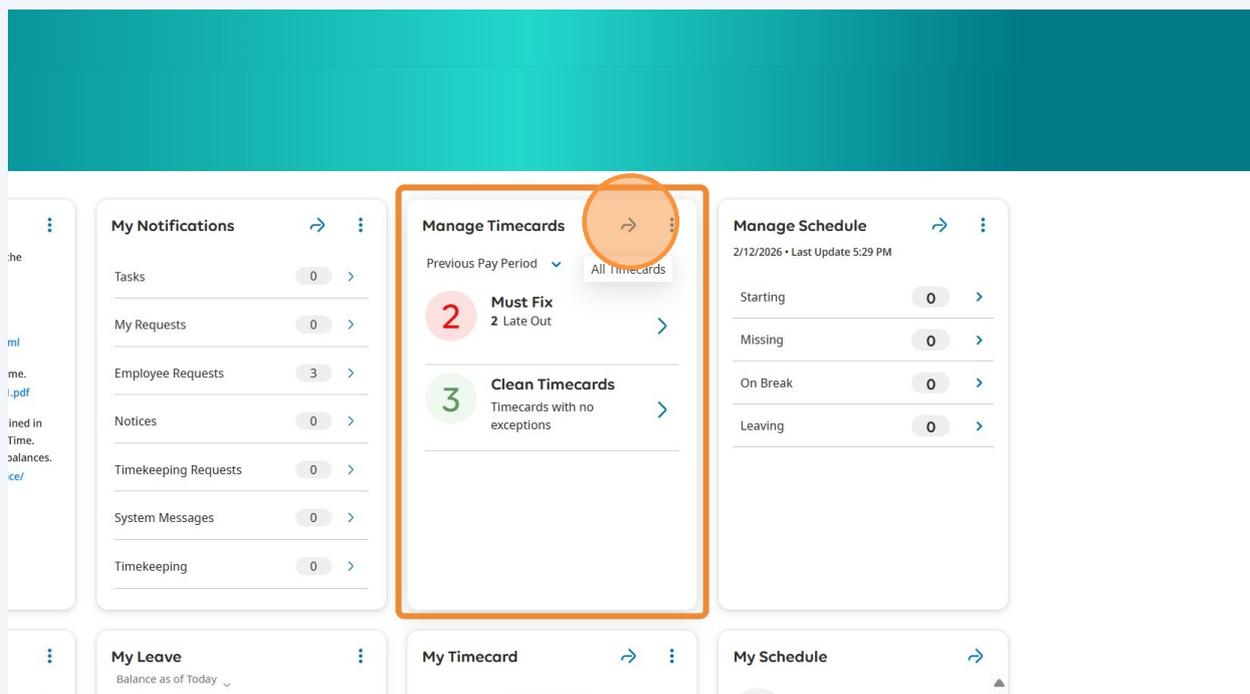
⚠️ For catastrophic leave (CAT Leave) to function properly, supervisors must enter FLMA Sick Minor or Sick Leave hours on the applicable employee's timecard, as designated by UNM Absence Management team, even if the employee's sick leave bank has no hours. Banner is programmed to sweep an employee's 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 Select the "Sick Leave" option.

In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
			Sick Leave ⌄				

Previous Pay Period   4 Employee(s) selected   Load

Share   View pending   Calculate totals

5 Under the "Pay code" column header, find the cell for the correct date. Click in the cell and a dropdown menu will show different types of hours. Select 'Sick Leave' or 'FMLA Sick Leave', depending on whether the employee has been approved for FMLA or not. In the example below, 'Sick Leave' has been entered.

Under the "Amount" column header, enter the number of hours that are needed. In the example below, 8.00 hours have been entered.

6 Once all sick leave hours have been entered, be sure to click 'Save'. Multiple changes can be made before clicking 'Save'. However, if 'Save' is not clicked, none of the changes will be retained.

--End--