

1.12. Supervisor Job Aid: How to Enter FMLA-covered Leave Hours

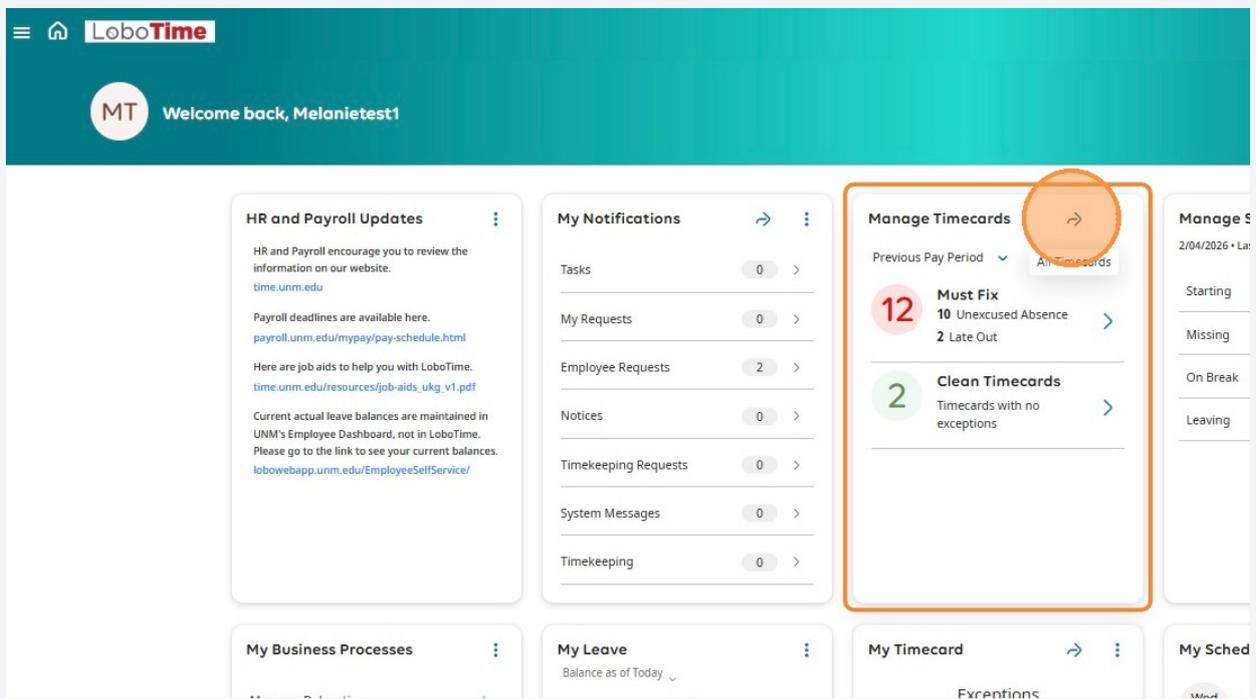
Family and Medical Leave Act (FMLA) hours may only be designated as FMLA with prior approval from the UNM Absence Management team. Approved hours may be recorded as FMLA sick, FMLA annual, or FMLA leave without pay. At the employee's request, the supervisor will designate time away from work as FMLA. Employees should request sick, annual, or leave without pay and include a note indicating that the time should be designated as FMLA. See UAP 3440: Family and Medical Leave for more information.

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If an employee is taking leave covered by the Family and Medical Leave Act (FMLA)--whether annual leave, sick leave, or unpaid leave--those hours should be recorded as FMLA leave. To appropriately classify time away from work as FMLA leave:

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 Click the down arrow of the dropdown menu to select the appropriate employee.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a header with the LoboTime logo and the text "Employee timecards". Below the header, there is a search bar and a dropdown menu for selecting an employee. The dropdown menu is open, showing a list of employees: "Testnonexempt, Elenatest1" (selected), "Testnonexempt, Sandratest1", "Testorgmanager, Katherinetest1", and "Testorgmanager, Marleentest1". The main area of the interface is a table with columns for "Absence", "In", "Out", "Transfer", "In", "Out", "Transfer", and "Pay code". The table contains data for several days, including "Mon 1/12", "Tue 1/13", "Wed 1/14", "Thu 1/15", "Fri 1/16", "Sat 1/17", "Sun 1/18", "Mon 1/19", "Tue 1/20", "Wed 1/21", and "Thu 1/22".

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

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Find the date that needs FMLA leave and then click on the corresponding cell under the 'Pay code' column. Select the appropriate type of FMLA leave: FMLA Annual Leave, FMLA Sick Minor, and/or FMLA Leave without pay. In the example below, the requested FMLA leave is paid through sick leave.

Employee timecards

COMPELENATST 1 of 4

Previous Pay Period 4 Employee(s) selected Loaded: 3:23 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 |
| | | | | | | | | FMLA Sick Minor | | | | | 36.00 |
| | | | | | | | | | | | | | 36.00 |
| | | | | | | | | | | | | | 36.00 |
| | | | | | | | | | | | | | 36.00 |

