

## Quick Reference Guide for Delegates

The Delegate role provides the ability to edit a new or saved report, and to record and submit FMLA hours for a specified home department. A Delegate cannot change a submitted report.

1. **Log in at** <https://webapp.mis.vanderbilt.edu/exemptTimeOff>. You will need a VUnetID and ePassword to log in.
2. **Access the Worklist**  
To view an Employee’s time off report, click on the Employee’s name.
  - Employees listed – you have the Delegate role rights for that home department
  - View All – shows a list of all reports for your department(s)

View All Approval Deadline: 07/10/2014 at 11:59 PM  
June 2014 | Next Period >

Chemistry (120430)

Approve	Employee Name	Type	Starting Balance	Time Reported	Ending Balance	Status	Exception	Approved By
		FlexPTO	333.34	16.00	317.34	New Submitted	!	

3. **Enter Time Off for an Employee** (see also the *Quick Reference Guide for Employees*)

To enter time off for a day:

- Click on the drop-down menu for that day and choose the type of time off. Time is reported in full shift increments.
- Only one type of time off can be selected per day.

May 2014 June 2014 July 2014

I have no time off to report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

I have no time off to report To report no time off, click the box beside *I have no time off to report*.

**Reporting Prior Time Off.** To enter prior time off, click on the *Report Prior Time Off* box, enter hours taken and add a comment.

Time Off Summary

	Starting Balance (hours)	Current Time Off (hours)	Prior Time Off (hours)	Ending Balance (hours)
FlexPTO	222.65	0.00	<input type="text" value="0.00"/>	222.65
Grand. Sick	355.03	0.00	<input type="text" value="0.00"/>	355.03
Personal	0.00	0.00	<input type="text" value="0.00"/>	0.00
Holiday		0.00	<input type="text" value="0.00"/>	
Jury Duty		0.00	<input type="text" value="0.00"/>	
Bereavement		0.00	<input type="text" value="0.00"/>	
Pd Parental Lv		0.00	<input type="text" value="0.00"/>	

Report Prior Time Off Note: Balances do not reflect current month accruals

Prior Time Off Comment:

**FMLA Time Off Summary.** To enter FMLA time, click on the *FMLA Time Off* box and then enter the hours of time off.

FMLA Time Off Summary	
<input type="checkbox"/> FMLA Time Off (hours)	0.00

In addition to including the FMLA hours in the Exempt Time Off tool, please submit the Leave Utilization tracker [www.hr.vanderbilt.edu/fmla/leaveutilizationtracker.xlsx](http://www.hr.vanderbilt.edu/fmla/leaveutilizationtracker.xlsx) to HR monthly.

#### 4. Save and Submit Time Off for an Employee

- Click **Save** to save any changes made to the report.
- Click **Submit** to submit your time off report to your preferred approver no later than the **10<sup>th</sup> calendar day** of each month.
- Click **Clear All** to clear all the time off entered on the selected report. The status will not change.

Clear All

Save

Submit

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