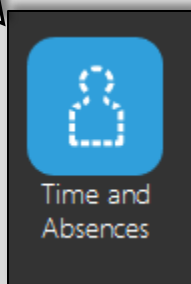


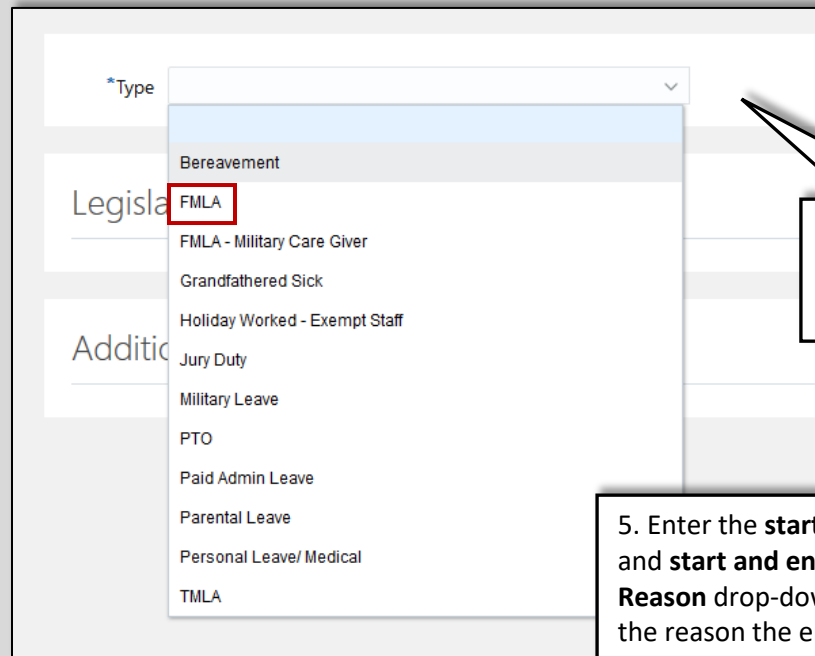
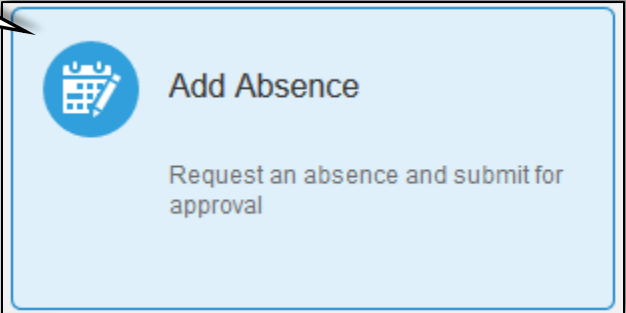
Page | 1 Quick Reference Guide: Monthly Employee FMLA Tracking

1. Click on **Time and Absences**.



2. Select the **Add Absence** box.

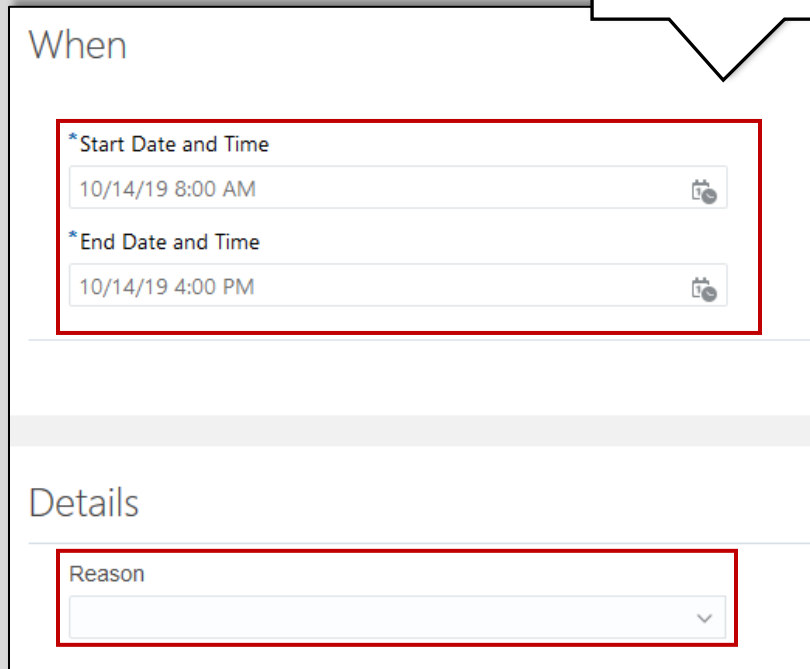
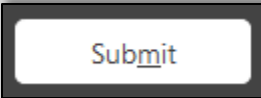
Entering Exempt Employee FMLA Time in Oracle Cloud
Exempt employees will record FMLA in **Oracle Time** when in a paid status.



3. Use the **Type** drop-down menu to select **FMLA**.

5. Enter the **start and end date and start and end times**. Use the **Reason** drop-down menu to select the reason the employee is taking FMLA leave.

6. Click **Submit**.



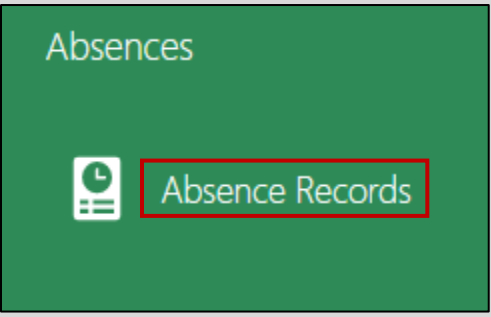
Important FMLA Entry Tips

- FMLA must be entered for all time the employee misses from work regardless of pay status.
- FMLA entries should match any paid leave entries. For example, if PTO is entered for 2/15/2023 through 2/28/2023, then an entry for FMLA should be entered for the same time (2/15/2023 through 2/28/2023).

Employees in an Unpaid Status

Employees in an unpaid status will not have access to Oracle. The HCM will be required to enter FMLA time in Oracle during this time. FMLA will need to be entered in **Absence Records**. *Note: This is from the HCM view.*

1. From the **Our Workforce** tab, Click on **Show More** under **Quick Actions** on the bottom left side of the screen, scroll down until you see Absences, and Click on **Absence Records**



2. Enter the employee's name in the **Search for a Person** Field. Select that person from the list by clicking on their name.

Search for a Person

3. Under Existing Absences click **+Add** to begin entering a time off request.

Manage Employment x Manage Absence Records x

Manage Absences and Entitlements

◀ Absences

Most Recent or Current Absence Next Scheduled Absence

Type FMLA None scheduled.

Dates 10/22/18 - 11/2/18

Status Completed

Duration 80 Hours

▶ Pending Actions

◀ Existing Absences

View Recalculate Time Period Last 6 months Type Status

Dates	Type	Duration	Status
10/22/18 - 11/2/18	FMLA	80 Hours	Completed
10/9/18 - 10/19/18	FMLA	72 Hours	Completed
10/8/18 - 10/8/18	FMLA	8 Hours	Completed
10/5/18 - 10/5/18	FMLA	8 Hours	Completed
10/5/18 - 10/5/18	PTO	8 Hours	Completed

Manage Employment x Manage Absence Records x

Absence Administration

* Absence Type

- Bereavement
- FMLA**
- FMLA - Military Care Giver
- Grandfathered Sick
- Jury Duty
- PTO
- Paid Admin Leave
- Parental Leave
- TMLA

Save Submit Cancel

4. Use the **Absence Type** drop-down menu to select FMLA.

Manage Employment x Manage Absence Records x

Absence Administration

* Absence Type

Save **Submit** Cancel

5. Enter the **start and end date** and **start and end times** if applicable.

6. Click **Submit**.

Basic Mode

Single day

* Start Date

* End Date

Start Time Not Applicable

End Time Not Applicable

Duration 104 Hours

Details Plan Use Action Items

Reason

Comments