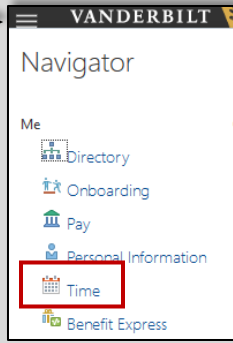


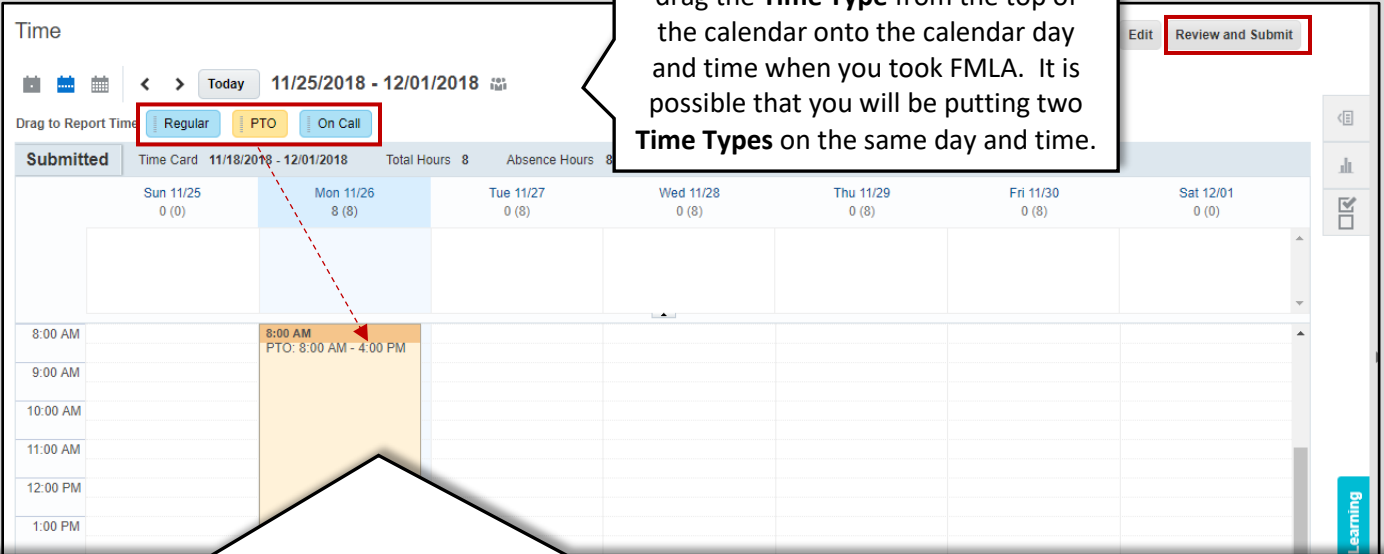
1. Use the **Navigator** to access **Oracle Time**.



Entering Hourly FMLA Time in Oracle Cloud

Hourly employees will record FMLA in **Oracle Time** when in a paid status.

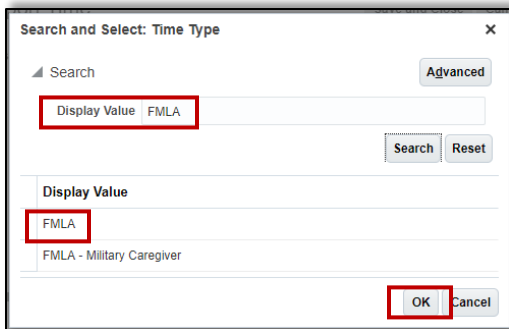
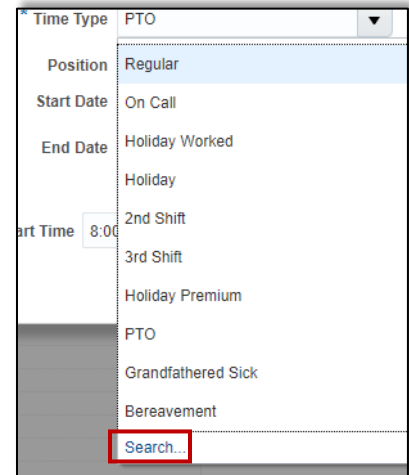
2. After entering the leave pay type you will need to also report FMLA. To report FMLA on a day, click, hold and drag the **Time Type** from the top of the calendar onto the calendar day and time when you took FMLA. It is possible that you will be putting two **Time Types** on the same day and time.



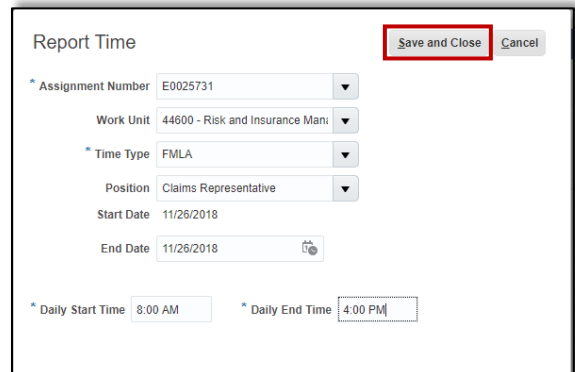
3. When you release your mouse button, the **Report Time** pop-up window will display your **Assignment Number** (Employee ID) and corresponding **Work Unit**, as well as the **Time Type**, **Dates** and **Start Time** you chose in the calendar. Use the Time Type drop-down menu to adjust the Time Type. Then click **Search**.

4. The Search and Select pop-up window will appear. Type **FMLA** in the display value and click **Search**.

5. FMLA will then appear in the display value. Click on **FMLA** and then click **OK**.



6. Enter the **Start and End Times** (including AM or PM). Click **Save and Close** to return to the calendar. Repeat this process for each day of FMLA. Then click **Review and Submit** on the main screen.



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Reviewing and Submitting Your Time Card

Once entered, you will review and submit your time card from the **Review Time** screen.

7. You will receive a warning about overlapping absences. Click **OK** to continue.

Warning

Messages for this page are listed below.

The absence overlaps with an absence on 10/31/2018 - 11/02/2018. Do you want to continue?

Time Card Details

Time Card Period 11/4/18 - 11/17/18

Time Card Comments

Information

I certify to the accuracy of the hours recorded. I understand intentional falsification of time records is a serious violation of University policy that will result in disciplinary act

8. You must certify the accuracy of your time entries – click the **OK** button to acknowledge your certification, then scroll down to review your time entries.

OK

Time Entry Time Totals

Reported Hours 112.00

Absence Hours 112.00

Scheduled Hours 0.00

Actions View Format Add Row Below Freeze Detach Wrap

	* Assignment Number	Work Unit	Position	* Time Type	Sunday, November 04		Monday, November 05		Tuesday, November 06		Wednesday, November 07	
					Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	E0135515	39401 - VUI	Community	Parental Le			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM
2	E0135515	39401 - VUI	Community	FMLA			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM
Daily Totals					Hours:16.00		Hours:16.00		Hours:16.00		Hours:16.00	

9. Scroll through to view the times you entered and the total hours for each day. (Note: FMLA time will be added to the total hours per day appearing to double the number of hours. However, employee's pay will not be affected). If you note any errors, click the **Edit Time Card** button at the top of the page to open the edit view. If everything is correct click **Submit** to submit your time card – it will be routed automatically to your manager for approval.

Editing and Entering Time using the Time Entry Grid

Clicking the **Edit Time Card** button will open the **Time Entry** grid view. Within this view you can edit any fields to properly reflect your time worked. You can also add a row by clicking **+Add Row Below** to enter FMLA time. You can enter FMLA using this **Time Entry** grid as an alternative to using the calendar view.

Time Entry Time Totals

Reported Hours 112.00 Absence Hours 112.00 Scheduled Hours 0.00

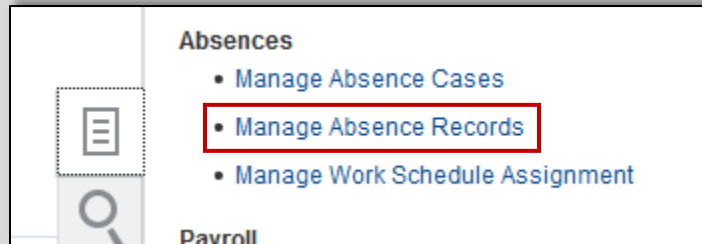
Actions View Format **+ Add Row Below** Freeze Detach Wrap

	* Assignment Number	Work Unit	Position	* Time Type	Sunday, November 04		Monday, November 05		Tuesday, November 06		Wednesday, November 07	
					Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	E0135515	39401 - VUI	Community	Parental Le			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM
2	E0135515	39401 - VUI	Community	FMLA			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM
Daily Totals					Hours:16.00		Hours:16.00		Hours:16.00		Hours:16.00	

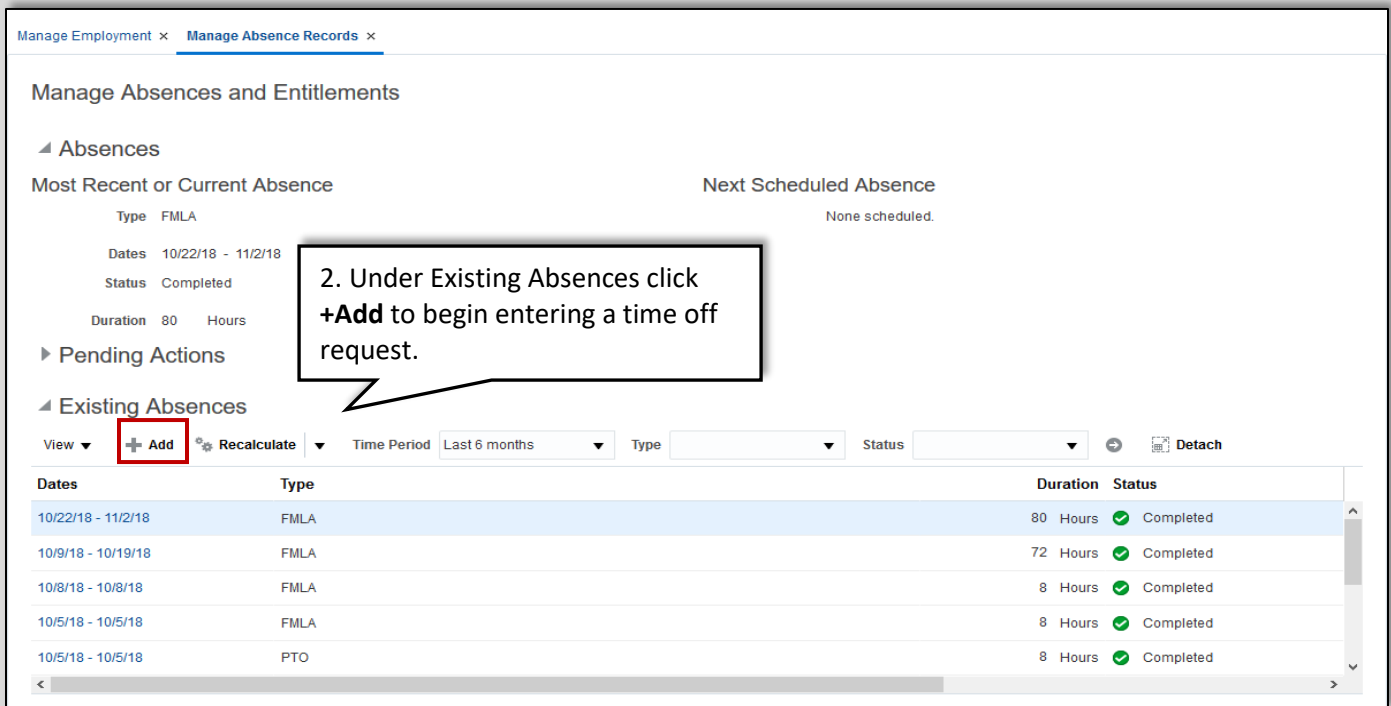
Employees in an Unpaid Status

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. Since a time card will not be generated, FMLA will need to be entered in **Maintain Absence Records**. *Note: This is from the HCM view.*

1. From the **Person Management** screen select the **Actions** icon in the top right corner of the screen, and then click **Maintain Absence Records**.



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



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

