1. Use the Navigator to access Oracle Time.

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.

Entering Hourly FMLA Time in Oracle Cloud

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

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.

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

5. Click **Submit**.