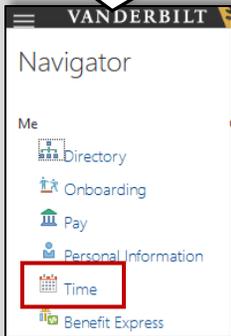


Page | 1 Quick Reference Guide: Monthly Employee FMLA Tracking

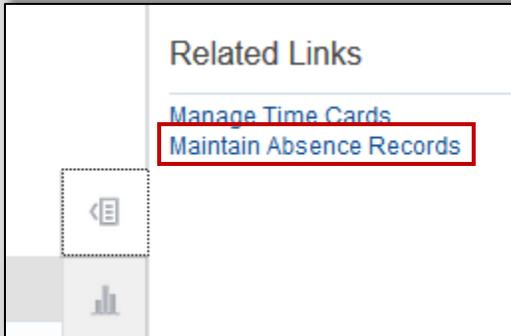
1. Use the **Navigator** to access **Oracle Time**.



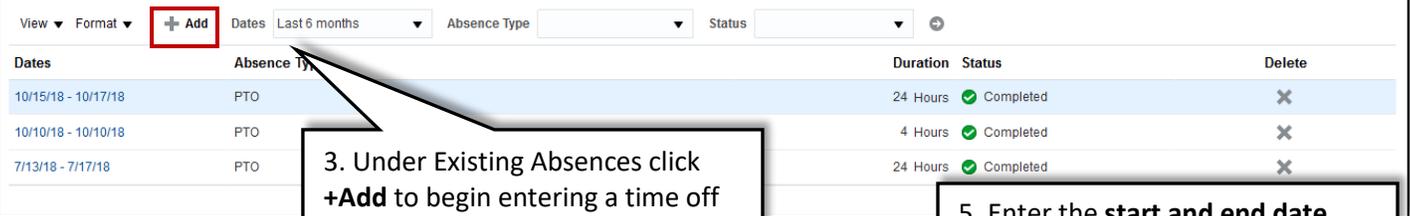
2. Select the **Actions** icon in the top right corner of the screen, and then click **Maintain Absence Records**.

Entering Exempt Employee FMLA Time in Oracle Cloud

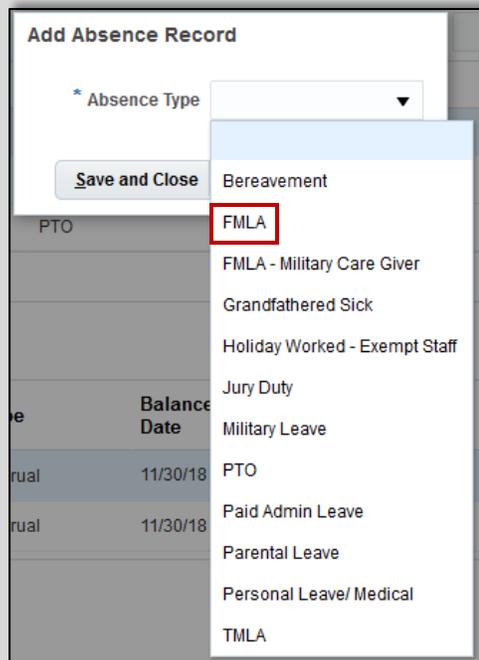
Exempt employees will record FMLA in **Oracle Time** when in a paid status.



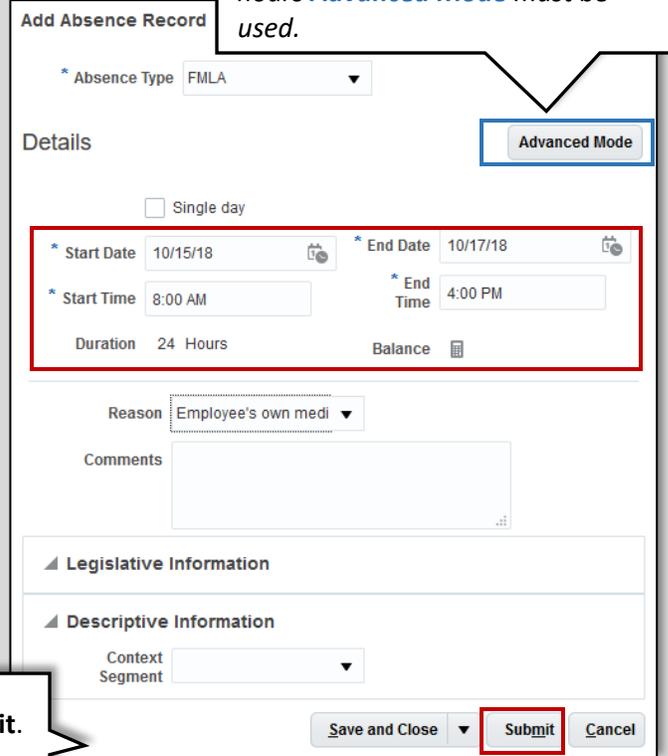
Maintain Absence Records



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



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. *If entering less than 8 hours **Advanced Mode** must be used.*

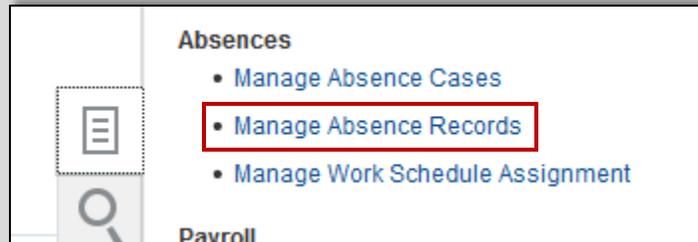


6. Click **Submit**.

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 **Manage Absence Records**.



2. 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

Type FMLA

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

Status Completed

Duration 80 Hours

Next Scheduled Absence: None scheduled.

▶ Pending Actions

◀ Existing Absences

View **+ Add** Recalculate Time Period Last 6 months Type Status Detach

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

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

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

