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**.

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

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.

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

5. Click **Submit**.