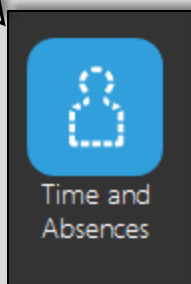


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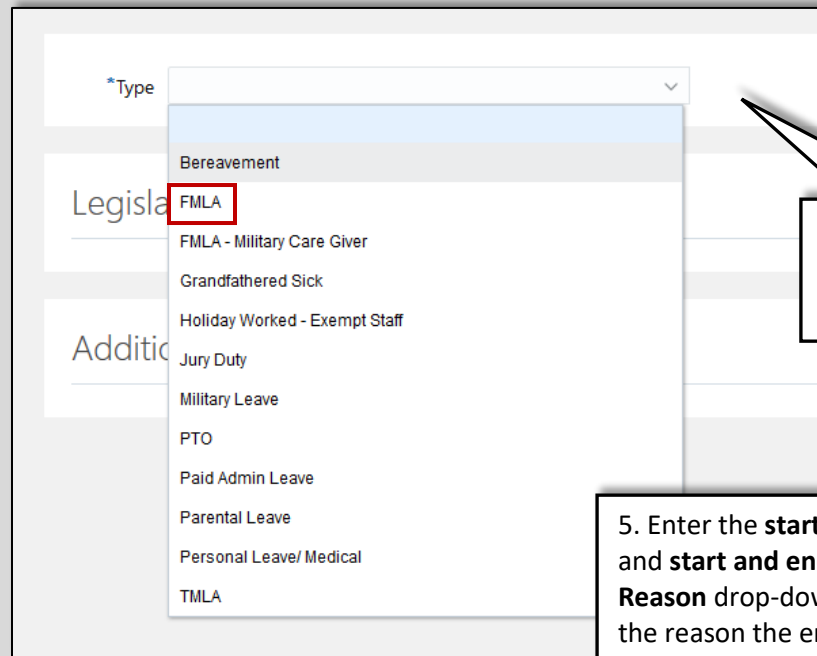
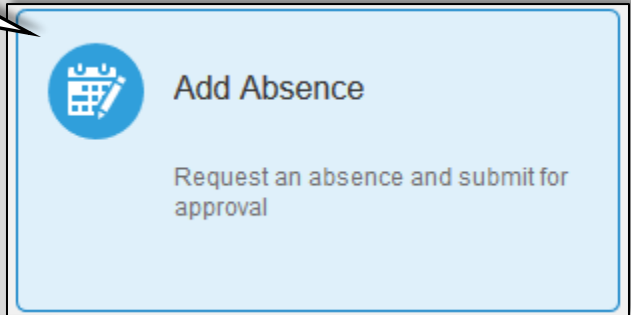
1. Click on **Time and Absences**.



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

Entering Exempt Employee FMLA Time in Oracle Cloud

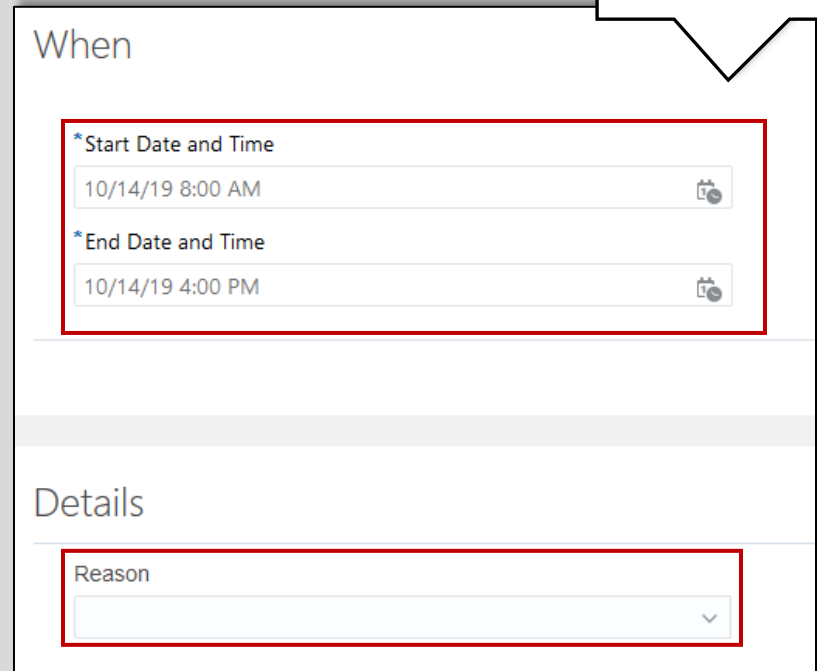
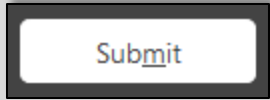
Exempt employees will record FMLA in **Oracle Time** when in a paid status.



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**.



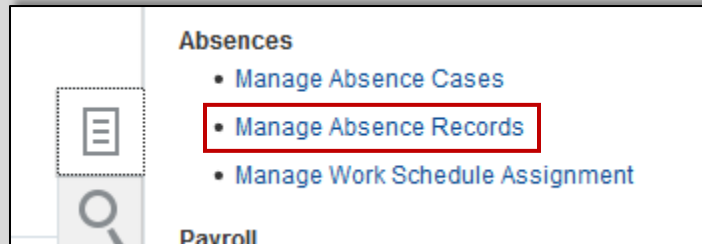
Important FMLA Entry Tips

- 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 2/15/2019 through 2/28/2019, then an entry for FMLA should be entered for the same time (2/15/2019 through 2/28/2019).

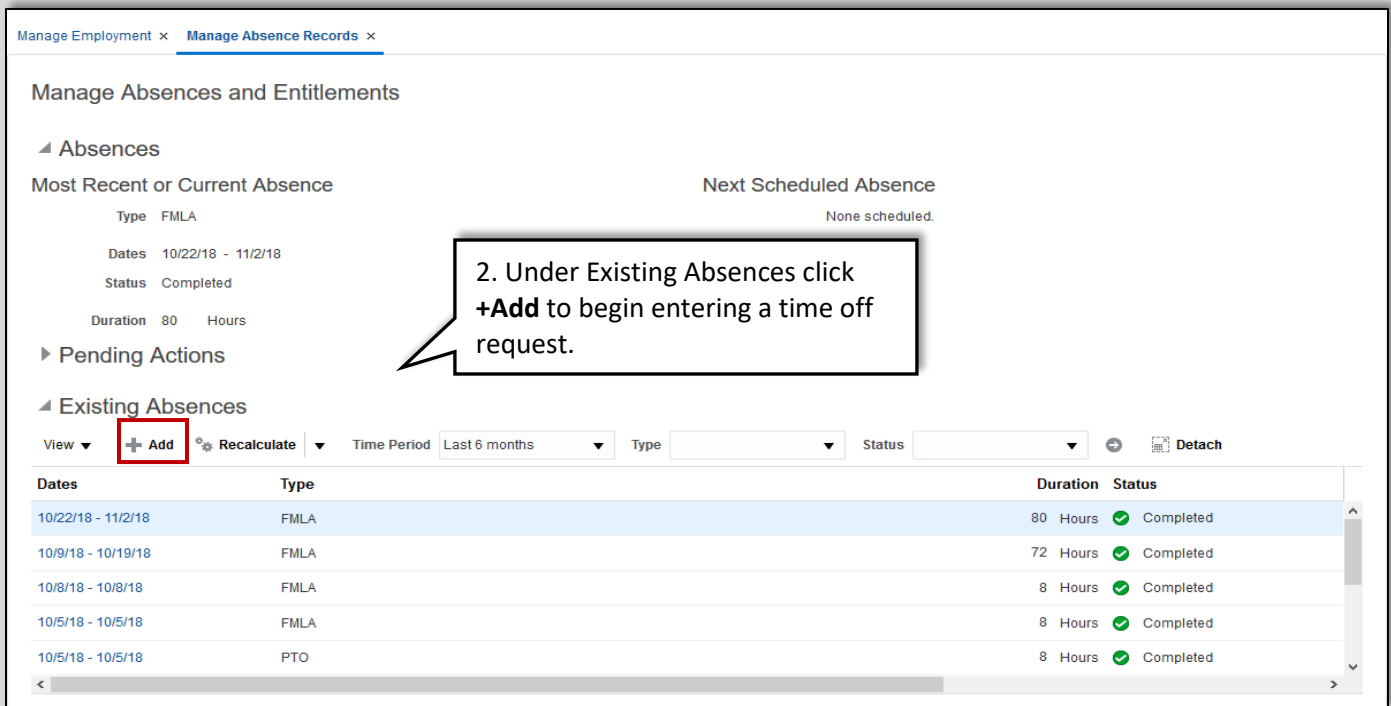
Employees in an Unpaid Status

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 **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**.



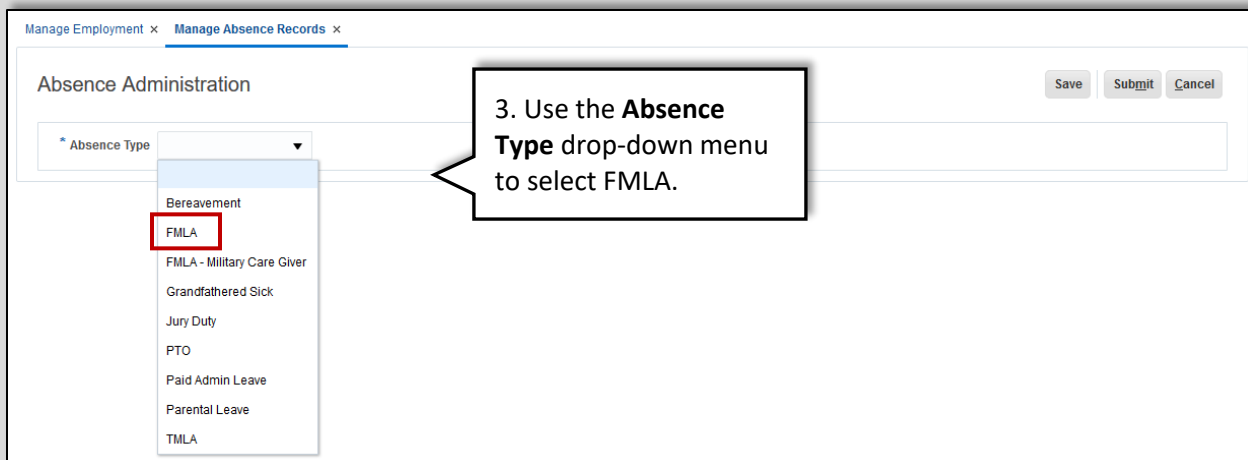
2. Under Existing Absences click **+Add** to begin entering a time off request.



The screenshot shows the 'Manage Absences and Entitlements' page. It includes a summary for the 'Most Recent or Current Absence' (Type: FMLA, Dates: 10/22/18 - 11/2/18, Status: Completed, Duration: 80 Hours) and the 'Next Scheduled Absence' (None scheduled). Below this is the 'Existing Absences' section with a '+ Add' button highlighted in a red box. A table lists several past absences.

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.



The screenshot shows the 'Absence Administration' form. The 'Absence Type' dropdown menu is open, showing a list of options: Bereavement, FMLA (highlighted with a red box), FMLA - Military Care Giver, Grandfathered Sick, Jury Duty, PTO, Paid Admin Leave, Parental Leave, and TMLA. The 'Save', 'Submit', and 'Cancel' buttons are visible at the top right.

