

Time-Recording for Leave Of Absence

EXEMPT EMPLOYEES

Paid Status

1. Supervisor submits ePac transaction indicating a paid leave of absence.
2. Recording time off in Exempt Time Off (ETO):
 - a. *If the employee is available to record their own time:*

In the ETO reporting system (<http://hr.vanderbilt.edu/systems/eto.php>), the employee enters the type of leave hours.
 - b. *If the employee is not available to record their own time:*

A department delegate can be set up (via Privilege Management) to enter and submit the type of leave hours for the employee with approval by the department designated ETO approver. (The employee does not need to set up this role.)

Note: If the employee is on FMLA/NonFMLA, the employee or delegate must record the FMLA/NonFMLA time used by checking the FMLA box or NonFMLA box at the bottom of the ETO timesheet and entering the number of hours applied to FMLA or NonFMLA. If there are corrections to previously reported FMLA/NonFMLA hours, the supervisor must completed the Leave Utilization Tracker form (<http://hr.vanderbilt.edu/fmla/LeaveUtilizationTracker1.xlsx>) and submit to their FMLA HR representative.

Unpaid Status

1. Supervisor submits ePac transactions indicating an unpaid leave of absence.
 - a. *If the ePac transaction is processed before payroll runs:*

The ePac transaction is sufficient in stopping the employee from being paid.
 - b. *If a PAF is processed after payroll runs:*
 - If the employee has returned from leave: The department will need to submit a negative payroll correction form to recover the overpayment.
 - If the employee has not returned from leave: Then an overpayment calculation will need to be made for the employee to repay the overpayment. An email may be sent to payroll@vanderbilt.edu to request an overpayment calculation.
2. While the employee is in an unpaid status, the employee or supervisor does not have access to the ETO tool.

Note: If the employee is on unpaid leave that is FMLA/NonFMLA covered, the supervisor must record the FMLA/NonFMLA time used on the Leave Utilization Tracker form (<http://hr.vanderbilt.edu/fmla/LeaveUtilizationTracker1.xlsx>) and submit to their FMLA HR representative.

NON-EXEMPT

EMPLOYEES Paid Status

1. Supervisor submits ePac transaction indicating a paid leave of absence.
2. E-timesheet:
 - a. *If the employee is available to record their own time:*

In the eTimesheet report system (<https://webapp.mis.vanderbilt.edu/timesheet>), the employee reports the type of leave hours directly into eTimesheet for that pay period. The employee should add FMLA / NonFMLA time if applicable, in the FMLA/NonFMLA section on eTimesheet.
 - b. *If the employee is not available to record their own time:*

The supervisor must submit a paper timesheet to payroll for any paid hours. If the leave is covered by FMLA/NonFMLA, the supervisor must record the FMLA/NonFMLA time used on the Leave Utilization Tracker form (<http://hr.vanderbilt.edu/fmla/LeaveUtilizationTracker1.xlsx>) and submit to their FMLA HR representative.
3. Kronos: If the employee uses Kronos, the employee or supervisor reports the type of leave hours directly into Kronos. The employee or supervisor should add a line to indicate FMLA / NonFMLA time if applicable.
4. Paper timesheets: If employee does not use e-timesheet or Kronos, the employee or supervisor needs to complete a paper timesheet, indicating the type of leave hours to pay the employee.

Unpaid Status

1. Supervisor submits ePac transaction indicating an unpaid leave of absence.
2. E-timesheet: While the employee is in an unpaid status, the employee or supervisor does not have access to the e-timesheet tool. **If the employee is on unpaid leave that is FMLA/NonFMLA covered, the supervisor must record the FMLA/NonFMLA time used on the Leave Utilization Tracker form (<http://hr.vanderbilt.edu/fmla/LeaveUtilizationTracker1.xlsx>) and submit to their FMLA HR representative.**
3. Kronos: Unpaid leave for non-exempt employees is not tracked systematically in Kronos. However, FMLA/NonFMLA time should be recorded. The employee or supervisor should indicate FMLA / NonFMLA time for each day applicable.