Quick Reference Guide for Delegates

The Delegate role provides the ability to edit a new or saved report, and to record and submit FMLA hours for a specified home department. A Delegate cannot change a submitted report.

1. **Log in at** https://webapp.mis.vanderbilt.edu/exemptTimeOff**.** You will need a VUnetID and ePassword to log in.

2. **Access the Worklist**
   To view an Employee's time off report, click on the Employee's name.
   - Employees listed – you have the Delegate role rights for that home department
   - View All – shows a list of all reports for your department(s)

3. **Enter Time Off for an Employee** (see also the *Quick Reference Guide for Employees*)
   To enter time off for a day:
   - Click on the drop-down menu for that day and choose the type of time off. Time is reported in full shift increments.
   - Only one type of time off can be selected per day.

    To report no time off, click the box beside *I have no time off to report*.

   Reporting Prior Time Off. To enter prior time off, click on the *Report Prior Time Off* box, enter hours taken and add a comment.

FMLA Time Off Summary. To enter FMLA time, click on the *FMLA Time Off* box and then enter the hours of time off.

FMLA Time Off Summary	
☑ FMLA Time Off (hours)	0.00

In addition to including the FMLA hours in the Exempt Time Off tool, please submit the Leave Utilization tracker www.hr.vanderbilt.edu/fmla/leaveutilizationtracker.xlsx to HR monthly.

4. **Save and Submit Time Off for an Employee**
   - Click **Save** to save any changes made to the report.
   - Click **Submit** to submit your time off report to your preferred approver no later than the **10th calendar day** of each month.
   - Click **Clear All** to clear all the time off entered on the selected report. The status will not change.

[Clear All]   [Save] [Submit]