1. Click on Time and Absences.

2. Select the Add Absence box.

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

4. 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.

5. 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.

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.

5. Click Submit.