

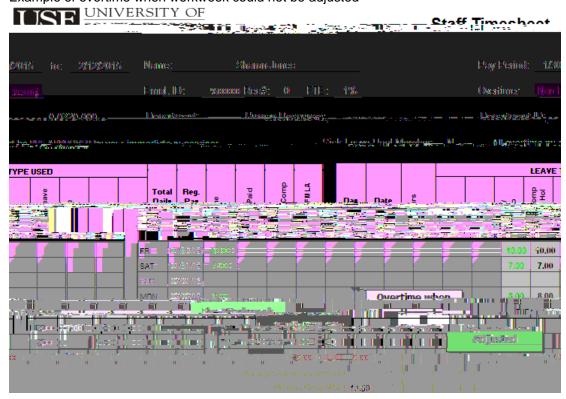
Exercise 2: department.

Run Public Query (U $_{-}$ ALL) - provides information for all employees appointed within a

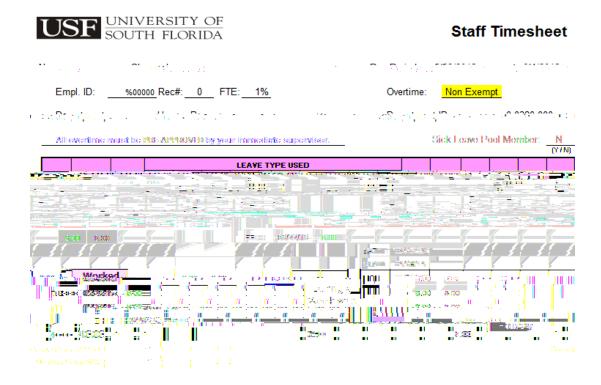
Exercise 3:

How to Reconcile and Track Leave on Timesheets - the

Example of overtime when workweek could not be adjusted



Example of work during a week with a holiday



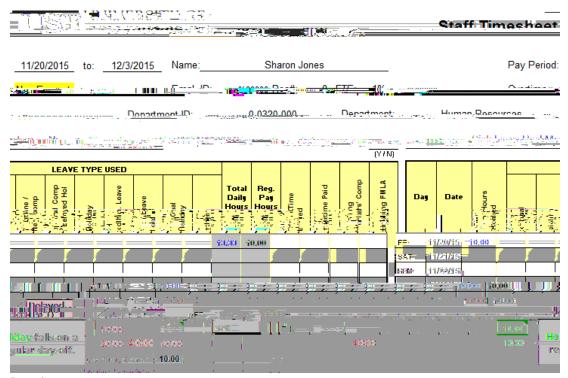
Example of worked on a holiday

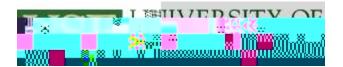


Staff Timesheet



Example of holiday falls on a regular day off





Step 2 - Discuss and Demonstrate

Click on FMLA Information for Departments in the Information section and refer to What Attendance & Leave Coordinators need to know. The instructor-led discussion will assist the leave coordinator in understanding their responsibilities.

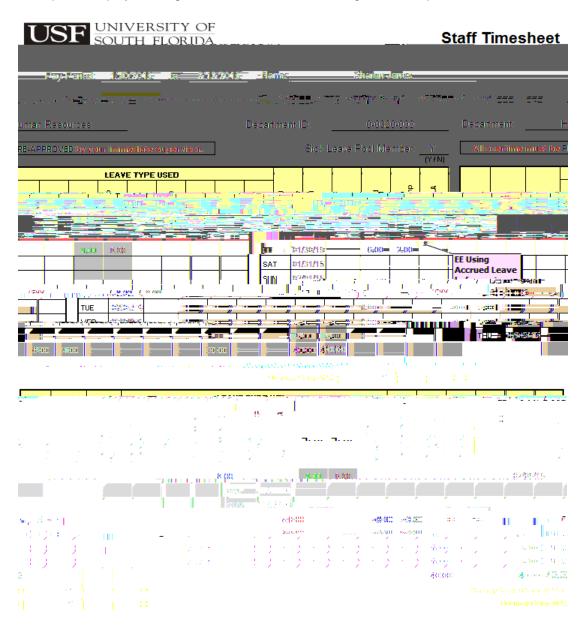
Step 3 - How to record FMLA hours on timesheets

Example of employee on continuous FMLA and using partial leave

Step 4 (Sick Leave Pool) - Follow the navigation path below to access the Sick Leave Pool website.

HR Services > Benefits > Attendance & Leave > Sicdu r7 gL47338.45n I/13 /F612 792g 0.00000912 0 612 79242T

Example of employee using accrued leave before using sick leave pool hours



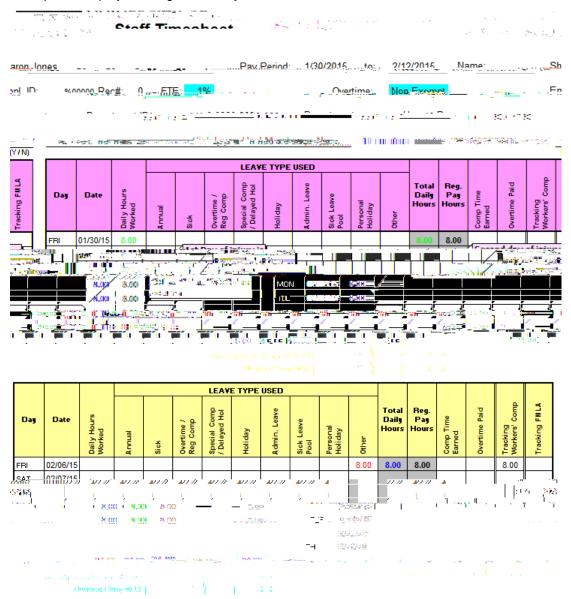


Exercise 5: How to process and track Job Related Disability Leave

Step 1 - Discuss & Demonstrate Disability Leave -

Step 2 - How to record disability leave hours on timesheets

Example of employee using disability leave hours





Exercise 6: V

Page |12 Questions (81)39745717



Exercise 8: Process Leave Payouts for Terminating Employees - Discussion: Eligible employees will receive a payout of any unused annual leave, compensatory leave and a portion of unused sick leave within a reasonable period of time in accordance with the University Procedures. Departmental leave balance audits will be FRPSOHWHGDQGDGMXVWPHQWVPDGHWRWKH\$/7VVWHPE\WKHWHUPL prior to the end of the pay period following the separation of the employee. The ALT system is considered the system of record. Leave balances will be paid based on the system of record to individuals who leave employment. Final leave payments will be processed approximately within 30 days from the last day of employed approximate22 .94(em)-20

Page |13 Questions (81)39745717