

Herbert Wertheim College of Medicine

Time & Labor Training for Exempt Employees

Human Resources

FLSA REGULATION

- The FLSA (Fair Labor Standards Act) established in 1938 is the Federal law administered by the Department of Labor which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments
- FLSA determines which jobs are eligible for overtime pay:
 - Duties Test (Executive, Professional, Administrative, Computer)
 - Salary Test (minimum salary threshold)
- The **CURRENT** minimum annual salary threshold established by the FLSA is \$35,568 annually, or \$684/weekly



VACATION AND SICK LEAVE

VACATION LEAVE

- Vacation leave must be **approved by the supervisor** prior to the employee taking the time off from work
- An employee may carry over vacation leave from year to year up to the maximum accrual rate
- After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount

SICK LEAVE

- An employee may carry over sick leave hours from year to year
- Sick leave will not be paid out upon separation
- Employees must use sick leave for its intended purpose. Supervisors will monitor employee use of sick leave for patterns of abuse.
- The employee or supervisor is responsible for reporting any medical leave of absences to the Human Resources Team. The leave must be reported if it consists of **four (4) or more consecutive business days.**

TIME ACCRUALS

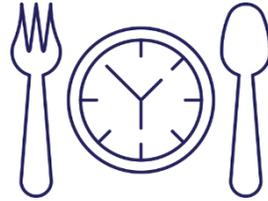
Vacation Accrual Exempt

| Length of Service | Hours Accrued per Pay Period | Maximum Accrual |
|-------------------|------------------------------|-----------------|
| N/A | 7 hours | 352 hours |

Sick Time Accrual

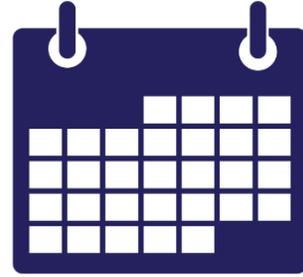
| Hours Accrued per Pay Period | Maximum Accrual |
|------------------------------|--------------------|
| 4 hours | No Maximum Accrual |

MEAL AND BREAK PERIODS



- There are no mandated breaks under Florida law
- FIU policy allows a 30-minute unpaid lunch per 6 hours worked
- FIU policy allows an additional two paid 15 minute breaks
- FIU generally allows employees to combine the 30-minute lunch with two 15-minute breaks for a total 1-hour lunch break

WORKWEEK



- Each workweek *stands by itself*
- Workweek is 7 consecutive 24 hour periods (168 hours) as determined by an employer
- The FIU workweek begins on *Saturday at 12:01am and ends on Friday at midnight*

PAYROLL DEADLINES

| 2018 Payroll Deadlines | | | | | | | |
|------------------------|----------|----|---|--|---|--|-----------|
| PAY PERIOD DATES | | PP | CHANGE FORM/SIGN-ON SUBMISSION DEADLINE BY 5:00PM | FIRST LEVEL CONTRACT APPROVAL DEADLINE BY 5:00PM | EMPLOYEE TIME/LEAVE SUBMISSION DEADLINE BY 5:00PM | SUPERVISOR APPROVAL DEADLINE BY 2:00PM | PAY DAY |
| 12/30/17 | 01/12/18 | 15 | 01/03/18* | 01/05/18* | 01/11/18* | 01/12/18* | 01/19/18 |
| 01/13/18 | 01/26/18 | 16 | 01/18/18 | 01/22/18 | 01/26/18 | 01/29/18 | 02/02/18 |
| 01/27/18 | 02/09/18 | 17 | 02/01/18 | 02/05/18 | 02/09/18 | 02/12/18 | 02/16/18 |
| 02/10/18 | 02/23/18 | 18 | 02/15/18 | 02/19/18 | 02/23/18 | 02/26/18 | 03/02/18 |
| 02/24/18 | 03/09/18 | 19 | 03/01/18 | 03/05/18 | 03/09/18 | 03/12/18 | 03/16/18 |
| 03/10/18 | 03/23/18 | 20 | 03/15/18 | 03/19/18 | 03/23/18 | 03/26/18 | 03/30/18 |
| 03/24/18 | 04/06/18 | 21 | 03/29/18 | 04/02/18 | 04/06/18 | 04/09/18 | 04/13/18 |
| 04/07/18 | 04/20/18 | 22 | 04/12/18 | 04/16/18 | 04/20/18 | 04/23/18 | 04/27/18 |
| 04/21/18 | 05/04/18 | 23 | 04/26/18 | 04/30/18 | 05/04/18 | 05/07/18 | 05/11/18 |
| 05/05/18 | 05/18/18 | 24 | 05/10/18 | 05/14/18 | 05/18/18 | 05/21/18 | 05/25/18 |
| 05/19/18 | 06/01/18 | 25 | 05/23/18* | 05/25/18* | 06/01/18 | 06/04/18 | 06/08/18 |
| 06/02/18 | 06/15/18 | 26 | 06/07/18 | 06/11/18 | 06/15/18 | 06/18/18 | 06/22/18 |
| 06/16/18 | 06/29/18 | 1 | 06/20/18* | 06/22/18* | 06/28/18* | 06/29/18* | 07/06/18 |
| 06/30/18 | 07/13/18 | 2 | 07/05/18 | 07/09/18 | 07/13/18 | 07/16/18 | 07/20/18 |
| 07/14/18 | 07/27/18 | 3 | 07/19/18 | 07/23/18 | 07/27/18 | 07/30/18 | 08/03/18 |
| 07/28/18 | 08/10/18 | 4 | 08/02/18 | 08/06/18 | 08/10/18 | 08/13/18 | 08/17/18 |
| 08/11/18 | 08/24/18 | 5 | 08/16/18 | 08/20/18 | 08/24/18 | 08/27/18 | 08/31/18 |
| 08/25/18 | 09/07/18 | 6 | 08/29/18† | 08/31/18† | 09/07/18 | 09/10/18 | 09/14/18 |
| 09/08/18 | 09/21/18 | 7 | 09/13/18 | 09/17/18 | 09/21/18 | 09/24/18 | 09/28/18 |
| 09/22/18 | 10/05/18 | 8 | 09/27/18 | 10/01/18 | 10/05/18 | 10/08/18 | 10/12/18 |
| 10/06/18 | 10/19/18 | 9 | 10/11/18 | 10/15/18 | 10/19/18 | 10/22/18 | 10/26/18 |
| 10/20/18 | 11/02/18 | 10 | 10/25/18 | 10/29/18 | 11/02/18 | 11/05/18 | 11/09/18 |
| 11/03/18 | 11/16/18 | 11 | 11/05/18Δ | 11/07/18Δ | 11/14/18Δ | 11/15/18Δ | 11/21/18Δ |
| 11/17/18 | 11/30/18 | 12 | 11/21/18 | 11/26/18 | 11/30/18 | 12/03/18 | 12/07/18 |
| 12/01/18 | 12/14/18 | 13 | 12/06/18 | 12/10/18 | 12/14/18 | 12/17/18 | 12/21/18 |
| 12/15/18 | 12/28/18 | 14 | 12/14/18 | 12/18/18 | 12/26/18 | 12/27/18 | 01/04/19 |

* Deadlines revised due to Martin Luther King Jr. Holiday.
 * Deadlines revised due to Memorial Day Holiday.
 * Deadlines and Pay Day revised due to July 4th Holiday.
 † Deadlines revised due to Labor Day Holiday.
 Δ Deadlines revised due to Thanksgiving Holiday.
 Deadlines revised due to Christmas Day Holiday.

- Employee deadline to submit hours is usually Fridays at 5:00pm
- Approver deadline to approve hours is usually Mondays at 2:00pm
- Pay Day is usually on a Friday
- Deadlines are moved up when highlighted

TYPES OF TIMESHEETS

Exempt Employee

Human Resources Mgr
Empl Record 0
Actions
Earliest Change Date 10/22/2016

Select Another Timesheet

*View By: Calendar Period
*Date: 10/08/2016
Scheduled Hours: 80.00
Reported Hours: 0.00

From Saturday 10/08/2016 to Friday 10/21/2016

| Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Fri 10/14 | Sat 10/15 | Sun 10/16 | Mon 10/17 | Tue 10/18 | Wed 10/19 | Thu 10/20 | Fri 10/21 | Total | Time Reporting Code | *Taskgroup |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------------|------------|
| | | | | | | | | | | | 8 | | | | HOL - Holiday Salaried | PSNONCATSK |
| | | | | | | | | | | | | 8 | | | SKU - Sick Leave Salaried | PSNONCATSK |
| | | | | | | | | | | | | | 8 | | HOL - Holiday Salaried | PSNONCATSK |

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

| Date | Reported Status | Total | TRC | Description | Sched Hrs | Comments |
|------------|-----------------|-------|-----|-------------------------|-----------|----------|
| 10/19/2016 | Submitted | 8.00 | HOL | Holiday Salaried | 8.00 | |
| 10/20/2016 | Submitted | 8.00 | SKU | Sick Leave Salaried | 8.00 | |
| 10/21/2016 | Submitted | 8.00 | VAU | Vacation Leave Salaried | 8.00 | |

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary

| Category | Total | Week 1 (10/8-10/14) | Week 2 (10/15-10/21) |
|-----------------------|--------|---------------------|----------------------|
| Total Reported Hours | 24.00 | | 24.00 |
| Total Scheduled Hours | 80.00 | 40.00 | 40.00 |
| Schedule Deviation | -56.00 | -40.00 | -16.00 |
| No category Displayed | 24.00 | | 24.00 |

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Leave and Compensatory Time Balances

| Plan Type | Plan | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|----------|------------------|-----------------|-----------------|-------------|
| Leave | Sick | 77.30 | 0 | 9999 | |
| Leave | Vacation | 113.25 | 0 | 352 | |

- Does not need to report daily hours worked
- **Needs to report leave** (vacation, sick, jury duty, etc.)
- **Not entitled for overtime pay or compensatory time** for hours worked in excess of 40 hours in a workweek

TYPES OF TIMESHEETS

Non-Exempt Employee (Benefit Eligible)

Office Associate Empl Record 0
 Actions Earliest Change Date 10/08/2016

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
 *Date 10/08/2016 Reported Hours 81.15

| Comments | Day | Date | Reported Status | In | Out | Punch Total | Time Reporting Code | Quantity | *Taskgroup | Time Zone | Date | | |
|----------|-----|-------|-----------------|------------|-----------|-------------|-----------------------------|----------|------------|-----------|-------|---|---|
| | Sat | 10/8 | New | | | | | | PSNONCATSK | EST | 10/8 | + | - |
| | Sun | 10/9 | New | | | | | | PSNONCATSK | EST | 10/9 | + | - |
| | Mon | 10/10 | Submitted | 8:31:00AM | 5:02:00PM | 8.01 | | | PSNONCATSK | EST | 10/10 | + | - |
| | Tue | 10/11 | Submitted | | | | SKH - Sick Leave Hourly | 8.00 | PSNONCATSK | EST | 10/11 | + | - |
| | Wed | 10/12 | Submitted | 10:32:00AM | 5:03:00PM | 6.01 | | | PSNONCATSK | EST | 10/12 | + | - |
| | Thu | 10/13 | Submitted | 8:30:00AM | 7:01:00PM | 10.01 | | | PSNONCATSK | EST | 10/13 | + | - |
| | Fri | 10/14 | Submitted | 8:32:00AM | 6:05:00PM | 9.05 | | | PSNONCATSK | EST | 10/14 | + | - |
| | Sat | 10/15 | New | | | | | | PSNONCATSK | EST | 10/15 | + | - |
| | Sun | 10/16 | New | | | | | | PSNONCATSK | EST | 10/16 | + | - |
| | Mon | 10/17 | Submitted | 8:30:00AM | 5:02:00PM | 8.03 | | | PSNONCATSK | EST | 10/17 | + | - |
| | Tue | 10/18 | Submitted | 8:35:00AM | 5:03:00PM | 7.96 | | | PSNONCATSK | EST | 10/18 | + | - |
| | Wed | 10/19 | Submitted | 8:31:00AM | 5:01:00PM | 8.00 | | | PSNONCATSK | EST | 10/19 | + | - |
| | Thu | 10/20 | Submitted | 8:29:00AM | 5:02:00PM | 8.05 | | | PSNONCATSK | EST | 10/20 | + | - |
| | Fri | 10/21 | Submitted | | | | VAH - Vacation Leave Hourly | 8.00 | PSNONCATSK | EST | 10/21 | + | - |

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize | Find | 1-2 of 2

| Category | Total | Week 1 (10/8-10/14) | Week 2 (10/15-10/21) |
|-----------------------|-------|---------------------|----------------------|
| Total Reported Hours | 81.15 | 41.10 | 40.05 |
| No category Displayed | 81.15 | 41.10 | 40.05 |

Summary Leave / Compensatory Time Exceptions Payable Time

Leave and Compensatory Time Balances Personalize | Find | 1-3 of 3

| Plan Type | Plan | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|------------|------------------|-----------------|-----------------|-------------|
| Leave | Sick | 33.51 | 0 | 9999 | |
| Leave | Vacation | 11.89 | 0 | 250 | |
| Leave | Comp Leave | 0.00 | 0 | 9999 | |

Summary Leave / Compensatory Time Exceptions Payable Time

Exceptions Personalize | Find | 1 of 1

| Date | Exception ID | Exception Source | Status | Exception Severity |
|------|--------------|------------------|--------|--------------------|
| | | | | |

Update Exception

- Needs to **report all hours worked** on a daily basis
- Meal periods are automatically deducted
- Eligible for **overtime payment** at one and one-half times the regular rate of pay for all hours worked in excess of 40hs in a workweek
- All **overtime hours must be authorized** by the supervisor prior to working
- Employees are not allowed to **work during meal periods without prior authorization** from the supervisor

TYPES OF TIMESHEETS

Non-Exempt Employee (Temporary/Student Assistant)

CLERICAL Empl Record 0
 Actions ▾ Earliest Change Date 09/24/2016

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
 *Date: 09/24/2016 Reported Hours 80.38

From 09/24/2016 to 10/07/2016

| Comments | Day | Date | Reported Status | In | Lunch Out | Lunch In | Out | Punch Total | Time Reporting Code | Quantity | *Taskgroup | Task Profile ID | Time Zone | Date | | |
|----------|-----|------|-----------------|-----------|------------|-----------|-----------|-------------|---------------------|----------|------------|-----------------|-----------|------|---|---|
| | Sat | 9/24 | New | | | | | | | | 0_3349324 | | EST | 9/24 | + | - |
| | Sun | 9/25 | New | | | | | | | | 0_3349324 | | EST | 9/25 | + | - |
| | Mon | 9/26 | Submitted | 8:30:00AM | 1:00:00PM | 1:30:00PM | 5:00:00PM | 8.00 | | | 0_3349324 | | EST | 9/26 | + | - |
| | Tue | 9/27 | Submitted | 8:30:00AM | 1:00:00PM | 1:30:00PM | 5:00:00PM | 8.00 | | | 0_3349324 | | EST | 9/27 | + | - |
| | Wed | 9/28 | Submitted | 8:28:00AM | 1:15:00PM | 1:45:00PM | 5:00:00PM | 8.03 | | | 0_3349324 | | EST | 9/28 | + | - |
| | Thu | 9/29 | Submitted | 8:30:00AM | 12:30:00PM | 1:00:00PM | 5:00:00PM | 8.00 | | | 0_3349324 | | EST | 9/29 | + | - |
| | Fri | 9/30 | Submitted | 8:25:00AM | 1:30:00PM | 2:00:00PM | 5:00:00PM | 8.08 | | | 0_3349324 | | EST | 9/30 | + | - |
| | Sat | 10/1 | New | | | | | | | | 0_3349324 | | EST | 10/1 | + | - |
| | Sun | 10/2 | New | | | | | | | | 0_3349324 | | EST | 10/2 | + | - |
| | Mon | 10/3 | Submitted | 8:30:00AM | 1:00:00PM | 1:30:00PM | 5:00:00PM | 8.00 | | | 0_3349324 | | EST | 10/3 | + | - |
| | Tue | 10/4 | Submitted | 8:30:00AM | 1:05:00PM | 1:35:00PM | 5:00:00PM | 8.00 | | | 0_3349324 | | EST | 10/4 | + | - |
| | Wed | 10/5 | Submitted | 8:20:00AM | 2:00:00PM | 2:30:00PM | 5:00:00PM | 8.16 | | | 0_3349324 | | EST | 10/5 | + | - |
| | Thu | 10/6 | Submitted | 8:25:00AM | 1:32:00PM | 2:02:00PM | 5:00:00PM | 8.08 | | | 0_3349324 | | EST | 10/6 | + | - |
| | Fri | 10/7 | Submitted | 8:31:00AM | 1:31:00PM | 2:00:00PM | 5:01:00PM | 8.01 | | | 0_3349324 | | EST | 10/7 | + | - |

Submit Clear

Summary Exceptions Payable Time

Reported Time Summary

| Category | Total | Week 1 (9/24-9/30) | Week 2 (10/1-10/7) |
|-----------------------|-------|--------------------|--------------------|
| Total Reported Hours | 80.38 | 40.11 | 40.26 |
| No category Displayed | 80.38 | 40.11 | 40.26 |

Summary Exceptions Payable Time

Exceptions

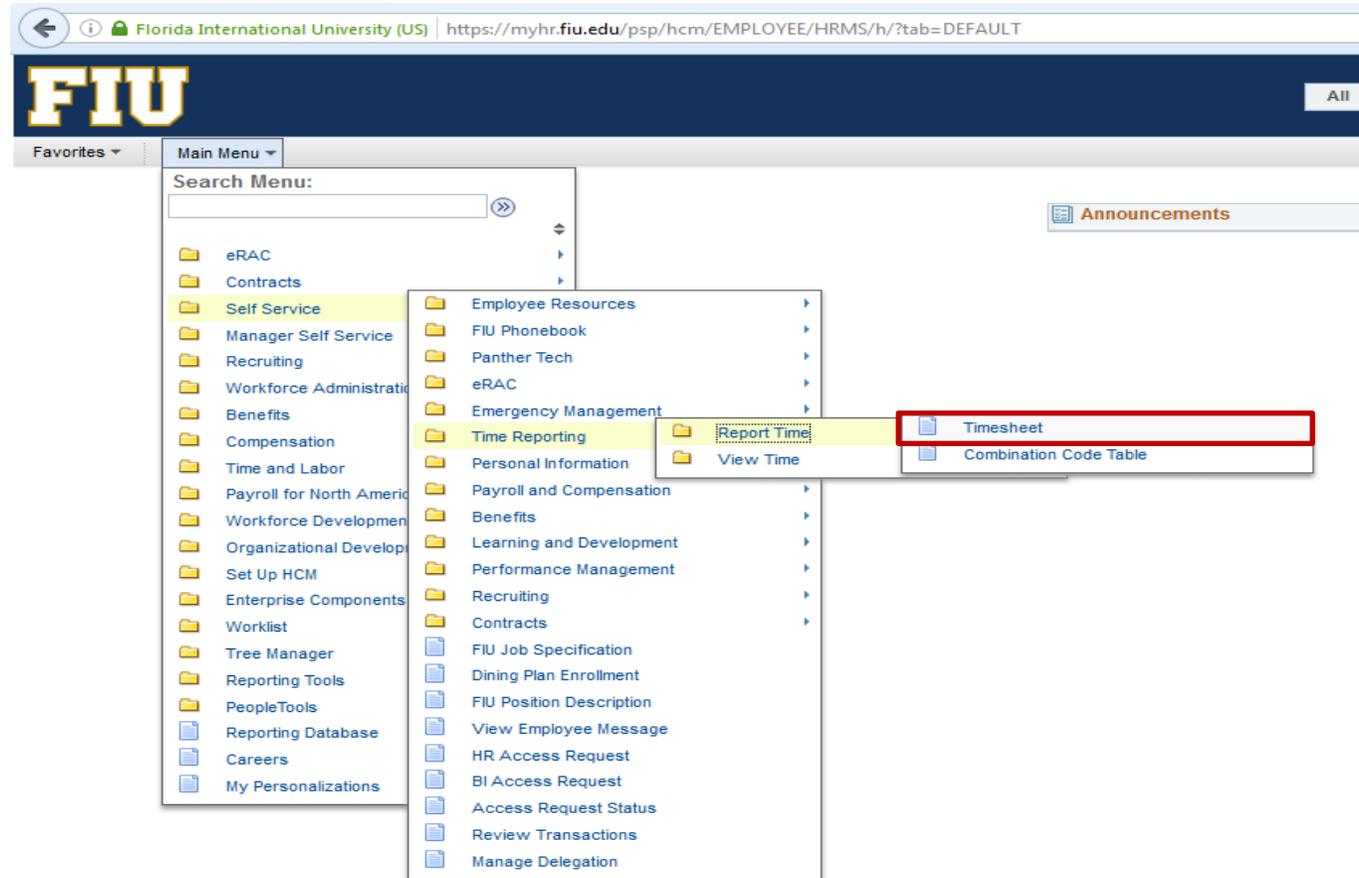
| Date | Exception ID | Exception Source | Status | Exception Severity |
|------|--------------|------------------|--------|--------------------|
| | | | | |

Update Exception

- Needs to **report all hours worked** on a daily basis
- Meal periods (clock out and in) must be entered on a daily basis (Only need to report 30 minute unpaid break)
- Eligible for **overtime payment** at one and one-half times the regular rate of pay for all hours worked in excess of 40hs in a workweek
- All **overtime hours must be authorized** by the supervisor prior to working
- Student Assistants **cannot** work more than 20 hours per week during fall and spring semesters. They may work up to 30 hours during the summer semester.
- Employees are not allowed to **work during meal periods without prior authorization** from the supervisor

STEPS TO VIEW LEAVE BALANCES

1. Navigate to [Myhr.fiu.edu](https://myhr.fiu.edu) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)



STEPS TO VIEW LEAVE BALANCES

2. Select the “Leave/Compensatory Time” tab

HR Generalist Empl Record 0
Actions ▾ Earliest Change Date 12/03/2016

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 12/17/2016

Scheduled Hours 80.00 Reported Hours 0.00

From Saturday 12/17/2016 to Friday 12/30/2016

| Sat 12/17 | Sun 12/18 | Mon 12/19 | Tue 12/20 | Wed 12/21 | Thu 12/22 | Fri 12/23 | Sat 12/24 | Sun 12/25 | Mon 12/26 | Tue 12/27 | Wed 12/28 | Thu 12/29 | Fri 12/30 | Total | Time Reporting Code |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Submit

Reported Time Status Summary **Leave / Compensatory Time** Exceptions Payable Time

Reported Time Status Personalize | Find | 1 of 1

| Date | Total | TRC | Description | Sched Hrs | Comments |
|------|----------|-----|-------------|-----------|----------|
| | 0.000000 | | | 0.00 | |

3. View “Recorded Balance” for total amount of Sick Leave and Vacation Leave

Reported Time Status Summary **Leave / Compensatory Time** Exceptions Payable Time

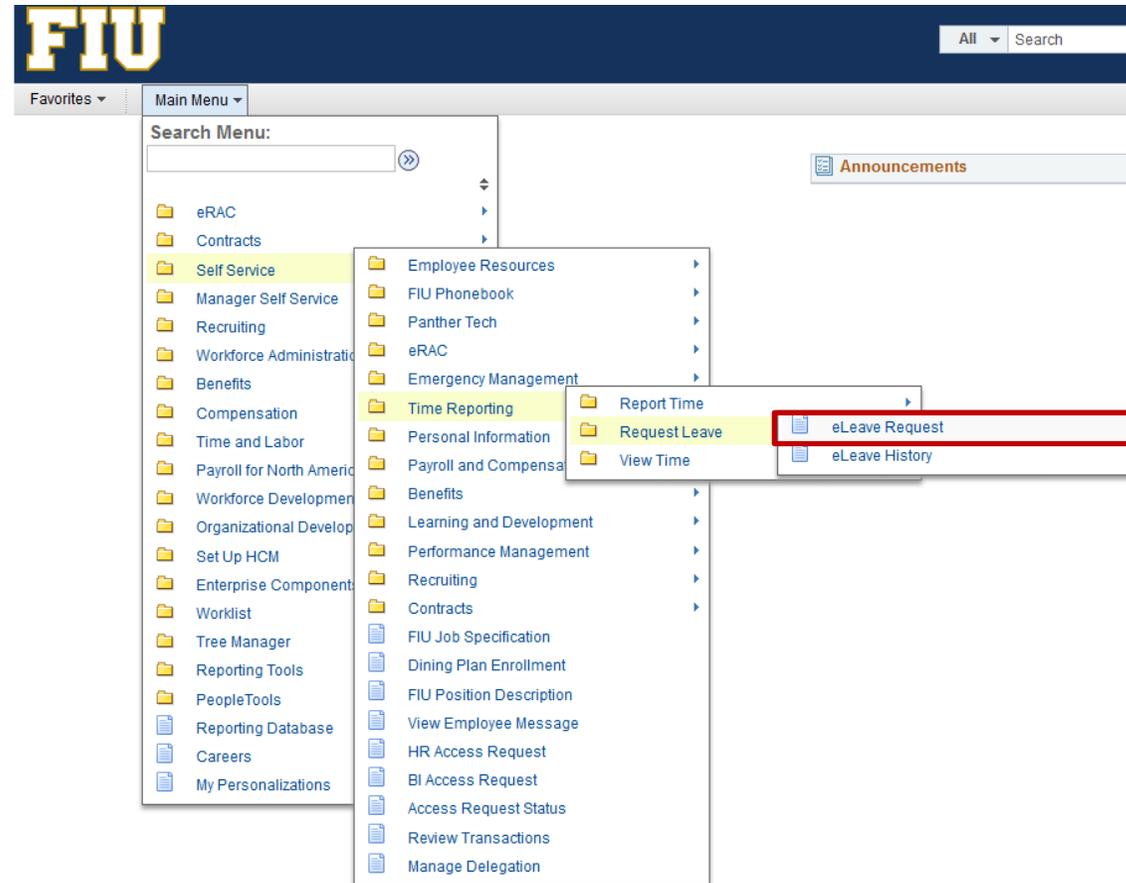
Leave and Compensatory Time Balances Personalize | Find | 1-2 of 2

| Plan Type | Plan | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|----------|------------------|-----------------|-----------------|-------------|
| Leave | Sick | 77.30 | 0 | 9999 | |
| Leave | Vacation | 113.25 | 0 | 352 | |

- Actual leave balances will not be updated until payroll has processed the hours submitted for the current pay period and future pay periods
- Actual leave balances can also be viewed on a paycheck by navigating to Myhr.fiu.edu > [Main Menu](#) > [Self Service](#) > [Payroll and Compensation](#) > [View Paycheck](#)

STEPS TO REQUEST ELEAVE

1. Navigate to Myhr.fiu.edu > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Request Leave](#) > [eLeave Request](#)



STEPS TO REQUEST ELEAVE

2. Select “Create a New eLeave Request”



FIU

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request

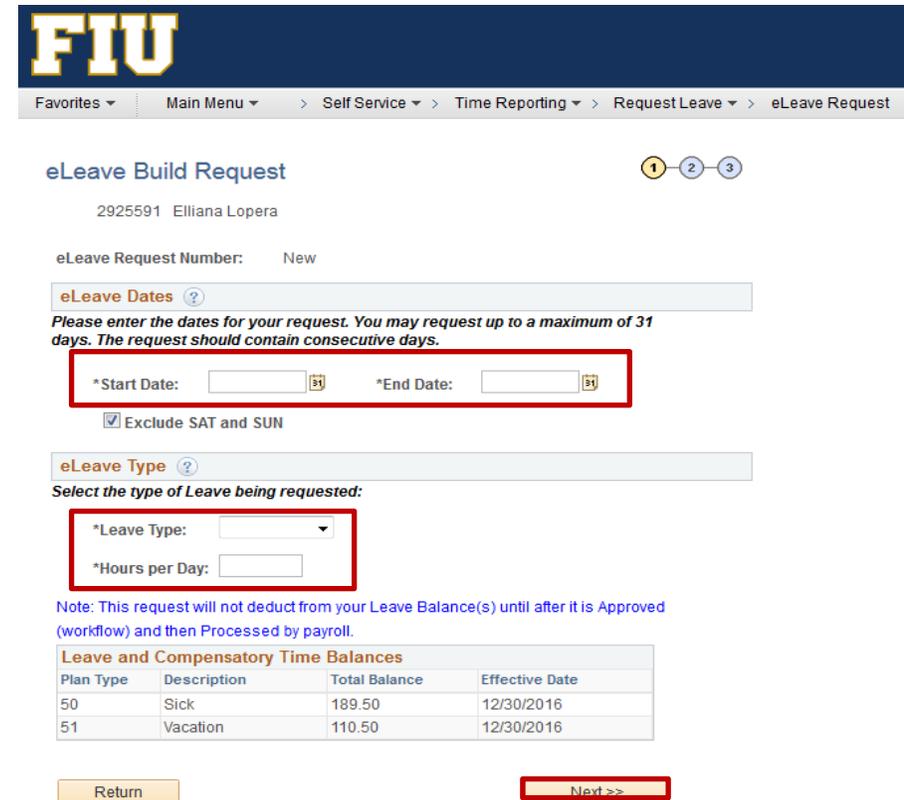
2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

[Create a New eLeave Request](#)

3. Enter: Dates, Leave Type, and Hours per Day. Then select “Next”



FIU

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request

2925591 Elliana Lopera

eLeave Request Number: New

eLeave Dates ?

Please enter the dates for your request. You may request up to a maximum of 31 days. The request should contain consecutive days.

*Start Date: [B1] *End Date: [B1]

Exclude SAT and SUN

eLeave Type ?

Select the type of Leave being requested:

*Leave Type:

*Hours per Day:

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

| Leave and Compensatory Time Balances | | | |
|--------------------------------------|-------------|---------------|----------------|
| Plan Type | Description | Total Balance | Effective Date |
| 50 | Sick | 189.50 | 12/30/2016 |
| 51 | Vacation | 110.50 | 12/30/2016 |

Return [Next >>](#)

STEPS TO REQUEST ELEAVE

4. Review and make any necessary edits
5. Select “Next”

The screenshot shows the FIU eLeave Build Request web application. At the top is the FIU logo and a navigation menu with items: Favorites, Main Menu, Self Service, Time Reporting, Request Leave, and eLeave Request. Below the navigation is the page title "eLeave Build Request" and a progress indicator with three steps, where the second step is highlighted. The user's ID "2925591" and name "Eliana Lopera" are displayed. There is a field for "eLeave Request Number" with a "New" button. A message states: "Based on your entries from the previous page, here is your Timesheet request. Please review the dates and hours and adjust as necessary." Below this is an "eLeave Timesheet" table with columns: Empl ID, *Date, Day, *FIU Leave Type, *Quantity, and a +/- button. The table contains one row: Empl ID 1 2925591, Date 01/20/2017, Day Friday, *FIU Leave Type Vacation, and *Quantity 8.00. Below the table is a note: "Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll." Underneath is a table titled "Leave and Compensatory Time Balances" with columns: Plan Type, Description, Total Balance, and Effective Date. The table has two rows: Plan Type 50, Description Sick, Total Balance 189.50, Effective Date 12/30/2016; and Plan Type 51, Description Vacation, Total Balance 110.50, Effective Date 12/30/2016. At the bottom are two buttons: "Previous" and "Next >>".

FIU

Favorites Main Menu Self Service Time Reporting Request Leave eLeave Request

eLeave Build Request

2925591 Eliana Lopera

eLeave Request Number: New

Based on your entries from the previous page, here is your Timesheet request. Please review the dates and hours and adjust as necessary.

| Empl ID | *Date | Day | *FIU Leave Type | *Quantity | |
|-----------|------------|--------|-----------------|-----------|-----|
| 1 2925591 | 01/20/2017 | Friday | Vacation | 8.00 | + - |

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

| Plan Type | Description | Total Balance | Effective Date |
|-----------|-------------|---------------|----------------|
| 50 | Sick | 189.50 | 12/30/2016 |
| 51 | Vacation | 110.50 | 12/30/2016 |

Previous Next >>

STEPS TO REQUEST ELEAVE

6. Enter comments for approver to review

7. Select “Submit”

The screenshot shows the 'eLeave Build Request' page for user Elliana Lopera. The breadcrumb trail is: Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request. The page title is 'eLeave Build Request' with a progress indicator showing steps 1, 2, and 3. A 'Notify' button is visible. The request details are: eLeave Request Number: New, Start Date: 01/20/2017, End Date: 01/20/2017, Total Hours: 8.00, and Leave Type Summary: Vacation. Below this is an 'eLeave Timesheet' table with one entry for 01/20/2017 (Friday) for 8.00 hours of Vacation. A text area for 'Employee Comments (limit 254 characters):' is highlighted with a red box. At the bottom, there are 'Previous' and 'Submit' buttons, with the 'Submit' button also highlighted with a red box.

FIU

Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

eLeave Build Request 1 2 3

2925591 Elliana Lopera

eLeave Request Number: New
Start Date: 01/20/2017 End Date: 01/20/2017
Total Hours: 8.00
Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | | First 1 of 1 Last

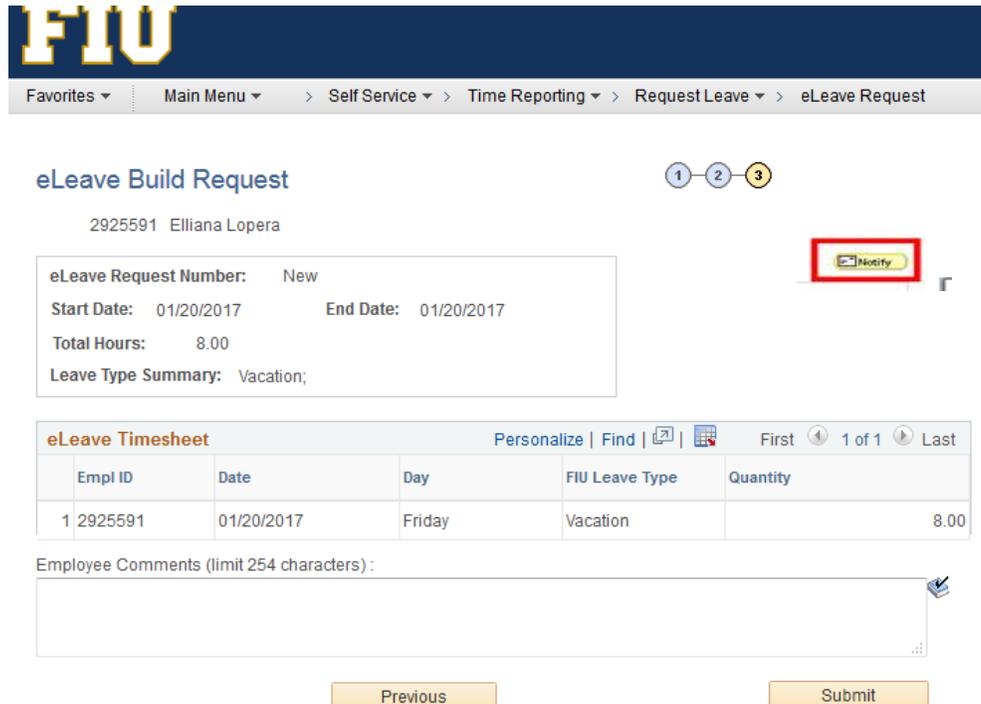
| Empl ID | Date | Day | FIU Leave Type | Quantity |
|-----------|------------|--------|----------------|----------|
| 1 2925591 | 01/20/2017 | Friday | Vacation | 8.00 |

Employee Comments (limit 254 characters):

STEPS TO REQUEST ELEAVE

The employee also has the ability to send a notification to additional individuals

1. Select “Notify”



FIU

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request

2925591 Elliana Lopera

1 2 3

Notify

eLeave Request Number: New
Start Date: 01/20/2017 End Date: 01/20/2017
Total Hours: 8.00
Leave Type Summary: Vacation;

eLeave Timesheet

Personalize | Find | [Print] [Calendar] First 1 of 1 Last

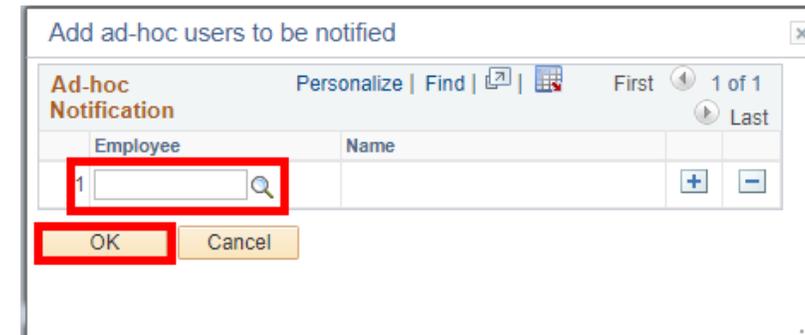
| Empl ID | Date | Day | FIU Leave Type | Quantity |
|-----------|------------|--------|----------------|----------|
| 1 2925591 | 01/20/2017 | Friday | Vacation | 8.00 |

Employee Comments (limit 254 characters):

Previous Submit

2. Enter individual you would like to notify of leave

3. Select “OK”



Add ad-hoc users to be notified

Ad-hoc Notification Personalize | Find | [Print] [Calendar] First 1 of 1 Last

| Employee | Name | | |
|------------|------|-----|-----|
| 1 [Search] | | [+] | [-] |

OK Cancel

STEPS TO REVIEW ELEAVE

1. Navigate to [Myhr.fiu.edu](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Request Leave](#) > [eLeave Request](#)

- **Active eLeave Requests:** Displays eLeave request that are within pay periods that have not yet been processed
- **Inactive eLeave Requests:** Displays past eLeave request that have already been processed by payroll

You may view the status of your eLeave request under the “Approval Status” column

eLeave Build Request

2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

[Create a New eLeave Request](#)

Review

Click the "Review" hyperlink to look at a request.

| Active eLeave Requests | | | | | | Personalize | Find | 1-2 of 2 | Last |
|------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|----------|------|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review | | |
| 1 | 3403 2925591 | 12/30/2016 1:27PM | 01/20/2017 | 01/20/2017 | Submitted | Pending | Review | | |
| 2 | 2601 2925591 | 11/28/2016 11:23AM | 01/23/2017 | 01/27/2017 | Approved | Pending | Review | | |

| Inactive eLeave Requests | | | | | | Personalize | Find | 1-2 of 2 | Last |
|--------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|----------|------|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review | | |
| 1 | 2604 2925591 | 11/28/2016 11:49AM | 12/12/2016 | 12/13/2016 | Approved | Processed | Review | | |
| 2 | 2602 2925591 | 11/28/2016 11:23AM | 12/19/2016 | 12/21/2016 | Approved | Processed | Review | | |

[eLeave History](#)

STEPS TO REVIEW ELEAVE

To review the full details of the request:

2. Select "Review"

eLeave Build Request

2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

[Create a New eLeave Request](#)

Review

Click the "Review" hyperlink to look at a request.

| Active eLeave Requests | | | | | | | | |
|------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|--|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review | |
| 1 | 3403 2925591 | 12/30/2016 1:27PM | 01/20/2017 | 01/20/2017 | Submitted | Pending | Review | |
| 2 | 2601 2925591 | 11/28/2016 11:23AM | 01/23/2017 | 01/27/2017 | Approved | Pending | Review | |

| Inactive eLeave Requests | | | | | | | | |
|--------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|--|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review | |
| 1 | 2604 2925591 | 11/28/2016 11:49AM | 12/12/2016 | 12/13/2016 | Approved | Processed | Review | |
| 2 | 2602 2925591 | 11/28/2016 11:23AM | 12/19/2016 | 12/21/2016 | Approved | Processed | Review | |

[eLeave History](#)

Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

eLeave Build Request

2925591 Elliana Lopera Cancel

Request Details

eLeave Request Number: 2601 Start Date: 01/23/2017 Approval Status: Approved
 Total Requested Hours: 40.00 End Date: 01/27/2017 Payroll Status: Pending Processing
 Leave Type Summary: Vacation;

eLeave Timesheet

| Empl ID | Date | Day | FIU Leave Type | Requested Hours | System Processed Hours | eLeave Payroll Actions |
|-----------|------------|-----------|----------------|-----------------|------------------------|----------------------------|
| 1 2925591 | 01/23/2017 | Monday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 2 2925591 | 01/24/2017 | Tuesday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 3 2925591 | 01/25/2017 | Wednesday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 4 2925591 | 01/26/2017 | Thursday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 5 2925591 | 01/27/2017 | Friday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |

eLeave Process Summary

| Category | Total Hours |
|------------------------|-------------|
| eLeave Hours processed | 0.00 |

Employee Comments (limit 254 characters):
 Manager Comments (limit 254 characters):

Cancel Date: Reason:
 Created By: 2925591 Elliana Lopera Created: 11/28/16 11:23AM
 Last Upd By: 1389648 Yasmira Lopez Last Update Date/Time: 12/01/16 11:04:31AM

Approval Workflow

eLEAVE Request

eLeave Req Nbr = 2601:Approved

One Level Approval

Approved
 Yasmira Leah Lopez (1389648)
 FIU eLEAVE First Lv Approver
 12/01/16 - 11:04 AM

STEPS TO CANCEL ELEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > [eLeave Request](#)
2. Select “Review”
3. Select “Cancel”

eLeave Build Request

2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

[Create a New eLeave Request](#)

Review

Click the “Review” hyperlink to look at a request.

| Active eLeave Requests | | | | | | | |
|------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review |
| 1 | 3403 2925591 | 12/30/2016 1:27PM | 01/20/2017 | 01/20/2017 | Submitted | Pending | Review |
| 2 | 2601 2925591 | 11/28/2016 11:23AM | 01/23/2017 | 01/27/2017 | Approved | Pending | Review |

| Inactive eLeave Requests | | | | | | | |
|--------------------------|--------------|--------------------|------------|------------|-----------------|----------------|------------------------|
| eLeave Request Number | Empl ID | Created Datetime | Begin Date | End Date | Approval Status | Payroll Status | Review |
| 1 | 2604 2925591 | 11/28/2016 11:49AM | 12/12/2016 | 12/13/2016 | Approved | Processed | Review |
| 2 | 2602 2925591 | 11/28/2016 11:23AM | 12/19/2016 | 12/21/2016 | Approved | Processed | Review |

[eLeave History](#)

Navigation: Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

eLeave Build Request

2925591 Elliana Lopera [Cancel](#)

Request Details

eLeave Request Number: 2601 Start Date: 01/23/2017 Approval Status: Approved
Total Requested Hours: 40.00 End Date: 01/27/2017 Payroll Status: Pending Processing
Leave Type Summary: Vacation

eLeave Timesheet

| Empl ID | Date | Day | FIU Leave Type | Requested Hours | System Processed Hours | eLeave Payroll Actions |
|-----------|------------|-----------|----------------|-----------------|------------------------|----------------------------|
| 1 2925591 | 01/23/2017 | Monday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 2 2925591 | 01/24/2017 | Tuesday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 3 2925591 | 01/25/2017 | Wednesday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 4 2925591 | 01/26/2017 | Thursday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |
| 5 2925591 | 01/27/2017 | Friday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |

eLeave Process Summary

| Category | Total Hours |
|------------------------|-------------|
| eLeave Hours processed | 0.00 |

Employee Comments (limit 254 characters):

Manager Comments (limit 254 characters):

STEPS TO CANCEL ELEAVE

4. Select "Yes"

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request

2925591 Elliana Lopera Cancel

Request Details

eLeave Request Number: 3403 Start Date: 01/20/2017 Approval Status: Submitted
Total Requested Hours: 8.00 End Date: 01/20/2017 Payroll Status: Pending Processing
Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | | First 1 of 1 Last

| Empl ID | Date | Day | FIU Leave Type | Requested Hours | System Processed Hours | eLeave Payroll Actions |
|-----------|------------|--------|----------------|-----------------|------------------------|----------------------------|
| 1 2925591 | 01/20/2017 | Friday | Vacation | 8.00 | 0.00 | Pending Payroll Processing |

eLeave Process Summary

| Category | Total Hours |
|------------------------|-------------|
| eLeave Hours processed | 0.00 |

Employee Comments (limit 254 characters):

Manager Comments (limit 254 characters):

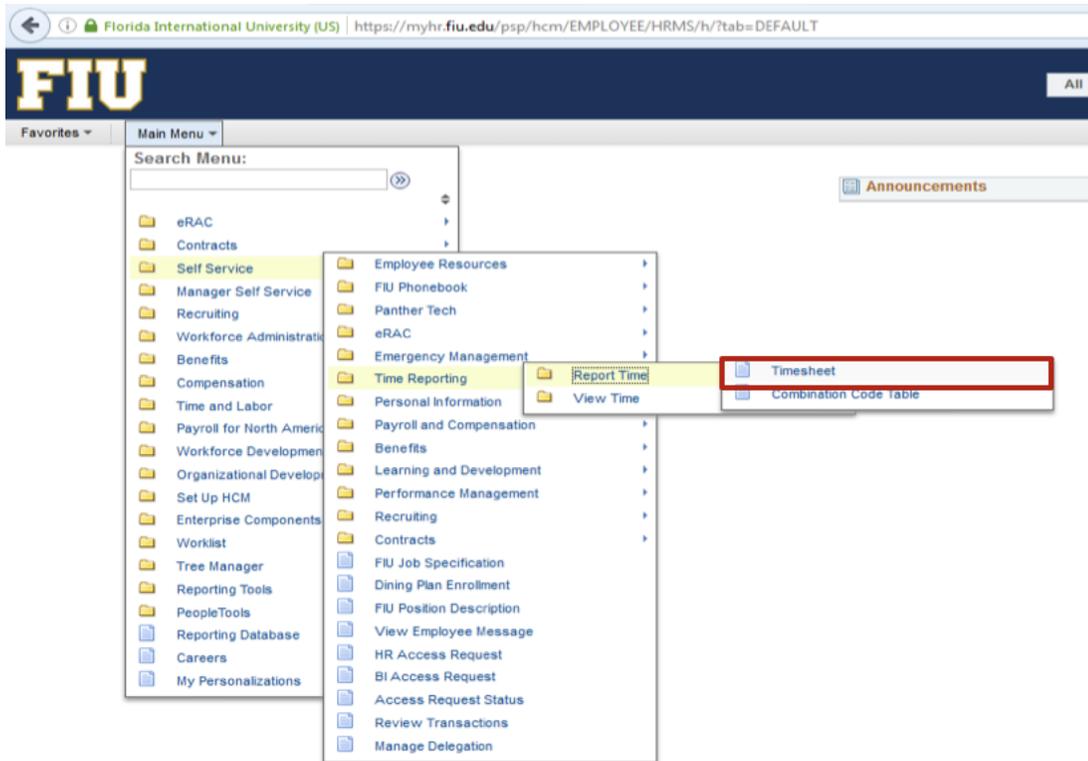
Message

Would you like to cancel this eLeave request? (0,0)

STEPS TO MANUALLY ENTER LEAVE TIME

➤ Leave should be entered manually if it is within the current pay period and cannot be submitted using eLeave

1. Navigate to [Myhr.fiu.edu](https://myhr.fiu.edu) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)



STEPS TO MANUALLY ENTER LEAVE TIME

Human Resources Mgr. Empl Record: 0
Earliest Change Date: 10/22/2016

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 10/08/2016
Scheduled Hours: 80.00 Reported Hours: 0.00

From Saturday 10/08/2016 to Friday 10/21/2016

| Sat 10/8 | Sun 10/9 | Mon 10/10 | Tue 10/11 | Wed 10/12 | Thu 10/13 | Fri 10/14 | Sat 10/15 | Sun 10/16 | Mon 10/17 | Tue 10/18 | Wed 10/19 | Thu 10/20 | Fri 10/21 | Total Time Reporting Code | *Taskgroup |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------|------------|
| | | | | | | | | | | 8 | 8 | | | HOL - Holiday Salaried | PSNONCATSK |
| | | | | | | | | | | | | 8 | | SKU - Sick Leave Salaried | PSNONCATSK |
| | | | | | | | | | | | | | 8 | HOL - Holiday Salaried | PSNONCATSK |

Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Personalize | Find | 1-3 of 3

| Date | Reported Status | Total | TRC | Description | Sched Hrs | Comments |
|------------|-----------------|-------|-----|-------------------------|-----------|----------|
| 10/19/2016 | Submitted | 8.00 | HOL | Holiday Salaried | 8.00 | |
| 10/20/2016 | Submitted | 8.00 | SKU | Sick Leave Salaried | 8.00 | |
| 10/21/2016 | Submitted | 8.00 | VAU | Vacation Leave Salaried | 8.00 | |

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize | Find | 1-4 of 4

| Category | Total | Week 1 (10/8-10/14) | Week 2 (10/15-10/21) |
|-----------------------|--------|---------------------|----------------------|
| Total Reported Hours | 24.00 | | 24.00 |
| Total Scheduled Hours | 80.00 | 40.00 | 40.00 |
| Schedule Deviation | -56.00 | -40.00 | -16.00 |

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Leave and Compensatory Time Balances Personalize | Find | 1-2 of 2

| Plan Type | Plan | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|----------|------------------|-----------------|-----------------|-------------|
| Leave | Sick | 77.30 | 0 | 9999 | |
| Leave | Vacation | 113.25 | 0 | 352 | |

2. Once in the timesheet, select the box corresponding to the date you will insert leave
3. Insert number of hours (ex: 1 hour-8 hours)
4. Select drop down menu under Time Reporting Code and select appropriate code
5. Select "Submit"

TYPES OF REPORTING CODES

Reporting Codes

| Time Reporting Code | Definition |
|---------------------|----------------------|
| AML* | Administrative Leave |
| BRV | Bereavement Leave |
| GRE* | Grant-in-Aid |
| JRW | Jury Duty/Witness |
| LWP | Leave without Pay |
| MIL* | Military Leave |
| SKU | Sick Leave |
| VAU | Vacation Leave |
| WCA* | Workers Comp |

For HR Use Only

| Time Reporting Code | Definition |
|---------------------|-------------------|
| EMC | Emergency Closing |
| HOL | Holiday |

* Must contact HWCOCOM HR (7-0621) prior to utilizing these codes.

STEPS TO ENTER RETRO TIME



- If hours need to be entered or edited for a **previous pay period**, the approver can go back one pay period to edit the timesheet
- If hours need to be entered or edited for **more than one previous pay period**, the employee will need to email comhr@fiu.edu and copy the Supervisor with the times and dates to edit/enter

RESOURCES AND CONTACTS

RESOURCES

- FIU Division of Human Resources – Compensation Administration
 - <http://hr.fiu.edu/index.php?name=flsa>
- U.S. Department of Labor - Wage and Hour Division (WHD)
 - <http://www.dol.gov/whd/flsa>

CONTACTS

- HWCAM Human Resources Department – 305-348-0621/ comhr@fiu.edu
- FIU Human Resources Service Center – 305-348-2181/ hr@fiu.edu
- Compensation Administration – 305-348-4996/ cmpadmin@fiu.edu
- Payroll – payroll@fiu.edu