Quick User Guide: SUPERVISOR – FMLA Leave in TimeClock Plus



View / Edit an employee FMLA Case.

Click on "Case ID" from "FMLA CASE STATUS" section on dashboard

• The case details will appear –

FMLA	CASE STATUS		1	
Name	Case ID	Case Status	1/1	
	29 - 10/28/2019 Employee (raif)	Sent to Supervisor		

0	View Case Details	Case Details ? Feedba	:k
		Expand all Collaps	:all
0	Review Leave Balance	Name FMLA Leave Task	
		Employee SAM SAMPLE [1234] << NONE >> Current Balance 12.00(480:00)	
		Spouse << NONE >> Current Balance	
		Reason Code Employee (self) Date Submitted 01/12/2020	
		Case Status Sent to Supervisor For O days Case Period 1/1/2020 🗰 to 1/31/2020	
0	Check Eligibility	Approval Status Pending Expected Return Date M/d/yyyy 🛗	
0		Status Open V	
		- Description	_
		Requesting leave time for upcoming birth of my child	
		Anticipated leave date = 1/1/2020	
_	Add Natas*	- Additional Notes	^
0	 Click +Add button 	+ Add	
	Enter Note	Showing 0 records of 0	
	Save	Edit Delete Entered By Date Entered Modified By Date Modified Note	
		No records found	

*Sample Notes:

Provided employee with eligibility & leave notification and appropriate medical certification form Provided employee with eligibility & leave notification form only

Employee unable to call; leave reported by spouse

Employee indicated dates for leave have changed from initial request

Employee phoned to notify us that they cannot return now until x/xx/xxxx

o Required Documentation

- The Eligibility & Leave Notification document must be completed & provided to the employee within 5 days of receiving the FMLA Leave notification
- If FMLA is approved the FMLA Medical Certification form must also be provided to the employee
- Documentation should be <u>returned directly to</u>:

For STAFF employees = Human Resources (Erin Christian – 108 Rowe Hall)

For FACULTY employees = Faculty Personnel Services (Kendra Huckins – 308 Warriner Hall)

To download the form(s) -

- Highlight form
- Click the Manage button

•	Mana	ge Search Q	Active only			
	Showing 2 records of 2					
	Complete	Category	Uploaded By	Time	File Name	
	Eligibility & Leave Notification-5 days					
		FMLA Medical Certification (Employee)	_			

Click Download Tomplato	 Required Documentation 				
	Manage <i>Search</i>	Q Active only			
	Download Template	Uploaded By Time File Name			
	Download Diffication-5 days	5			
	Delete fication (Employe	20)			
Click Download button	Processing	? Feedback			
	Process complete				
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	Success 1	Elapsed 0:00 Remaining 0 min			
		Close Download			
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	which is: Microsoft Word 97 - 2003 D	ocument (76.0 KB)			
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	Do this <u>a</u> utomatically for files like thi	s from now on.			
		OK Cancel			
r					
 Complete Form(s) (provide to Employee) 					
(provide to Employee)	Notice of Eligibility & Rights and R CENTRAL MICHIGAN UNIV	lesponsibilities ERSITY			
	To (Employee): From (Supervisor): Signature: Date:				
	<u>Part A - Notice of Eligibility</u> On I became aware that you needed <mark>□ continuous □ interm</mark> i	ittent leave beginning on and ending on			
	for:				

Repeat steps for Medical Certification Form (if applicable)

 Update Case Status Select Pending Documentation 	Information Name FMLA Leave Task Employee ∞ SAM SAMPLE [1234] <<< NONE >> Current Balance 12.00 (480:00)
(from drop-down)	Spouse << NONE >> Current Balance
	Reason Code Employee (self) Date Submitted 01/12/2020 Case Status Pending Documentation Case Period 1/1/2020 to 1/31/2020 Approval Status Pending Expected Return Date M/d//yyyy time
	Status Open V Check Eligibility
■ <u>Save</u>	Cancel Save

- If your employee's need for leave qualifies under FMLA, complete the <u>Eligibility & Leave Notification</u> form (whether they are eligible for FMLA or not) within five (5) business days of being notified your employee needs leave. If they are not eligible for FMLA, a non-FML Medical Leave of Absence may be approved.
- Email the completed Eligibility & Leave Notification form to your employee. If they are eligible for FMLA, attach the appropriate medical certification (attached to the case). Please cc: Erin Christian (for staff) or Kendra Huckins (for faculty). For a non-FML Medical Leave, employees may submit FMLA certification forms or a doctor's statement indicating diagnosis and expected length of disability.
- Once your employee's leave has commenced, record the leave time (sick, vacation, etc.) along with FMLA Leave for each day of your employee's absence. If the leave is not FML, only the appropriate leave time should be recorded.

Enter (& approve) Employee Time Off Request in TimeClock Plus.

С но	OURS	SCHEDULES	EMPLOYEE	REPORTS	TOOLS	CONFIGURATION	COMPANY	
Select "Tools" > Select "Request Manager">					Import Ex	port Employee Status	Request Manager	
 Click +Add button Use template (on the left) <u>or</u> manually ent Select Employee Enter Date, Start Time, Hours, D Select Leave code = FMLA Case 	<u>or</u> manually enter: Time, Hours, Days e = FMLA Case		loyee Reques	it	Employe	?	Feedback	
Select FMLA Case		<< NONI FULL DA FUNERA HALF DA	E >> Y L FULL DAY L HALF DAY		Start tin Start tin Hou Day FMLA Case	A 1/6/2020 A 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	mplo	
Click 🗹 Approve request] —			-		Approve request	ion	
		Accru	als			Cancel	Save	

o <u>Save</u>

Approved requests will appear as "green"

Approve Employee Time Off Request (that was already entered into TimeClock Plus).

- HOURS SCHEDULES EMPLOYEE REPORTS TOOLS CONFIGURATION COMPANY
 Import Export Employee Status Request Manager
- Locate "blue" Pending Request
 - Right-click on request
 - Select Approve Request Level 1 (from the list)
 - Request will change to 'green' (approved)

