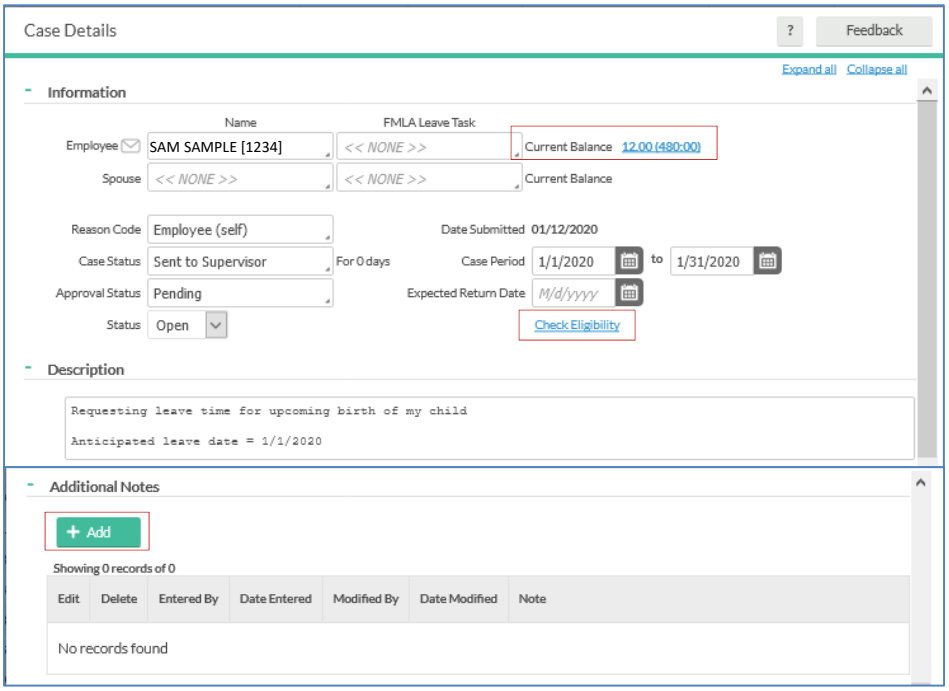
Quick User Guide: SUPERVISOR – FMLA Leave in TimeClock Plus

View / Edit an employee FMLA Case.

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

- The case details will appear –

- o View Case Details
- o Review Leave Balance
- o Check Eligibility
- o Add Notes*
  - Click **+Add** button
  - Enter Note
  - Save



**Sample Notes*:

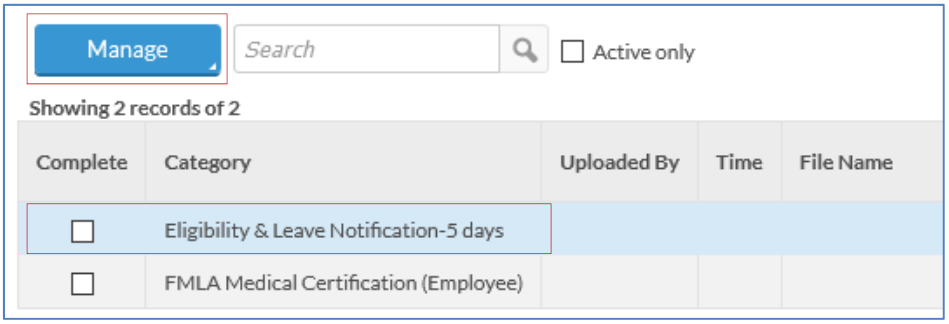
Provided employee with eligibility & leave notification and appropriate medical certification form
Provided employee with eligibility & leave notification form only
Employee unable to call; leave reported by spouse
Employee indicated dates for leave have changed from initial request
Employee phoned to 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>:

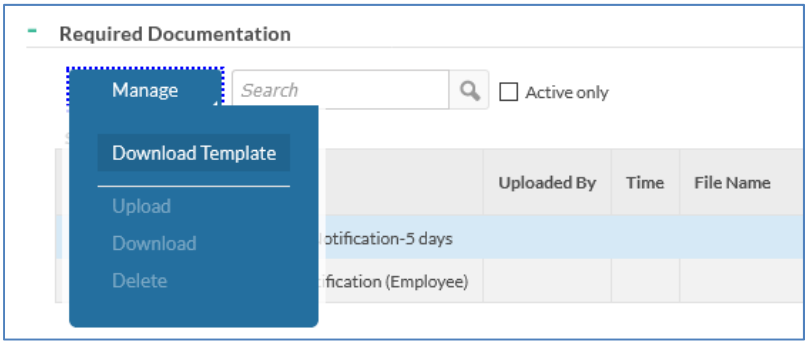
    For STAFF employees = Human Resources (Erin Christian – 108 Rowe Hall)
    For FACULTY employees = Faculty Personnel Services (Kendra Huckins – 308 Warriner Hall)

To <u>download</u> the form(s) -

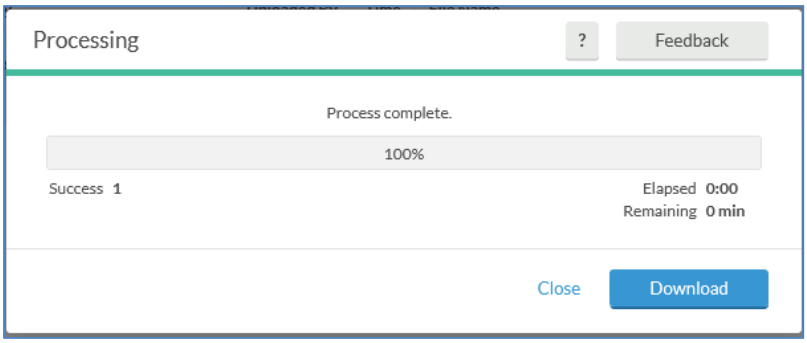
- Highlight form
- Click the **Manage** button



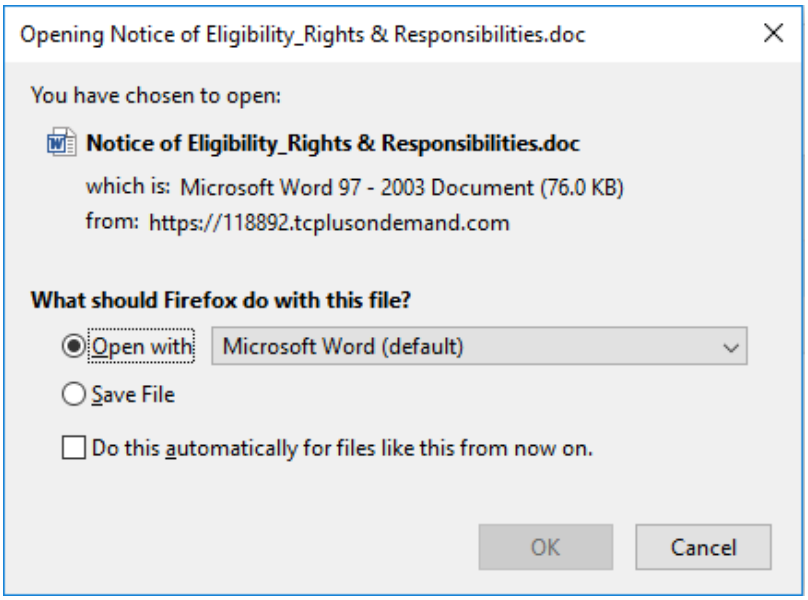
- Click **Download Template**



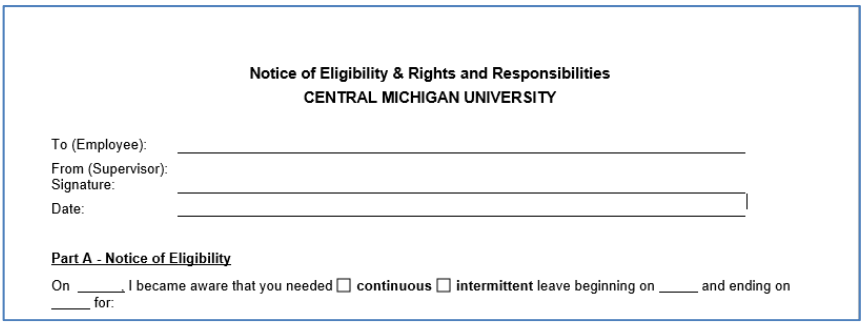
- Click **Download** button



- Click **OK** button



- Complete **Form(s)** (provide to Employee)



Notice of Eligibility & Rights and Responsibilities
CENTRAL MICHIGAN UNIVERSITY

To (Employee): _____

From (Supervisor): _____

Signature: _____

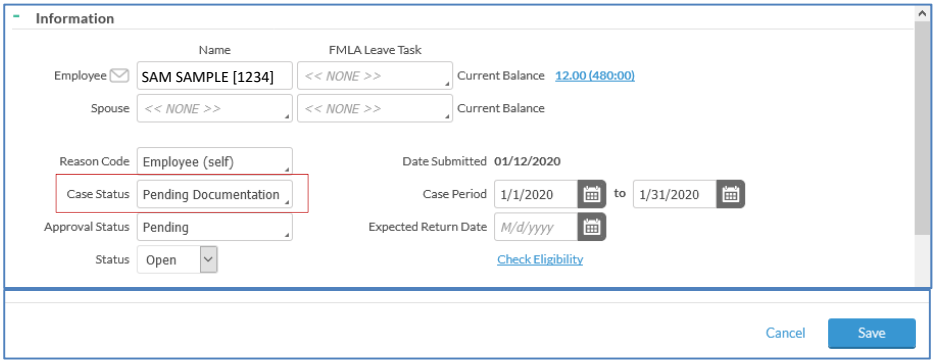
Date: _____

Part A - Notice of Eligibility

On _____, I became aware that you needed ☐ **continuous** ☐ **intermittent** leave beginning on _____ and ending on _____ for:

Repeat steps for Medical Certification Form (if applicable)

- Update **Case Status**
  - Select Pending Documentation (from drop-down)



- <u>Save</u>

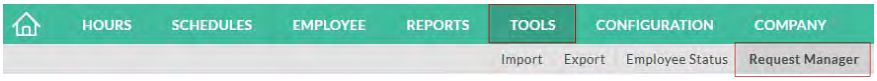
- If your employee's need for leave qualifies under FMLA, complete the Eligibility & Leave Notification form (whether they are eligible for FMLA or not) within five (5) business days of being notified your employee needs leave. If they are not eligible for FMLA, a non-FML Medical Leave of Absence may 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.

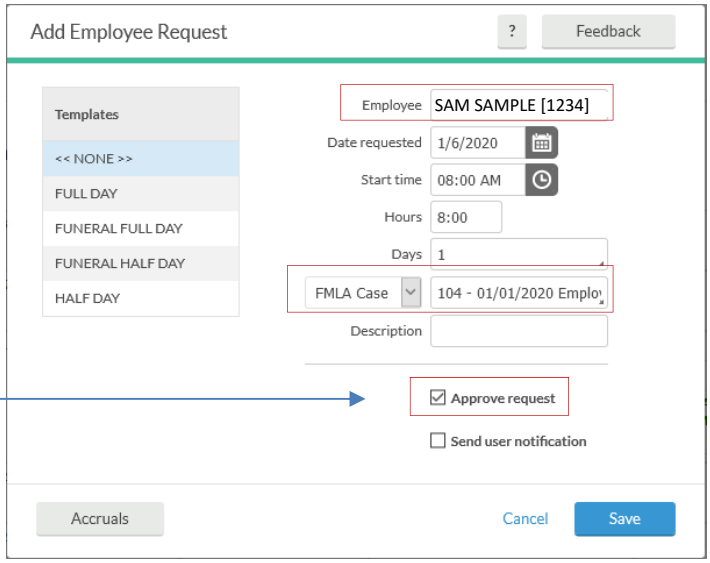
Enter (& approve) Employee Time Off Request in TimeClock Plus.

Select "**Tools**" > Select "**Request Manager**" →



- Click **+Add** button
  - Use template (on the left) <u>or</u> manually enter:
    - Select **Employee**
    - Enter Date, Start Time, Hours, Days
    - Select Leave code = **FMLA Case**
      - Select FMLA Case

Click ☑ Approve request →

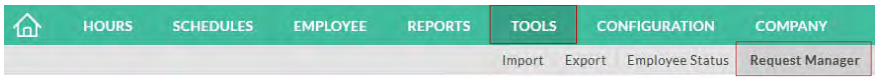


  - <u>Save</u>

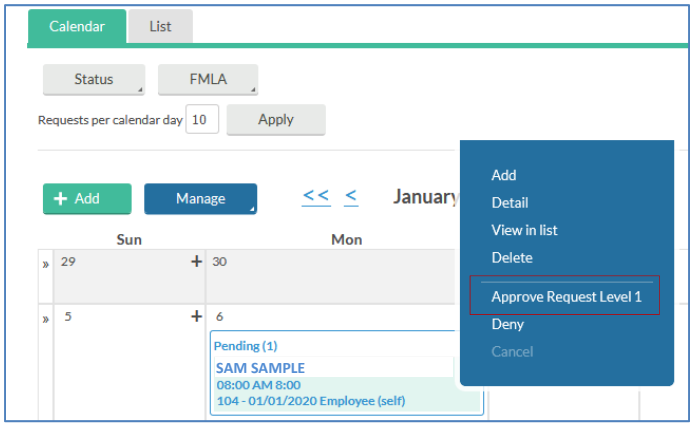
Approved requests will appear as "**green**"

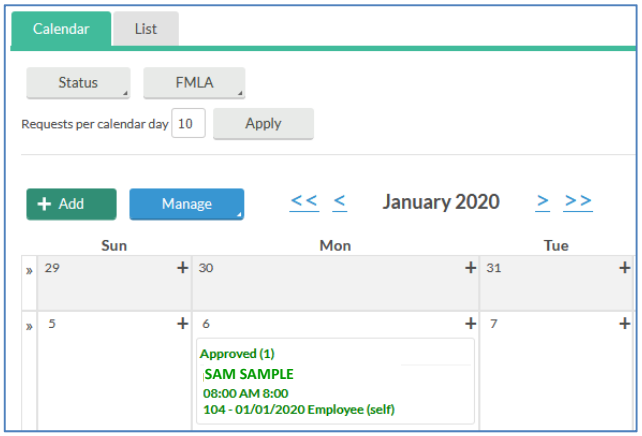
Approve Employee Time Off Request (that was already entered into TimeClock Plus).

Select "**Tools**" > Select "**Request Manager**" →



- Locate **"blue" Pending** Request
  - Right-click on request
    - Select **Approve Request Level 1** (from the list)
      - Request will change to 'green' (approved)





Updated - March 27, 2020