



FMLA Intermittent Leave Time Only

Continuous FMLA Leaves are processed by the Leave Administrator. When a staff member is absent due to Intermittent Leave that time is entered on the Quick Leave Editor. You must access the Quick Leave Editor from the employee schedule.

1. Highlight the employee and use the Go To link to access their schedule.

at All NS	Column selection	₽ Filter	People	Or Timekeeping	Accruais	Approval	Schedule	70 Absence						Share	Со То
	Name	•	EmpID		MARTY Login Nam	e		Primary Labor Account	Cost Ctr	Cost Ctr Description	Report To Mgr Code	Report To Mgr Name	Position Code	Position Description	
o, Alle	giance		DEMO9999	alle	giance		HOSPITAL/H	DSPITAL/8371/00144608/1692	8371	Human Resources	00144608	Kelley, Kimberly	1692	Assoc - Human Resources	

2. Once you are in the schedule use the Go To link and select the Quick Leave Editor.

Attendance Editor Audits Leave Case Editor Leave Care List Quick Leave Editor Reports Request Manager
Audits Leave Case Editor Leave Care List Quick Leave Editor Reports Request Manager
Leave Case Editor Leave Care List Quick Leave Editor Reports Request Manager
Leave Care List Quick Leave Editor Reports Request Manager
Quick Leave Editor Reports Request Manager
Reports Request Manager
Request Manager

3. Add the leave hours to the appropriate day and click Next.

LEAVE CASE EDITOR

	Leave Case EEHLTH 12/10/2019 - 3/01/2020 Case Status Open					
Date	Leave Time Amount					
Sun 12/22/2019						
Mon 12/23/2019	8.0					
Tue 12/24/2019						
Wed 12/25/2019						
Thu 12/26/2019						
Fri 12/27/2019						
Sat 12/28/2019						
Sun 12/29/2019						
Mon 12/30/2019						
Fue 12/31/2019						
Ned 1/01/2020						
Thu 1/02/2020						
Fri 1/03/2020						
Bat 1/04/2020						

4. Fill in the Start Time and check Override Shift if the employee was scheduled to work, then Save.



5. Use the Go To link to access the employee schedule and the leave time will be populated.

Qu Act	ick ions	View	Column Selectio	• O • Visibility n Filter	Select all	Gantt View	↓ ↑↓ - Sorting	Tools	Engines				
By Employee						12/22 - 12/28							
0	Employe	e Name	Job	Total Worked H	.	Sun 12	/22		Mon 12/23	Tue 12/24	Wed 12/25		
	-							LV-Nor LV-Unp	n FMLAINT Tracking (8.0 baid (8.0)	0] 6:45AM - 3:15PM	6:45AM - 3:15PM		