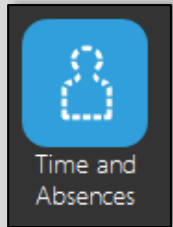
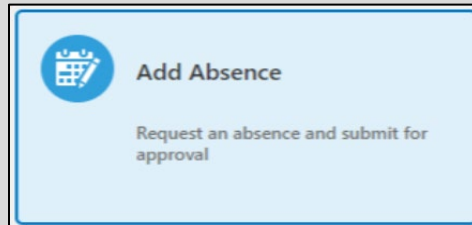


# Page | 1 Quick Reference Guide: Weekly & Bi-Weekly FMLA Tracking

1. Click on **Time and Absences**.



2. Click on **Add Absence**.



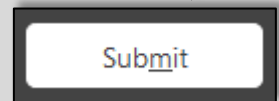
**Entering Hourly FMLA Time in Oracle Cloud**  
Hourly employees will record FMLA in **Oracle Time** when in a paid status.

3. Use the **Type** drop-down menu to select **FMLA**.

A screenshot of a dropdown menu for the "Type" field. The menu is open, showing options: "Type", "Bereavement", "COVID-19 Leave (Non-Exempt)", "FMLA" (highlighted with a red box), "FMLA - Military Care Giver", and "Jury Duty".

4. Enter the **start and end date** and **start and end times**. Use the **Reason** drop-down menu under **Details** to select the reason the employee is taking FMLA leave.

5. Click **Submit** button.

A screenshot of the "When" and "Details" sections of the form. The "When" section includes fields for "Start Date and Time" (1/30/23 8:00 AM) and "End Date and Time" (2/28/23 4:00 PM), with a calculated "Absence Duration" of 176 Hours. The "Details" section includes a "Reason" dropdown menu with options like "Adoption/Foster Care Placement of a Child", "Birth of Employee's Child", "Care for Qualifying Family Member", "Employee's own medical condition", and "Military Exigency". A red box highlights the "When" and "Details" sections.

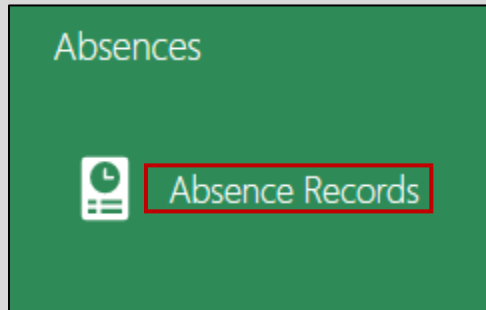
## Important FMLA Entry Tips

- FMLA must be entered for all time the employee misses from work regardless of pay status.
- FMLA entries should match any paid leave entries. For example, if PTO is entered for 1/30/2023 through 2/28/2023, then an entry for FMLA should be entered for the same time (1/30/2023 through 2/28/2023).
- Overlap Warning – click 'Yes' to continue.

## Employees in an Unpaid Status

Employees in an unpaid status will not have access to Oracle. The **HCM** will be required to enter FMLA time in Oracle during this time. Since a timecard will not be generated, FMLA will need to be entered in **Absence Records**. *Note: This is from the HCM view.*

1. From the **Our Workforce** tab Click on **Show More** under **Quick Actions** on the left side of the screen, and then scroll down until you see Absences and Click on **Absence Records**.



2. Enter the employee's name in the **Search for a Person** Field. Select that person from the list by clicking on their name.

Search for a Person

Manage Employment x Manage Absence Records x

### Manage Absences and Entitlements

▲ Absences

Most Recent or Current Absence

Type FMLA

Dates 10/22/18 - 11/2/18

Status Completed

Duration 80 Hours

Next Scheduled Absence: None scheduled.

▶ Pending Actions

▲ Existing Absences

View ▾ **+ Add** ⚙ Recalculate ▾ Time Period Last 6 months ▾ Type ▾ Status ▾ ⚙ Detach

Dates	Type	Duration	Status
10/22/18 - 11/2/18	FMLA	80 Hours	Completed
10/9/18 - 10/19/18	FMLA	72 Hours	Completed
10/8/18 - 10/8/18	FMLA	8 Hours	Completed
10/5/18 - 10/5/18	FMLA	8 Hours	Completed
10/5/18 - 10/5/18	PTO	8 Hours	Completed

3. Under Existing Absences, click **+Add** to begin entering a time off request.

Manage Employment x Manage Absence Records x

### Absence Administration

Save Submit Cancel

\* Absence Type ▼

- Bereavement
- FMLA**
- FMLA - Military Care Giver
- Grandfathered Sick
- Jury Duty
- PTO
- Paid Admin Leave
- Parental Leave
- TMLA

4. Use the **Absence Type** drop-down menu to select FMLA.

Manage Employment x Manage Absence Records x

### Absence Administration

Save **Submit** Cancel

\* Absence Type FMLA ▼ Advanced Mode

**Basic Mode**

Single day

\* Start Date 11/11/18 📅 Start Time Not Applicable

\* End Date 12/1/18 📅 End Time Not Applicable

Duration 104 Hours

5. Enter the **start and end date** and **start and end times** if applicable.

6. Click **Submit**.

**Details** Plan Use Action Items

Reason Employee's own medi ▼

Comments