

Employee Leave Case Information and responding to Leave Time Requests

Employee Leave Case Information

Kronos has the ability to track employee’s various leave cases: FMLA, Worker’s Compensation, Personal Leave of Absence, etc. Employees who utilize the Kronos web application will submit a New Leave Case Request through Kronos to Citywide HR Services. Other employees will have to make the requests manually via email, telephone or by visiting Citywide HR Services. Managers do not receive an automated notification that a request has been submitted, either via the web or in person. Citywide HR Services will notify the manager of the leave case, but not of the details. This is to ensure compliance with privacy and HIPAA laws. Managers do have access to view basic information of the leave case. Below are instructions on reading the leave case information:

1. Log on to Kronos
2. QuickFind page – in the Name or ID field enter the last name of the employee and click the FIND button

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION MY CALENDARS

Timecard | Schedule | Reports | Leave Cases | My Timecard

QUICKFIND

Name or ID: judah Find

Time Period: Current Pay Period

Name	ID	Primary Labor Account	Hire Date	Worker Type

3. Highlight the appropriate employee and choose Leave Cases from the menu bar

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION MY CALENDARS

Timecard | Schedule | Reports | Leave Cases | My Timecard

QUICKFIND

Last Refreshed: 1:51PM

Name or ID: judah Find

Time Period: Current Pay Period

Name	ID	Primary Labor Account	Hire Date	Worker Type
Judah, Susan L				ESFU

4. This will pull up the Leave Case window with a list of current leave cases

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION MY CALENDARS

Timecard | Schedule | Reports | Leave Cases | My Timecard

LEAVE CASES Person & Id

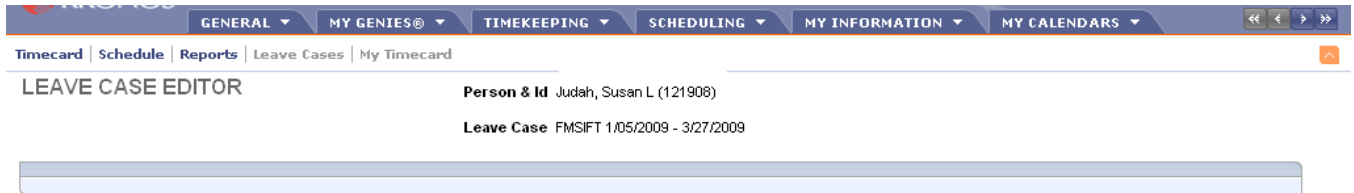
Refresh View Select an Action

Time Period: Current Pay Period 1/18/2009 – 1/31/2009 Apply

	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Time	Last Date/Committed Unpaid Leave Time
<input checked="" type="checkbox"/>	Open	FMLA	Self-Injury Full-time	FMSIFT	Continuous	Pending	1/05/2009			3/27/2009	0:00	0:00		

- a. Leave Case Status – either Open or Closed

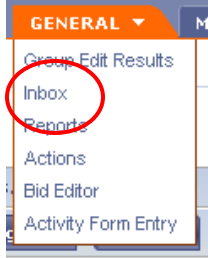
- b. Leave Category – what type of leave is being used
 - c. Leave Reason – particular reason for the leave case
 - d. Leave Case Code – abbreviation for Leave Category and Leave Reason (CCRRRR)
 - e. Current Leave Frequency – Continuous (consecutive days) or Intermittent (various days)
 - f. Case Approval Status – Pending, Approved or Declined by Citywide HR Services
 - g. Leave Start Date – first day of leave taken
 - h. New leave Requests – Leave Time Requests that have been processed by employee and approved by supervisor or manager (discussed later in this document)
 - i. Leave End Date – last day of leave taken
 - j. Committed Paid Leave Time – totals accrued leave time paid or without pay processed in conjunction with leave case
 - k. Committed Unpaid Leave Time – totals leave time taken against eligible leave bucket (i.e. FMLA allows 480 hours in a 12-month period). Do not confuse this with Without Pay. Refer to the CSA rules regarding Leaves of Absence for specifics on hours by leave category.
 - l. Last Date/Committed Paid Leave Time – shows the last time that leave was processed against the employee’s timecard and pay
 - m. Last Date/Committed Unpaid Leave Time – shows the last time that unpaid leave was processed against employee’s eligible leave bucket
5. Managers and supervisors are unable to view the details of the leave case, clicking the VIEW button will only go to a blank screen



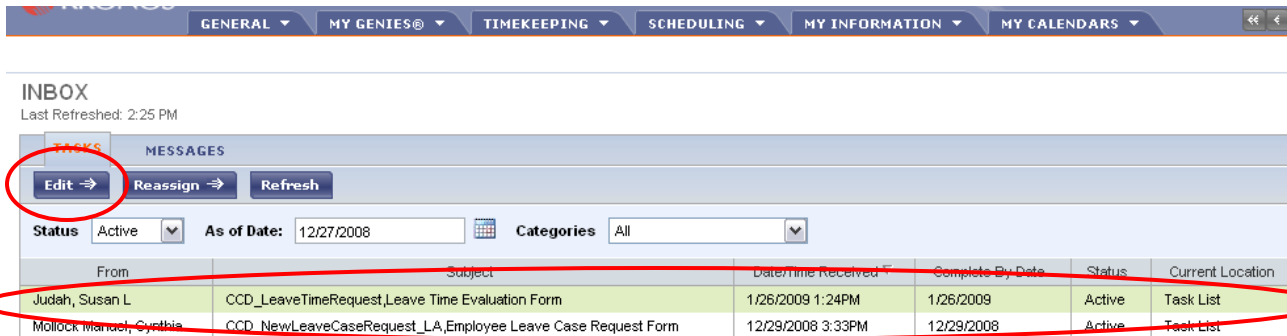
Responding to Leave Time Requests

When an employee has an open leave case, they can request time off against that leave case. The request is routed to the employee's supervisor/manager, similar to a time off request. The supervisor/manager would approve or deny the request, similar to a time off request. The only difference is that the leave type (sick, vacation, etc) is not specified in the request. This is determined within the leave case itself by Citywide HR Services. Below are instructions on how to approve or deny a Leave Time Request.

1. Log on to Kronos
2. In the General Tab, choose INBOX



3. This will open the K-Mail Inbox to the Tasks option
4. Highlight the Leave Time Request to be approved or denied and click the EDIT button

A screenshot of the Kronos INBOX interface. The 'GENERAL' tab is selected. The 'INBOX' section shows 'Last Refreshed: 2:25 PM'. Below this, there are buttons for 'Edit', 'Reassign', and 'Refresh'. The 'Edit' button is circled in red. Below the buttons, there are filters for 'Status' (Active), 'As of Date' (12/27/2008), and 'Categories' (All). A table of messages is displayed with columns: From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. The first two rows of the table are circled in red.

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Judah, Susan L	CCD_LeaveTimeRequest,Leave Time Evaluation Form	1/26/2009 1:24PM	1/26/2009	Active	Task List
Mollock,Manuel, Cynthia	CCD_NewLeaveCaseRequest_LA,Employee Leave Case Request Form	12/29/2008 3:33PM	12/29/2008	Active	Task List

5. This will open the Leave Time Request Evaluation window

Leave Time Request Evaluation - Microsoft Internet Explo

Employee ID: [Redacted]
Employee Name: [Redacted]
Manager: [Redacted]

Leave Case: FMSIFT 1/05/2009~3/27/2009
Start Date: 2/02/2009
End Date: 2/02/2009
Hours per Day: 8
Comment: Doctor Appointment

Details:

Your Action
 Approve Reject

Reason for Rejection:
[Text Area]

Send & Close > Reset Cancel

- a. Employee ID – shows employee’s ID number
- b. Employee Name – name of employee making request
- c. Manager – employee’s direct supervisor or manager
- d. Leave Case – case that time request is tied to
- e. Start Date – first date of time request
- f. End Date – last date of time request (not date of return)
- g. Hours Per Day – hours requested each day
- h. Comment – comment chosen by employee in request
- i. Details – free-form field entered by employee
- j. Your Action
 - i. Approve – choose to approve leave time request for employee
 - ii. Reject – choose to reject leave time request for employee – be sure to enter Reason for Rejection
- k. Reason for Rejection – enter necessary information regarding rejection, be aware of privacy laws and HIPAA regulations when entering information
- l. Click Send & Close to process the approval or rejection of the employee’s leave time request. This will be submitted to Citywide HR Services.