Log in using your KU online ID and password

Click on Main Menu>Self Service> Time Reporting>Report time> Absence Request

Select date of absence in the start date field

Select the Absence name. For FMLA, choose from Sick Leave – NonExempt or Exempt, Vacation Leave – NonExempt or Exempt, Comp Time Leave, Discretionary Leave, Holiday comp time leave NonExempt or Exempt

Select an absence reason. For FMLA choose FMLA – Family Medical Leave Act. Select Submit. Please note, that if necessary you can make the absence request for more than one day by keying an end date, or you can make the absence request for part of the day by completing the “partial days” field. For more information on requesting an absence, please visit the Human Resources website or call 785-864-4946

1246 West Campus Road
Lawrence, KS 66045
http://humanresources.ku.edu

785-864-4946
Fax 785-864-5790
hrdept@ku.edu
Non-Exempt leave without Pay

Click on Main Menu>Self Service> Time Reporting>Report time> Timesheet

Key in the number of hours you were in leave without pay per day and select “LWPNF – Leave Without Pay NonEx FMLA” for the time reporting code.

Leave without pay for Exempt employees

Click on Main Menu>Self Service> Time Reporting>Report time> Absence Request

For the absence name, select “Leave Without Pay FMLA – Exempt”

For the absence reason, select FMLA – Family Medical Leave Act.