

## FMLA Absence Request Guidance

Access the Human Resource Payroll System (HR/Pay) via hr.ku.edu

HR/Pay KU Human Resources			Log in using your KU online ID	
KUM	C Human Resources		and password	
Updates		Log in using your KU or KUMC Online ID and password		
Welcome to the University's H	uman Resource and Payroll System	By clicking "Sign in", I agree to conduct business electronically with the University of Kansas. In addition, all time		
Online Training entered and approved reflects actual work and/or leave time, and is true and correct to the best of my knowledge.				
HCM Navigation and Fundamentals     Figure 2 - Provide the second s				
Recruiting     dissiplinary action up to and including dismissal: www.palloy.bu.edu     dissiplinary action up to and including dismissal: www.palloy.bu.edu				
Benefits				
University of Kansas				
785-864-8080   tts:c#ku.edu Password KU RR/Pay Resources				
University of Kansas Medical Center Forgot your KU password?   Forgot your KUMC password?				
913–588–7995 KUMC HR/Pay Resources		Sign in		
Favorites - Main Menu -			Click on Main Menu>Self Service>	
Search Me	nu:		Time Reporting Report time>	
HR/Pay: Un	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	dical Center	Absance Dequest	
Ca Self Se	Truice		Absence Request	
Manu Classia 🖨 Manag	er Self Service 📄 Time Reporting			
Workfo	orce Administratio 🧰 Personal Information	Keport Time     Timesheet		
Benefit	ts Payroll and Compensati	Absence Request		
My Favorites Payroll	for North Americ 📄 Learning and Developme	ent		
Self Service Global Manager Self S Global	Payroll & Absenc 🚞 Recruiting Activities	•	-	
Absence Detail (?)			Select date of absence in the start date	
*Start Date :	03/09/2015	View Monthly Schedule	field	
Filter by Type :	er by Type : All			
*Absence Name : Select Absence Name				
Comments				
Requestor Comments :				
Go To View Absence Red	quest History View Absence Balances			
Request Absence	Adv Live Designated Med-NonEx		Select the Absence name. For FMLA.	
Kathloon McCaulov	Adv Lve-Winter Recess-NonEx		choose from Sick Leave – NonExempt	
Caulicett McCauley	CompTime Leave		or Exampt Vacation Laava	
Enter Start Date and Absence	CompTime Payout	ired fields	of Exempt, vacation Leave –	
before submitting or save for	Discretionary Leave		NonExempt or Exempt, Comp Time	
	Donor Leave - Blood		Leave, Discretionary Leave, Holiday	
Absence Detail (?)	Donor Leave - Bone Marrow		comp time leave NonExempt or	
*Start Data I	Donor Leave - Organ or Tissue	Marthe Oskadala	Exampt	
Start Date .	HolidayCompTimeLeave-NonExempt	view monuny schedule	Exempt	
Filter by Type :	Jury Duty Leave Military Leave			
*Absence Name :	Select Absence Name			
	Shared Leave - Sick Shared Leave - Vacation			
Comments	Sick Leave - NonExempt			
Doguastar Commonto :	Vacation Leave - NonExempt	1 Ale		
Absence Detail (?)			Select an absence reason. For FMLA	
*Start Date :	03/09/2015	View Monthly Schedule	choose FMLA – Family Medical	
End Date :	31		Leave Act. Select Submit. Please	
Filter by Type :	All V FMLA-Family Medical Leave Act		note, that if necessary you can make	
*Absence Name :	FMLA-Worker's Compensation	Current Balance: 167.70 Hours**	the absence request for more than one	
*Reason :	Family Select Absence Reason		day by keying an end date, or you can	
Dartial Davis -	Self Worker's Companyation		make the absence request for part of	
Parual Days :	worker's compensation		the ady by completing the "partial	
Comments		days" field. For more information on		
Requestor Comments :		1 Alexandre and a second se	requesting an absence, please visit the	
CoTo	Human Resources website or call 785-			
GO TO View Absence Reg	uest History View Absence Balances		864-4946	
Submit	Save for Later			

## FMLA Guidance Last Revised March 10, 2015

Non-Exempt leave without Pay	
Favorites +       Main Menu +       > Self Service +       Time Reporting +       > Report Time +       > Absence Request         Search Menu:	Click on Main Menu>Self Service> Time Reporting>Report time> Timesheet
From Monday 03/09/2015 to Sunday 03/15/2015 (*)       Mono     Taskgroup       3/9     3/14       3/9     3/14       3/15     3/14       3/15     3/14       3/16     3/14       3/17     3/14       3/18     3/14       3/19     3/14       3/14     3/15       3/15     3/14       3/16     3/14       3/17     3/14       3/18     3/14       3/19     3/14       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/14       3/15     3/14       3/14     3/15       3/15     3/14       3/16     3/15       3/17     3/14       3/18     3/14       3/19     3/14       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/14     3/15       3/15     3/14       3/15     3/14       3/15     3/14       3/15	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         Favorites -       Main Menu -         Search Menu:       Search Menu:         HR/Pay: Un       Search Menu:         Search Menu:       Search Menu:         Workforce Administratio       Personal Information         Search:       Benefits         Time and Labor       Benefits         Time and Labor       Benefits	Click on Main Menu>Self Service> Time Reporting>Report time> Absence Request
**Disclaimer The current bala       Current balance : 395.78 Hours**         **Required Field       Sidk Leave - Exempt         **Disclaimer The current bala       Current balance : 395.78 Hours**         **Disclaimer The current bala       Current Balance : 395.78 Hours**         **Disclaimer The current bala       Comments         **Disclaimer The current bala       Comments         **Disclaimer The current bala       Carpet Shared Leave - Vacation Sidk Leave - Vacation Sidk Leave - Vacation Sidk Leave - Exempt	For the absence name, select "Leave Without Pay FMLA – Exempt"
Absence Detail ?         *Start Date :       03/09/2015 #         End Date :       #         Filter by Type :       All         FMLA-Family Medical Leave Act         *Absence Name :       FMLA-Worker's Compensation         *Reason :       Self         Partial Days :       Worker's Compensation	For the absence reason, select FMLA – Family Medical Leave Act.
Comments         Requestor Comments :         Go To       View Absence Request History         View Absence Request History       View Absence Balances         Submit       Save for Later	