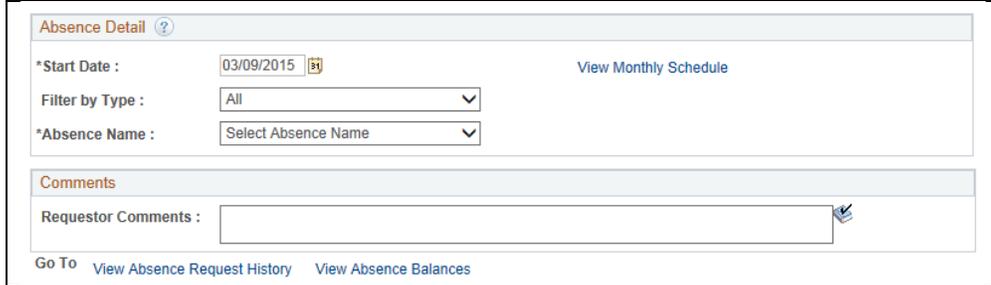
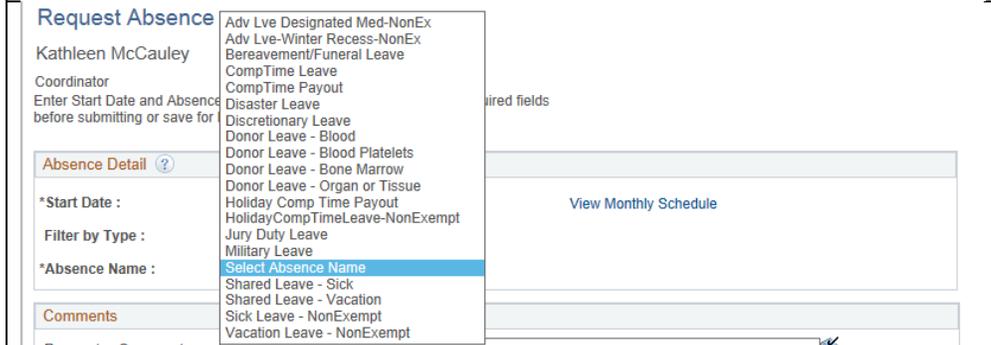
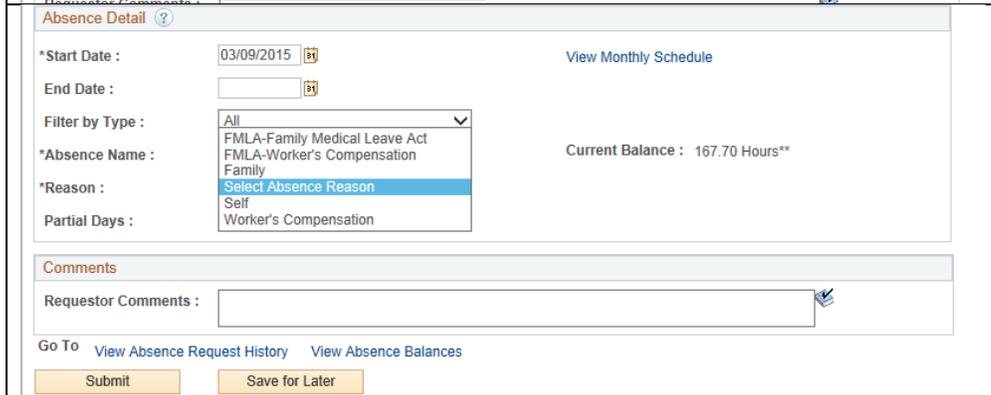
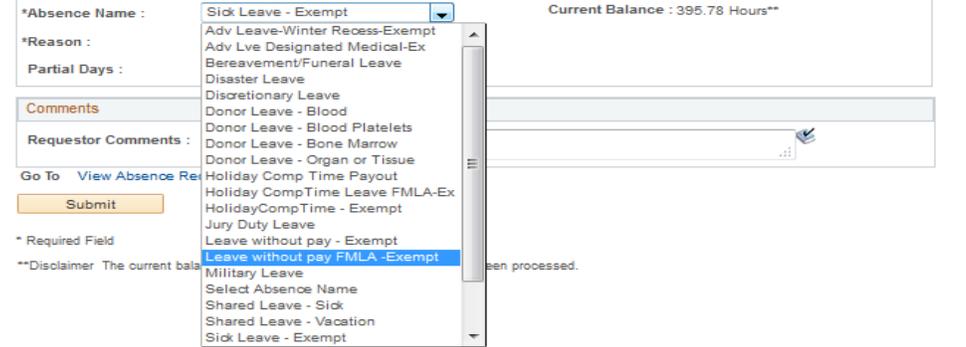
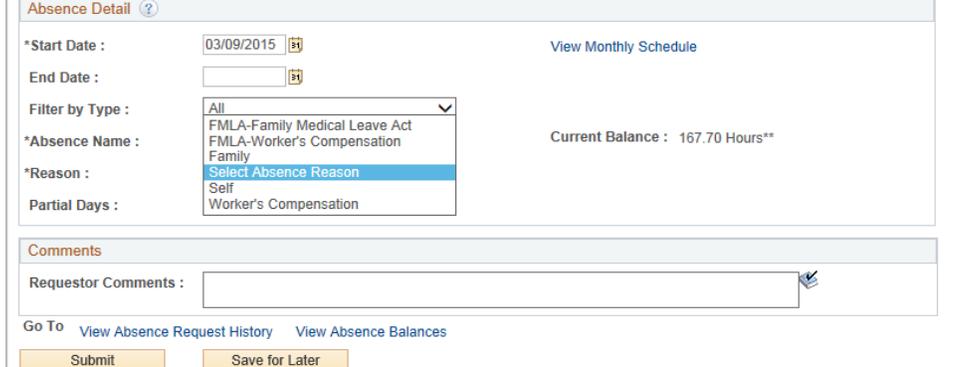
 <p>The screenshot shows the HR/Pay login interface. It includes a 'Log in using your KU or KUMC Online ID and password' section with fields for 'Online ID' and 'Password', and a 'Sign In' button. There are also links for 'Forgot your KU password?' and 'Forgot your KUMC password?'. A 'Sign in?' agreement is visible above the fields.</p>	<p>Log in using your KU online ID and password</p>
 <p>The screenshot shows the 'Main Menu' dropdown in the HR/Pay system. The 'Self Service' menu is expanded, showing options like 'Time Reporting', 'Report Time', and 'Absence Request'. The 'Report Time' option is highlighted, and its sub-menu is visible, showing 'Timesheet' and 'Absence Request'.</p>	<p>Click on Main Menu>Self Service>Time Reporting>Report time>Absence Request</p>
 <p>The screenshot shows the 'Absence Detail' form. The 'Start Date' is set to 03/09/2015. There is a 'Filter by Type' dropdown set to 'All' and an 'Absence Name' dropdown set to 'Select Absence Name'. A 'Requestor Comments' field is also visible.</p>	<p>Select date of absence in the start date field</p>
 <p>The screenshot shows the 'Request Absence' dropdown menu. The 'Absence Name' dropdown is open, showing various options such as 'Sick Leave - NonExempt', 'Vacation Leave - NonExempt', and 'FMLA - Family Medical Leave Act'. The 'FMLA - Family Medical Leave Act' option is highlighted.</p>	<p>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</p>
 <p>The screenshot shows the 'Absence Detail' form with the 'Reason' dropdown set to 'FMLA - Family Medical Leave Act'. The 'Start Date' is 03/09/2015 and the 'End Date' is empty. The 'Current Balance' is 167.70 Hours. The 'Requestor Comments' field is also visible.</p>	<p>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</p>

<p>Non-Exempt leave without Pay</p> 	<p>Click on Main Menu>Self Service> Time Reporting>Report time> Timesheet</p>
	<p>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.</p>
<p>Leave without pay for Exempt employees</p> 	<p>Click on Main Menu>Self Service> Time Reporting>Report time> Absence Request</p>
	<p>For the absence name, select “Leave Without Pay FMLA – Exempt”</p>
	<p>For the absence reason, select FMLA – Family Medical Leave Act.</p>