

Adding Leave time (FML, Military, ICA, intermittent Medical LOA) to a Timecard in eTIME

Please note this procedure is NOT for adding sick and vacation leave.

All leaves in Personnel Policy 8-108 must be set up in eTIME by HR Leave Administration. For continuous leaves, the time will be added to the timecard by HR Leave Administration.

1. When an employee uses leave on an intermittent basis, the employee lists the time on the Time Adjustment Log for the supervisor to enter onto the Timecard.
2. From Timecard, the supervisor will select Leave>Edit

3. The Leave Case Editor will open.
4. If employee has multiple leaves, select the leave event for which the employee is out of the office (example FML SELF, FML CARE).

Leave Case	Case Status	Start Date	End Date	Leave Frequency
FCAREG	Open	2/17/2014	2/13/2015	Intermittent
FCAREG	Closed	4/06/2014	2/17/2015	Intermittent

5. A list of dates in that pay period will appear.
6. Enter the total amount of time used on each day for that leave. (Example, 2 hours 9/25/14, 4 hours 9/29/14, 8 hours 9/30/14)
7. Click Save
8. Click Close

- Review the timecard for accuracy. Hours of the leave should now show in the timecard.

Actions	Punch
Refresh	
Refresh Data	
Calculate Totals	
E-mail	
Print	
Print Screen	

You may need to click Actions>Refresh Data

Please note that it will appear that the hours are doubled because it lists hours for FML and sick/vacation/unpaid separately.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 9/21										8:00	8:00
X	Mon 9/22			8:00AM		1:00PM	2:00PM		5:00PM	8:00	8:00	16:00
X	Tue 9/23			8:00AM		1:00PM	2:00PM		5:00PM	8:00	8:00	24:00
X	Wed 9/24			8:04AM		12:55PM	1:55PM		5:00PM	8:00	8:00	24:00
X	Thu 9/25	LV-FML	2:00									
X	Thu 9/25	LV-Sick	2:00									
X	Thu 9/25			10:00AM		1:00PM	2:00PM		5:03PM	6:00	10:00	34:00
X	Fri 9/26			7:59AM		12:59PM	1:58PM		4:59PM	8:01	8:01	42:01
X	Sat 9/27											42:01
X	Sun 9/28											42:01
X	Mon 9/29	LV-FML	4:00									
X	Mon 9/29	LV-Sick	4:00									
X	Mon 9/29			8:02AM		1:05PM	2:05PM		5:01PM	8:00	16:00	58:01
X	Tue 9/30	LV-FML	8:00									
X	Tue 9/30	LV-Sick	8:00								16:00	74:01

If the leave editor states that the employee does not have any leave events, contact Leave administration by email to HR.LeaveAdmin@pima.gov. Include the employee's EIN, Name and type of leave.

! Employee has no leave cases in the selected time period.

Close

If the leave editor does not allow supervisor to add leave because time has been projected, contact Leave administration by email to HR.LeaveAdmin@pima.gov. Include the employee's EIN, Name and type of leave.

LEAVE CASE EDITOR

[Help](#)

[View Leave Case](#)

Leave Case BESTIN 10/14/2013 - 10/13/2014

Case Status Open

! One or more leave cases of the employee contain projected takings. Quick Leave Editor cannot be used until projections are committed from the full Leave Case Editor.