

## GUIDE TO REPORTING PARENTAL LEAVE

Employees who are approved for PARENTAL LEAVE are expected to report and record time taken as outlined below. Only those absences which qualify for parental leave should be recorded as such. **The start date of your Parental Leave begins with the date of the birth of the child,** and cannot exceed 12 work weeks from the date of birth.

**When taking time off under a qualified and approved parental leave request, the employee must follow the following procedures for reporting parental leave taken:**

The screenshot displays the UTD Dallas Galaxy Timesheet application. The browser address bar shows the URL: <https://sis-portal-prod.utdallas.edu/psp/DEPPRD/EMPLOYEE>. The page title is "Timesheet".

The navigation menu includes: Favorites, Main Menu, My Menu, Time and Absence, and Timesheet.

The "Reported Time Status" section shows a table with the following data:

Date	Reported Status	Total TRC	Description	Comments
		0.000000		

The "Absence Events" section shows a table with the following data:

Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Comments	Cancel	Edit
					Details		Approval Monitor	Admin		<input type="checkbox"/>	Edit

An "Add Absence Event" button is visible below the table. A blue arrow points to this button with the text: "ADD Absence event for the hours taken off work".

The "Absence Entitlement Balances" section shows a table with the following data:

Entitlement Name	Balance as of 11/19/2016**	From	To	Accrual Period
Sick				
Vacation				

https://sis-portal-prod.utdallas.edu/psp/DEPPRD/EMPLOYEE Timesheet

File Edit View Favorites Tools Help

Convert Select

Suggested Sites Web Slice Gallery Go to UTD Home Page

Home | Help | Sign out

UT DALLAS galaxy Search Galaxy

Favorites Main Menu Manager Self Service Time Management Report Time Timesheet

My Links Select One:

minutes remaining to the timesheet page.

**Absence Detail** ?

\*Start Date : 12/05/2016  View Monthly Schedule

End Date : 12/05/2016

Filter by Type : All

\*Absence Name : Sick  Current Balance : 135.00 Hours\*\*

Partial Days : None

Duration :  Hours

**Comments**

Reporter Comments::

\* Required Field

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

150%

Add the comment "Parental L eave"  
DO NOT provide medical information, only  
indicate "Parental Leave"

It is important that employees report their leave appropriately. If you have any questions, please contact the Leave Administrator.