

## GUIDE TO REPORTING FMLA TIME TAKEN

Employees who are approved for intermittent FMLA leave are expected to report and record FMLA time taken as outlined below. Only those absences which qualify for FMLA should be recorded as FMLA time taken. Absences unrelated to the employee's FMLA event should not be recorded as FMLA time taken.

### When calling out from work due to a qualified FMLA absence, the employee must follow the following procedures:

1. Employee must follow their department's normal call-in procedures when reporting out from work.
2. The employee must indicate they are calling out due to their FMLA event and that the employee will be using FMLA leave.
3. The absence event must be reported on the employee's on-line Galaxy timesheet immediately upon returning to work and/or within the same week for which the leave is taken.
4. Employees must indicate **"FMLA time taken"** in the details portion of the submitted absence event (see screenshots below).

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Date	Reported Status	Total TRC	Description	Comments
		0.000000		

**Absence Events** Personalize |

Absence Take

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

Add Absence Event

**Absence Entitlement Balances** Personalize |

Current Balances

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

150%

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

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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:: FMLA Time Taken

\* Required Field

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

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