

Time-Recording for Leave Of Absence

EXEMPT EMPLOYEES

Paid Status

1. Supervisor submits ePAC transaction indicating a paid leave of absence.
2. Recording time off in Kronos :
 - a. *If the employee is available to record their own time:*
In Kronos the employee enters the type of leave hours (either FMLA or NonFMLA).
 - b. *If the employee is not available to record their own time:*
The Manager can enter the employee's time as FMLA or Non FMLA.

Unpaid Status

1. Supervisor submits ePAC transactions indicating an unpaid leave of absence.
 - a. *If the ePAC transaction is processed before payroll runs:*
The ePAC transaction is sufficient in stopping the employee from being paid.
 - b. *If a PAF is processed after payroll runs:*
 - If the employee has returned from leave: The department will need to submit a negative payroll correction form to recover the overpayment.
 - If the employee has not returned from leave: Then an overpayment calculation will need to be made for the employee to repay the overpayment. An email may be sent to payroll.vumc@vanderbilt.edu to request an overpayment calculation.

NON-EXEMPT

EMPLOYEES Paid Status

1. Supervisor submits ePAC transaction indicating a paid leave of absence.
2. Kronos: If the employee uses Kronos, the employee or supervisor reports the type of leave hours directly into Kronos. The employee or supervisor should add a line to indicate FMLA / NonFMLA time if applicable.
3. Paper timesheets: If employee does not use Kronos, the employee or supervisor needs to complete a paper timesheet, indicating the type of leave hours to pay the employee.

Unpaid Status

1. Supervisor submits ePAC transaction indicating an unpaid leave of absence.
2. Kronos: Unpaid leave for non-exempt employees is not tracked systematically in Kronos. However, FMLA/NonFMLA time should be recorded. The employee or supervisor should indicate FMLA / NonFMLA time for each day applicable.