

## Military Leave in HR Links (Supervisor)

Employees called to active duty, active duty training, and inactive duty training must furnish their Supervisor with a copy of their military orders or a statement from their commanding officer verifying their attendance at military duty. Once military orders are provided to the supervisor, the supervisor is required to initiate the first military leave request on behalf of the employee.

## Submit and Approve Military Leave Request in HR Links



1. From the *Manager Self Service* homepage, go to **Manager Time** tile.



Manager Self Service			Mana	iger Tim	9						Â	۲	: 🙆
☑ Report Employee Time	Report Time												New Window
Approve Employee Time	Employee Selection	n											
Assign Employee Schedule	Change View *View By Calend	ar Period 🔹		×	Show Schedu	le Information							
Request Employee Absence/OT	Date 01/19/2	)20 🕅 🗘		Pre	vious Period	Nex	t Period						
Approve Employee Absence/OT	Time Summary Den	nographics	1 01/19/2020 - 02/01/202	:0				ŀ	rersonalize   Fin	0 [[2] 1-30	13		
📳 Employee Absence Balances	Employee Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved	Denied Hours			
Employee Absence/OT History	Employee		Management and Program Analyst	0.0	0.0	80.0			0.0	0.0	Î		
			Program Analyst	0.0	0.0	80.0			0.0	0.0	Ŀ		
	Approve Reported Time Approve Absence Manager Self Service Time Management	1			0.0						×		

2. Go to **Request Employee Absence/OT** and Select Employee to enter military leave request for and click **Select.** 

Manager Self Service			Manager	r Time					Â	۲	:	٢
Report Employee Time												
Approve Employee Time	Employee Select	tion Criteria										
Assign Employee Schedule		As Of Date 01/28/2020	Refresh Employees									
								Find Employee				
Request Employee Absence/OT	Select	Name	EmpLID	Empl Status	Full/Part Time	HR Status	Intersonalize	Pirst 1-3 of 3 Department				
Approve Employee Abconce/OT	Select	Employee	Cimprio	Active	Full-Time	Active	Management and Program Analyst	HR Innovation and Integration				
	Select			Active	Full-Time	Active	Management and Program Analyst	HR Innovation and Integration				
Employee Absence Balances	Select			Active	Full-Time	Active	IT Specialist (APPSW)	HR Innovation and Integration				
Employee Absence/OT History	1											

3. Select **Start Date** for Military Leave and Select **Filter by Type** as Regular Military



C Manager Self Service	Manager Time	Â	۲	ø
👔 Report Employee Time	Request Absence			
Approve Employee Time	Management and Program Analyst			
Assign Employee Schedule	v Instructions Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.			
Request Employee Absence/OT	Absence Detail @			
Approve Employee Absence/OT	*Start Date 01/15/2020 (F) Filter by Type All			
Employee Absence Balances	Credit Hours Used  CRatin Jonal Guard Military Disabled Veteran Leave			
Employee Absence/OT History	Comments Donated Leave Used Emergency Duty - Mitary Home Leave UWOP			
	Go To View Absence Request Williamy Respute Preguest * Required Field * Required Field * Required Field * Required Field * Required Comp Time Used Union Official Time Weather and Safety Leave			

4. In the **Absence Name** field, select Regular Military leave hours, then click **Submit**.

Manager Self Service	Manager Time	Â	۲	: Ø
😧 Report Employee Time	Request Absence			
Approve Employee Time	Management and Program Analyst			
Assign Employee Schedule	Instructions Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.			
Request Employee Absence/OT	Absence Detail @			
Approve Employee Absence/OT				
Employee Absence Balances	Fliter by Type Regular Military			
Employee Absence/OT History	Partial Days None			
	Calculate Duration			
	Workflow			
	Allow Request By Employee and Manager Request As Employee •			
	Comments			
	Requestor Comments Military Leave statement submitted for 1/15 start date			
	Go To View Absence Request History View Absence Balances Submit Save for Later Return to Direct Reports			
	* Required Field			

5. Select **Yes** on the Submit Confirmation page.

< Manager Self Service	Manager Time	â	۲	:	۲
Report Employee Time	Request Absence				
Approve Employee Time	Submit Confirmation				
Assign Employee Schedule					
I Request Employee Absence/OT	Yes No				
Approve Employee Absence/OT					
Employee Absence Balances					
Employee Absence/OT History					
	<b>u</b>				

6. A Request Absence Approve Confirmation page will display. Click OK.

K Manager Self Service Manager Time	۲	:	۲
Kanager Self Service     Manager Self Service     Request Employee Time     Approve Employee Schedule     Request Employee Absence/OT     Approve Employee Absence/OT     Employee Absence/OT History     Imager Self Service		•	

7. An **Absence Approval** Page will display.



Report Employee Time	Request Det	ails											
Approve Employee Time	Employee Management and Pr	rogram Analyst											
Assign Employee Schedule	View Request State	us and Approval Deta	ails										
Request Employee Absence/OT	Details 👔												
Approve Employee Absence/OT		Start Date 0											
Employee Absence Balances		End Date 01/17/2020 Absence Name Regular Military Partial Days None Duration 18:00 Hours											
Employee Absence/OT History		Partial Days None Duration 18:00 Hours Status Approved											
	Workflow	Status A	pproved										
	All	low Request By Er Request As Er	mployee and Manager mployee										
	Request History				Personalize   🗇 First 🛞								
	Approval Process	Status	Name	Date	Comments								
	Absence Request	Submitted	Employee	01/28/2020	Military Leave statement submitted for 1/15 start date								
	Absence Request	Approved	Supervisor	01/28/2020									

## Submit and Approve Timesheet with Military leave request in HR Links

Note: If Employee is not already out on military leave they may enter their own timesheet for approval after the initial military leave request is input by their supervisor.

1. Go back to the **Employee Report Time** tab and **select the Employee**'s name on the Timesheet Summary page.

Manager Self Service			Mana	iger Tim	8					·	Â	۲	:	۲
🕥 Report Employee Time	Report Time												New	Window
Approve Employee Time	Employee Selection													
Assign Employee Schedule	Change View *View By Calendar Period	Ŧ		×	Show Schedu	le Information								
Request Employee Absence/OT	Date 01/19/2020	φ		Pre	vious Period	Nex	t Period							
Approve Employee Absence/OT	Employees For Kristina Ellingson Time Summary Demographics	n, Totals From	01/19/2020 - 02/01/202	20				F	Personalize   Fir	d 🔝 1-3 of 3				
Employee Absence Balances	Employee Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved	Denied Hours				
	Employee		Management and Program Analyst	0.0	0.0	80.0			0.0	0.0	^			
			Management and Program Analyst	0.0	0.0	80.0			0.0	0.0				
			IT Specialist (APPSW)	0.0	0.0	80.0			0.0	0.0	•			
	Approve Reported Time Approve Absence Manager Self Service Time Management													

2. Select **Apply Schedule** on the Employee's Timesheet.



< Manager Self Service							ľ	Manag	jer Ti	ime							Â	۲	: Ø
☑ Report Employee Time	Times	sheet																	New Window -
Approve Employee Time	Employ Manage	ree ment an	nd Program An	lyst							Employ Empl R	vee ID ecord 0							
Assign Employee Schedule	Actions Selec	t Anoth	ner Timeshee	t						Earlies	t Change	Date 01	1/15/2020						
B Request Employee Absence/OT			*View   *Da	By Calenda te 01/05/202	r Period 20 🛛 🙀 🕻	5	٣				F	Previous P	Period N	lext Period					
Approve Employee Absence/OT	From S	s unday	cheduled Hou 01/05/2020 to	rs 80.0	01/18/202	Repo	rted Hou	rs 27.0				Print Time	sheet						
Employee Absence Balances	Sun 1/5	Mon 1/6	Tue 1/7	/ed Thu 1/8 1/9	Fri 1/10	Sat 1/11	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Total	Time Reporting Co	de	Туре	Additio	al TRC Labo
a Employee Absence/OT History				ç	9.0					9.0	9.(	0		9.	0 Award Leave Us 0 Regular Military	ed	Hours		
	II Sa	ive for La	ater	Submi	t			A	opply Scl	hedule									
	Report	ed Time	Status Status	mmary	Absence/O	T <u>E</u> xce	eptions												
	Report	ed Tim	e Status										Persona	alize   Find	1-3	of 3			
	Date	R	Reported Status			Total T	RC		C	Description				Sched Hrs	Comments				
	01/09/202	20 A	Approved			9.0 0	154			Award Lea	ve Used			9.00					
	01/15/20	20 A	Approved			9.0 0	151			Regular M	litary			9.00					
	01/16/20	20 A	Approved			9.0 0	151			Regular M	litary			9.00					
	Manage	r/Appro Comme	ents																
	DateT	ïme Cre	ated			User ID													

3. **Adjust** timesheet hours to account for leave (in this example award leave and military leave) and **Submit** timesheet.

< Manager Self Service								I	Mana	ger Ti	me								Â	۲	:	٢
) Report Employee Time	Times	sheet																			New Wi	ndow 4
Approve Employee Time	Emplo	yee ement and	Program	Analyst								Employ Empl Re	ee ID cord 0									
Assign Employee Schedule	Actions	• t Anothe	r Times	heet	Time Sour	rce Schedu	ule				Earlies	Change	Date 0	1/15/2020								
Request Employee Absence/OT			*Vie	*Date 01	alendar Pe	eriod		٣				Pi	revious F	Period N	ext Period							
Approve Employee Absence/OT	From S	Sci	neduled I	Hours 8	0.0	/18/2020	Rep	orted Hou	irs 27.0			P	rint Time	sheet								_
Employee Absence Balances	Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Total	Time Reporting C	ode		Туре	Additio	nal TRC	Labe
Employee Absence/OT History		9.0	9.0	9.0	0 9.0	8.0			9.(	9.0	0 0	9.0			9.1	001-Regular T 0 054 - Award Les	ime ave Used	¥	Hours Hours	093	Q	۲
											9.0	9.0			18.	0 051 - Regular N	filitary		Hours			
	Sa	ave for Late	er	Cummo	Submit		Ew	contions														
	Report	ted Time	Status	gumma	iiy    <u>A</u> os	senceron _	LA	opuona						Persona	lize Find	1-	3 of 3					- 1
	Date	Rej	ported Sta	itus		т	otal	TRC		C	escription				Sched Hrs	Comments						
	01/09/20	20 Ap	proved				9.0	054		,	Award Lea	ve Used			9.00							- 1
	01/15/20	20 Ap	proved				9.0	051		1	Regular Mi	litary			9.00							- 1
	01/16/20	20 Ap	proved				9.0	051		1	Regular Mi	litary			9.00							
	Manage	er/Approve Comment	er ts									li.										

4. Select **Yes** on the warning message for timesheet approval. The timesheet will be approved.

Manager Self Service				Manag	er Time				Â	۲	: 0
Report Employee Time	Timeshe	et								N	lew Window
Approve Employee Time	Managemen				Employee ID						
Assign Employee Schedule	Actions - Select An	Time Stother Timesheet	iource Schedule		Earliest Change Date 01	/15/2020					
Request Employee Absence/OT		*View By Calenda *Date 01/05/20	ar Period	٣	Previous P	eriod Next Period					
Approve Employee Absence/OT	From Sund	Scheduled Hours 80.0	Reported	Hours 27.0	Print Time	sheet					
mployee Absence Balances	Sun 1/5		Once Approved the	status canno	be reverted back. (20020,20	)	ng	g Code	Туре	Additional	TRC L
Employee Absence/OT History		By clicking Yes, you are	certifying that all repo	orted time wa	worked and approved accor	ding to law and re	gulation.	Time eave Used	• Hours	093	_Q
		Select Yes to confirm	n and complete the st	atus change,	No to return to the page with	out updating the st	atus.	r Military	Hours		
	Save	1		Yes	No						
	Reported T	ime Status	Absence/OT    Exceptio	ns		Personalize   Find	71	1-3 of 3			
	Date	Reported Status	Total TRC		Description	Sched Hrs	Comments				
	01/09/2020	Approved	9.0 054		Award Leave Used	9.00					
	01/15/2020	Approved	9.0 051		Regular Military	9.00					

K Manager Time			Mana	ger Time				Â	۲	:	٢
Report Employee Time				9.0 9.0	18.0	Regular Military		Hours			1
	Save fo	or Later Submit									
Approve Employee Time	Reported T	ime Status Summary Ab	sence/OT Exceptions								
Assign Employee Schedule	Reported 1	īme Status				Personalize   Find	🛛 🔜 🔜 1-12 of 1	12			
	Date	Reported Status	Total TRC	Description	Sched Hrs	Comments	Exception				
Request Employee Absence/OT	01/06/2020	Approved	9.0 001	001-Regular Time	9.00						
Approve Employee Absence/OT	01/07/2020	Approved	9.0 001	001-Regular Time	9.00						1
S	01/08/2020	Approved	9.0 001	001-Regular Time	9.00						- 1
Employee Absence Balances	01/09/2020	Approved	0.0 001	001-Regular Time	9.00						
Employee Absence/OT History	01/09/2020	Approved	9.0 054	Award Leave Used	9.00						
Employee Absence/OT History	01/10/2020	Approved	8.0 001	001-Regular Time	8.00						- 1
	01/13/2020	Approved	9.0 001	001-Regular Time	9.00						
	01/14/2020	Approved	9.0 001	001-Regular Time	9.00						
	01/15/2020	Approved	0.0 001	001-Regular Time	9.00						
	01/15/2020	Approved	9.0 051	Regular Military	9.00						
	01/16/2020	Approved	0.0 001	001-Regular Time	9.00						
	01/16/2020	Approved	9.0 051	Regular Military	9.00						
	Manager/Ap Corr	prover iments		//							
	DateTime Return to Sele	Created ect Employee	User ID								

## **Military Leave Balance in HR Links**

Once the timesheet pay period has ended and payroll has processed the timesheets, the employee can view their Military Leave balance within their HR Links leave balance. The employee can also now request Military leave on their timesheet until the <u>120 hour maximum</u> <u>per fiscal year</u> is exhausted.

1. From the *Employee Self Service* homepage, go to **Employee Time** tile.



IBM 👸 HR Sh	ared Service	_	<ul> <li>Employee Self Service</li> </ul>			â	۲	: Ø
	Employee Time	Personal Details	Benefits Summary	Performance	Print SF-50			
	~		2 🍬					
				Next Due Date 06/01/2020				
	Knowledge Repository	Benefits Library	GSA Emp Reg Telework Agree	Help Desk Home	GSA FT Telework Agreement			
	2	Ý						
	View My HR Information	HR Links Satisfaction Survey	Company Directory					
			23 888					
								-

2. Go to the **Absence Balances** tab within Employee Time. The employee's Military Leave Balance can be viewed. In our example the employee took 18 hours of military leave so the Military leave Balance of 102 hours is reflecting 120 total hours (fiscal year total per <u>policy</u>) minus 18 hours taken.

port Time         View Absence Balances           quest Base Schedule         Instructions           sence Balances         View current balances. Current balances do not reflect absence request proceed by payroll For more details please contact your absence administrator.	
quest Base Schedule           sence Balances           View current basence entitlement balances. Current balances do not reflect absence request processed by payroll. For more details please contact your absence administrator.	
sence Balances View current basence entitlement balances. Current balances do not reflect absence request processed by payroll For more details please contact your absence administrator.	
	uests that have not bee
quest Absence/OT Absence Entitlement Balances Person Current Balances [1977]	ersonalize 🛛 🗐
sence/OT History Entitlement Name Balance as of 02/29/2020	
Use or Lose 83.00 Hours	
Regular Military Balance 102.00 Hours	
Sick Leave Balance 94.50 Hours	
Comp Time Balance 7.50 Hours	
Annual Leave Balance 187.00 Hours	