

Paid Parental Leave (Time Administrator)

Once approved by GSA OHRM for Paid Parental Leave (PPL), a Time Administrator can enter a Paid Parental Leave Absence request in the system on behalf of an employee.

Enter Paid Parental Absence Request on behalf of the employee

1. From the Time Administration homepage, click on the Time Administration tile.



2. Click on Report Employee Time, enter the employee's information into the Employee Selection section. Click Get Employees.



Time Administration		Time Administ	ration
Report Employee Time	Report Time		
Assign Employee Schedule	Timesneet Summary		
Time Administration Analytics	 Employee Selection 		
Time Administration Queries	Employee Selection Criteria		Get Employees
Time Sheet Report	Selection Criterion	Selection Criterion Value	
	Time Reporter Group	٩	Clear Criteria
	Employee ID	٩	Save Criteria
	Last Name	٩	
	First Name	٩	
	Department	٩	
	Workgroup	٩	
	Taskgroup	٩	
	Change View		
	*View By Calendar Period	✓ ✓ Sho	w Schedule Information
	Date 07/04/2021	Previou	s Period Next Period
	Load More Entries	ad All 100 of 12136 entries loaded	

3. Select Employee and Click on Employee ID to be brought to their timesheet.

Employees For Time Needin	ng Approval From 07/04 II⊳	/2021 - 07/17/2021							1-1	of 1 🗸
Employee Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved	Denied Ho	urs
address Teacher		Program Analyst	0.0	0.0	80.0			0.0	0.0	* *
Report Time Approve Absence										

4. Select the Absence/OT tab to add an Absence Event.



Time Administration												Time	Admin	nistrati	ion					ଜ 🇳	6	Ø
🙆 Report Employee Time		-												E	mployee	ID						*
Assign Employee Schedule	Inform	nation Tec	hnology	Special									-	Er	npl Reco	ord 0						- 1
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Time Sheet Report				"[Date 0	7/04/202	21	÷														- 1
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	-						47/000															
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			07/0	5/2021	Nee	ds Appro	val			1	8.0 00	2			002-Ho	liday Observed	8.00					
	4														1							

5. Select Add Absence Event.

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Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	
Add Abs	sence Event										

6. Enter the Start Date and End Date of the Absence Event and Select Paid Parental Leave from the drop down menu. Select Submit.

Save for Reported Time	e Status	Submit	esence/OT Exception	Credit Hours Used / FMLA-Emp Credit Hours Used / FMLA-Fmily Credit Hours Used / Volunteer DC Nth Grd Military Parades Disabled Veteran Leave Donated Leave / FMLA- Family Donated Leave Used Emergency Duty - Military Emergency Duty - Military						
Absence Tak Select	e ∥⊧ Edit	*Start Date	End Date	Limop / Fall Leave LWOP LWOP / FMLA- Employee LWOP / FMLA- Family LWOP / Volunteer	Uni Typ	t Details	Status	Approval Monitor	Source	Cano
	Edit	07/06/2021	07/07/2021	LWOP Workers Comp Used Other Paid Absence Other Paid Absence / Volunteer Overtime Request	3.00 Hou	irs Details	Approved	Approval Monitor	Employee Absence Request	
	Edit	07/12/2021	07/12/2021	Paid Parental Leave Adopt Paid Parental Leave	Ног	irs Details	New	Approval Monitor	Manager Absence Request	
Add Abse	nce Event ement Balar	ices								

Paid Parental Leave (Supervisor)/3



7. You can now view the Paid Parental Leave absence request on the employee's timesheet and adjust the hours of the regular schedule.

Time Administration												Time	Admir	istrati	on					ŵ	ß	: (
Report Employee Time	Time	sheet	:																		Nev	w Windo
Assign Employee Schedule	Reid	March												Er	nployee l	D 00016260						
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	From \$	Sunday	07/04/	2021 to	o Satur	rday 07	/17/202	21 ⑦														
	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Total	Time Reporting Code		Additional TRC	Labor Code	Task Code		
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									8.0						8.0	Paid Parental Leave Adopt						+
		Save f	or Later			s	ubmit]													

8. Go back to the Absence/OT tab and select the PPL request and Select Approve.

bsence Events	; ? e >										1
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	
12	Edit	07/12/2021	07/12/2021	Paid Parental Leave Adopt	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	
Add Abser	nce Event										
Approval						Dami					

9. Go to the Reported Time Status tab and select all items needing approval by selecting Select All. Select Approve.



Time Administration							Time Administrati	on				ඛ	L)	:	Ø
Report Employee Time	(Save for	or Later	s	ubmit										^
Assign Employee Schedule	G	Reported Ti	ime Status	Summary	Absence/OT	Exceptions									
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Time Sheet Report		Select	Date	Reported S	tatus	Total	TRC	Description	Sched Hrs	Comments					
			07/05/2021	Needs Appr	oval	8.0	002	002-Holiday Observed	8.00						
			07/06/2021	Approved		8.0	040	Annual Leave	8.00						÷.
			07/07/2021	Approved		8.0	040	Annual Leave	8.00						
		2	07/08/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
	"	•	07/09/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
			07/12/2021	Needs Appr	oval	8.0	09958	Paid Parental Leave Adopt	8.00						
			07/13/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
			07/14/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
			07/15/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
			07/16/2021	Needs Appr	oval	8.0	001	001-Regular Time	8.00						
	4	Approval	elect All		eselect All		Approve	Deny							+

10. On the Approval Confirmation page, select Ok.

Time Administration	Time Administration
Report Employee Time	Timesheet 🔓
Assign Employee Schedule	Approve Confirmation
Time Administration Analytics V	Selected transactions were successfully approved.
Time Administration Queries V	
Time Sheet Report	

11. Select Submit on the timesheet and select Ok to the pop up warning message.



Time Administration	Time Administration	ଜ 🚇 : Ø
Report Employee Time	mesheet	New Window 🔺
Assign Employee Schedule	Employee ID	
Time Administration Analytics V	Information Technology Special Empl Record 0 Additional Earliest Change Date 07/05/021	
📓 Time Administration Queries 🛛 🗸	Select Another Timesheet	
Time Sheet Report	"View By Calendar Period Previous Period Next Period	
	*Date 07/04/2021 🛗 🍄	
	Scheduled Hours 80.0 Reported Hours 80.0 Finic Ancadoc	
	Once Approved the status cannot be reverted back. (2020,20) From Sunday 07/04/2021 to Saturda Pu clicking View way are certificing that all expected time use worked and approved are certificing to be and resultation.	
	Sun Mon Tue Wed Thu by closing res, too are confirm and exposed and exposed according to the and regulation. The Select Yes to confirm and complete the status change, No to return to the page without updating the status.	Code
	Yes No	۹ + -
	80 80 002-Holday Observed - Q Q	۹ + -
	8.0 8.0 16.0 Annual Leave	+
	8.0 8.0 Paid Parental Leave Adopt	+
	Save for Later Submit	
	Reported Time Status Summary Absence/OT Exceptions	
	Reported Time Status	

12. Select Ok to the Confirmation of timesheet pop up message.

