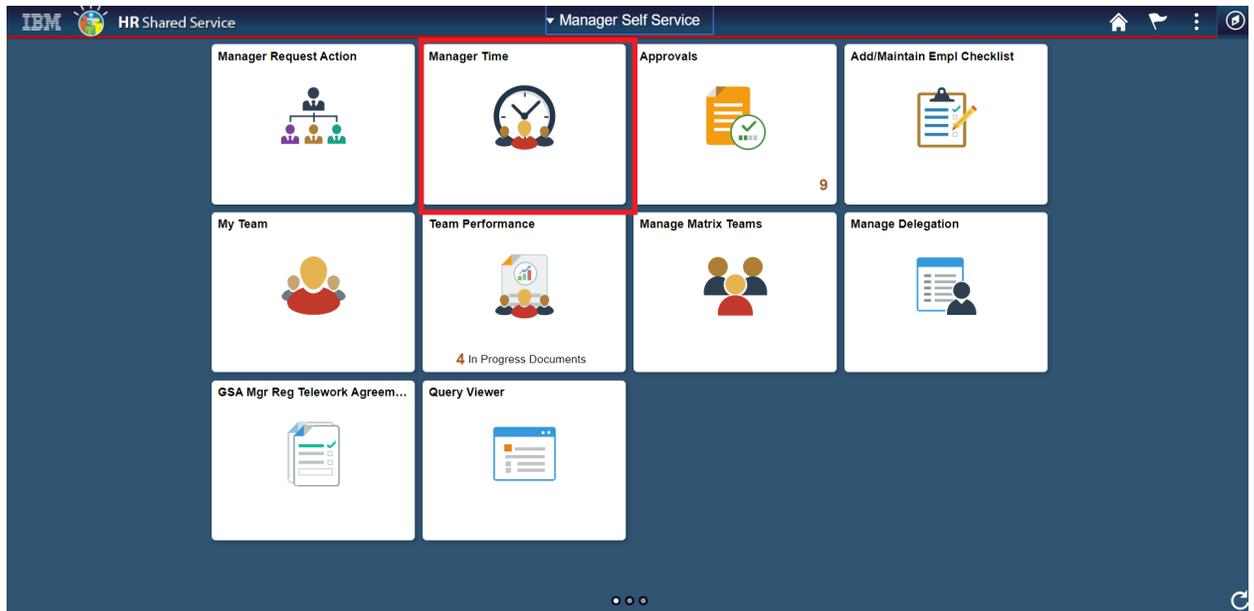


Military Leave in HR Links (Supervisor)

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 Time

Report Time
Timesheet Summary

Employee Selection

Change View
View By: Calendar Period
Date: 01/19/2020
Show Schedule Information:
Previous Period Next Period

Employees For Kristina Ellingson, Totals From 01/19/2020 - 02/01/2020 Personalize | Find | 1-3 of 3

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

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

Manager Time

Employee Selection Criteria

As Of Date: 01/28/2020 Refresh Employees

Supervisor's employees

Select	Name	Empl ID	Empl Status	Full/Part Time	HR Status	Job Title	Department
Select	Employee		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
Select			Active	Full-Time	Active	IT Specialist (APPSW)	HR Innovation and Integration

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



Manager Self Service | Manager Time

Report Employee Time

Approve Employee Time

Assign Employee Schedule

Request Employee Absence/OT

Approve Employee Absence/OT

Employee Absence Balances

Employee Absence/OT History

Request Absence

Management and Program Analyst

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date 01/15/2020

Filter by Type: All

*Absence Name: Regular Military

Comments

Requestor Comments: LWOP

Go To: View Absence Request

* Required Field

Return to Direct Reports

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

Manager Self Service | Manager Time

Report Employee Time

Approve Employee Time

Assign Employee Schedule

Request Employee Absence/OT

Approve Employee Absence/OT

Employee Absence Balances

Employee Absence/OT History

Request Absence

Management and Program Analyst

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date 01/15/2020

End Date 01/17/2020

Filter by Type: Regular Military

*Absence Name: Regular Military

Partial Days: None

Duration 18.00 Hours

Calculate Duration

Workflow

Allow Request By: Employee and Manager

Request As: Employee

Comments

Requestor Comments: Military Leave statement submitted for 1/15 start date

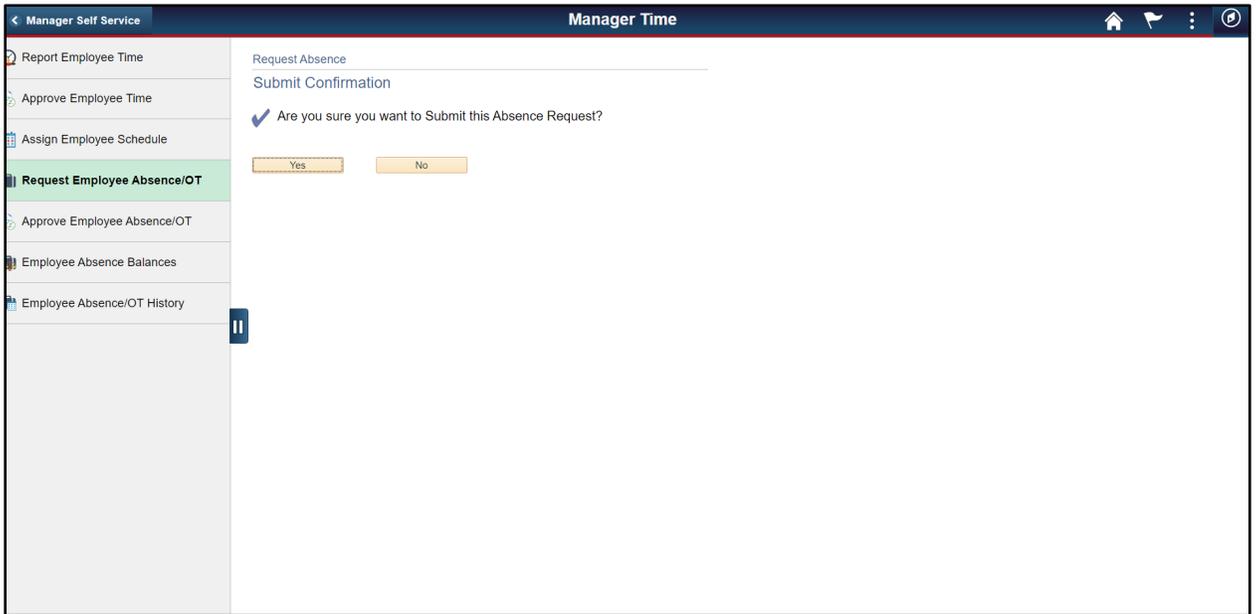
Go To: View Absence Request History | View Absence Balances

Submit | Save for Later

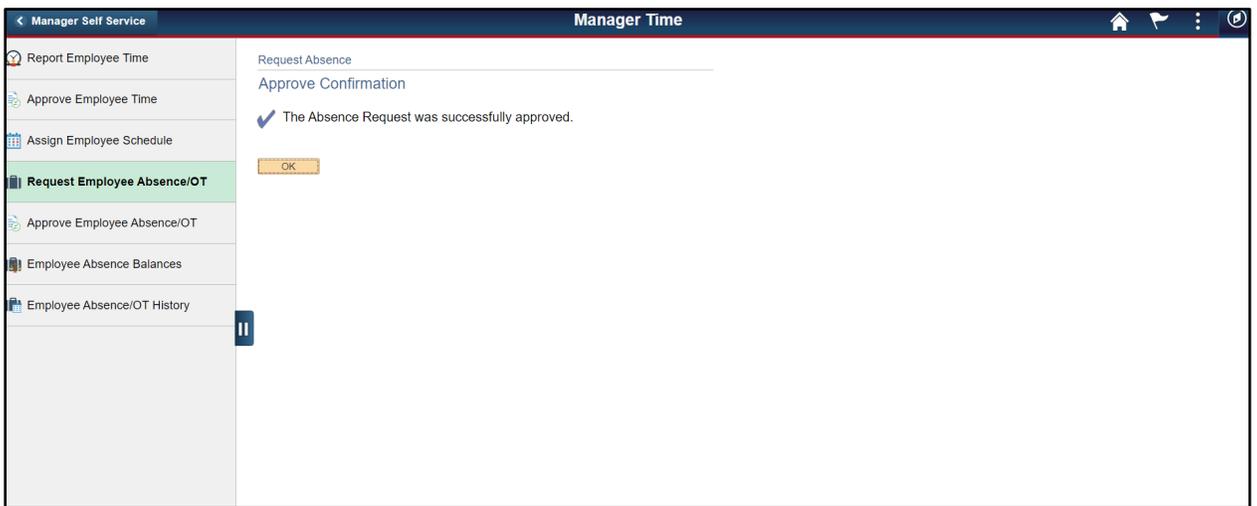
Return to Direct Reports

* Required Field

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



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



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



Request Details

Employee
Management and Program Analyst

Instructions
View Request Status and Approval Details

Details

Start Date 01/15/2020
End Date 01/17/2020
Absence Name Regular Military
Partial Days None
Duration 18.00 Hours
Status Approved

Workflow
Allow Request By Employee and Manager
Request As Employee

Request History

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	

Absence Approval
Absence Management: Approved
Absence Approver: Approved

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.

Report Employee Time

Report Time
Timesheet Summary

Employee Selection

Change View
View By: Calendar Period
Date: 01/19/2020
Show Schedule Information:
Previous Period Next Period

Employees For Kristina Ellingson, Totals From 01/19/2020 - 02/01/2020

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 Time

Report Employee Time

Employee: Management and Program Analyst
Employee ID: [redacted]
Empl Record: 0
Earliest Change Date: 01/15/2020

Scheduled Hours: 80.0 | Reported Hours: 27.0

From Sunday 01/05/2020 to Saturday 01/18/2020														Total	Time Reporting Code	Type	Additional TRC	Labo
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					
				9.0										9.0	Award Leave Used	Hours		
										9.0	9.0			18.0	Regular Military	Hours		

Buttons: Save for Later, Submit, **Apply Schedule**

Reported Time Status

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	
01/16/2020	Approved	9.0	051	Regular Military	9.00	

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

Manager Time

Report Employee Time

Employee: Management and Program Analyst
Employee ID: [redacted]
Empl Record: 0
Earliest Change Date: 01/15/2020

Scheduled Hours: 80.0 | Reported Hours: 27.0

From Sunday 01/05/2020 to Saturday 01/18/2020														Total	Time Reporting Code	Type	Additional TRC	Labo
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					
	9.0	9.0	9.0	0	8.0			9.0	9.0	0	9.0			9.0	001-Regular Time	Hours	093	
				9.0										9.0	054 - Award Leave Used	Hours		
										9.0	9.0			18.0	051 - Regular Military	Hours		

Buttons: Save for Later, **Submit**

Reported Time Status

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	
01/16/2020	Approved	9.0	051	Regular Military	9.00	

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



Manager Time

Report Employee Time

Timesheet

Employee ID: Management and Program Analyst
Empl Record: 0
Earliest Change Date: 01/15/2020

Scheduled Hours: 80.0 | Reported Hours: 27.0

From Sunday 01/05/2020 to Saturday 01/18/2020

Once Approved the status cannot be reverted back. (20020,20)
By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

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	
01/16/2020	Approved	9.0	051	Regular Military	9.00	

Manager Time

Report Employee Time

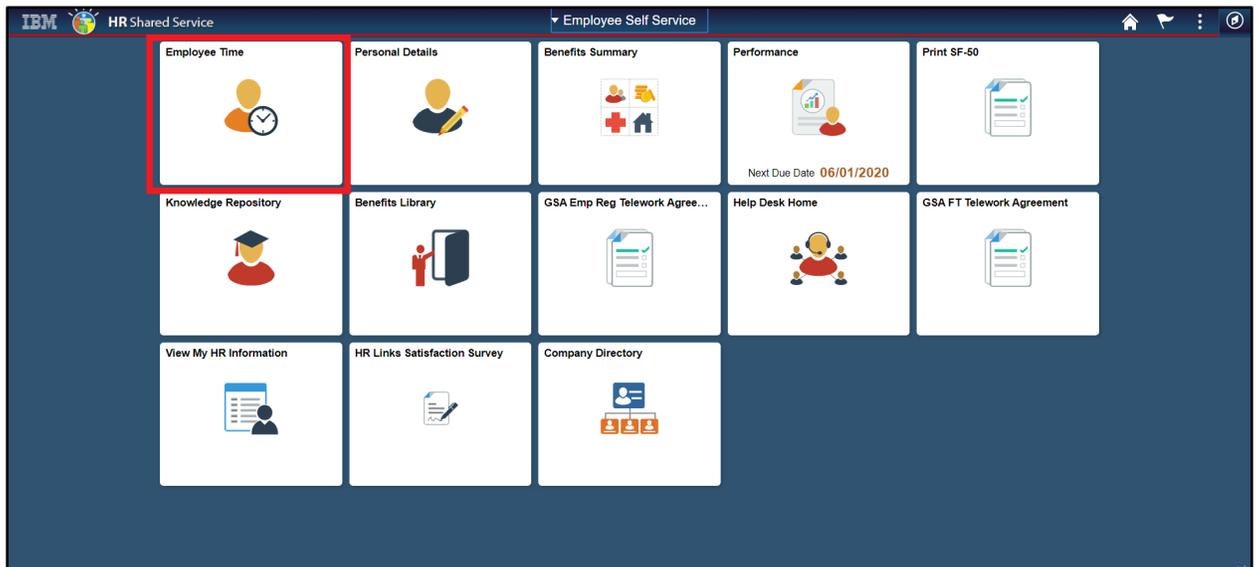
Reported Time Status Summary Absence/OT Exceptions

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments	Exception
01/06/2020	Approved	9.0	001	001-Regular Time	9.00		
01/07/2020	Approved	9.0	001	001-Regular Time	9.00		
01/08/2020	Approved	9.0	001	001-Regular Time	9.00		
01/09/2020	Approved	0.0	001	001-Regular Time	9.00		
01/09/2020	Approved	9.0	054	Award Leave Used	9.00		
01/10/2020	Approved	8.0	001	001-Regular Time	8.00		
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		

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 [120 hour maximum per fiscal year](#) is exhausted.

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



- 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 [policy](#)) minus 18 hours taken.*

