

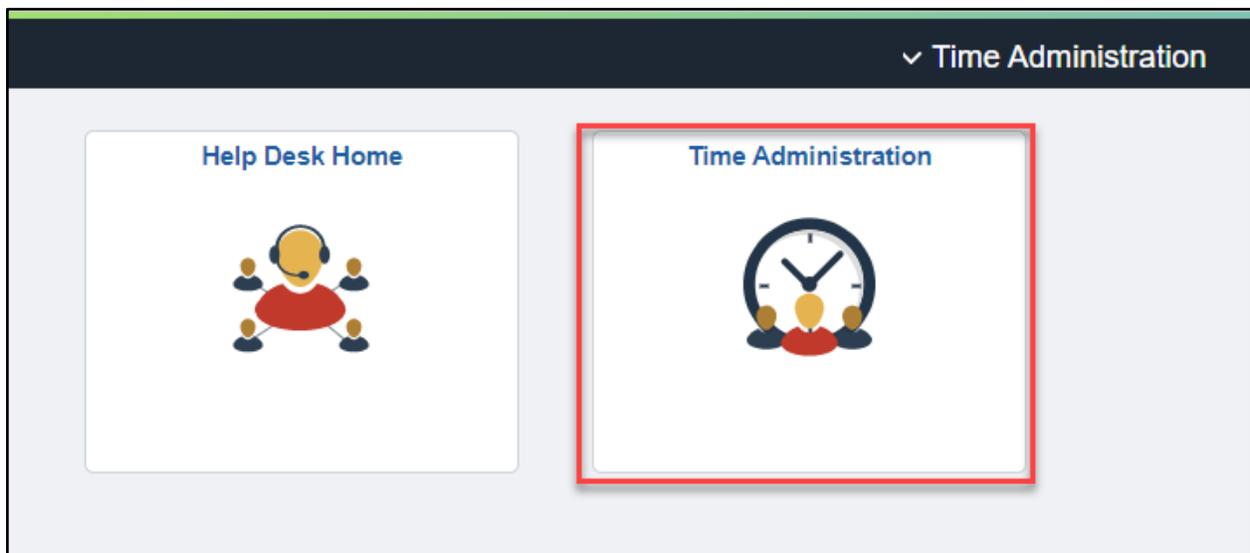


Paid Parental Leave (Time Administrator)

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

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>
Taskgroup	<input type="text"/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

Change View

*View By: Show Schedule Information

Date:

100 of 12136 entries loaded

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

Employees For [Employee Name], Time Needing Approval From 07/04/2021 - 07/17/2021

1-1 of 1

Time Summary | Demographics

Employee Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved	Denied Hours
[Employee Name]	[Employee ID]	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

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Sheet Report

Employee ID: [Redacted]
 Information Technology, Special
 Empl Record: 0
 Earliest Change Date: 07/18/2021

Select Another Timesheet

*View By: Calendar Period
 *Date: 07/04/2021
 Scheduled Hours: 80.0 Reported Hours: 80.0

From Sunday 07/04/2021 to Saturday 07/17/2021

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
				8.0	8.0				8.0	8.0	8.0	8.0		56.0	001-Regular Time	093		
	8.0													8.0	002-Holiday Observed			
		8.0	8.0											16.0	Annual Leave			

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	07/05/2021	Needs Approval	8.0	002	002-Holiday Observed	8.00	

5. Select Add Absence Event.

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>

Add Absence 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.

Time Sheet Report

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/06/2021	07/07/2021	3.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request
<input type="checkbox"/>	Edit	07/12/2021	07/12/2021	Hours	Details	New	Approval Monitor	Manager Absence Request	<input type="checkbox"/>

Add Absence Event

Absence Entitlement Balances

1-4 of 4



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

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Sheet Report

Timesheet

Reid March
Information Technology Special

Employee ID 00016280
Empl Record 0
Earliest Change Date 07/18/2021

Select Another Timesheet

View By: Calendar Period

Date: 07/04/2021

Scheduled Hours: 80.0 Reported Hours: 80.0

Print Timesheet

From Sunday 07/04/2021 to Saturday 07/17/2021

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
			8.0	8.0				8.0	8.0	8.0	8.0			48.0	001-Regular Time	093		
	8.0													8.0	002-Holiday Observed			
		8.0	8.0											16.0	Annual Leave			
								8.0						8.0	Paid Parental Leave Adopt			

Save for Later Submit

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

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Edit	07/12/2021	07/12/2021	Paid Parental Leave Adopt	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

Approval

Select All Deselect All Approve Deny

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



Time Administration

Report Employee Time

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	07/05/2021	Needs Approval	8.0	002	002-Holiday Observed	8.00	
<input type="checkbox"/>	07/06/2021	Approved	8.0	040	Annual Leave	8.00	
<input type="checkbox"/>	07/07/2021	Approved	8.0	040	Annual Leave	8.00	
<input checked="" type="checkbox"/>	07/08/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/09/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/12/2021	Needs Approval	8.0	0958	Paid Parental Leave Adopt	8.00	
<input checked="" type="checkbox"/>	07/13/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/14/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/15/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/16/2021	Needs Approval	8.0	001	001-Regular Time	8.00	

Approval

Select All Deselect All Approve Deny

10. On the Approval Confirmation page, select Ok.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Sheet Report

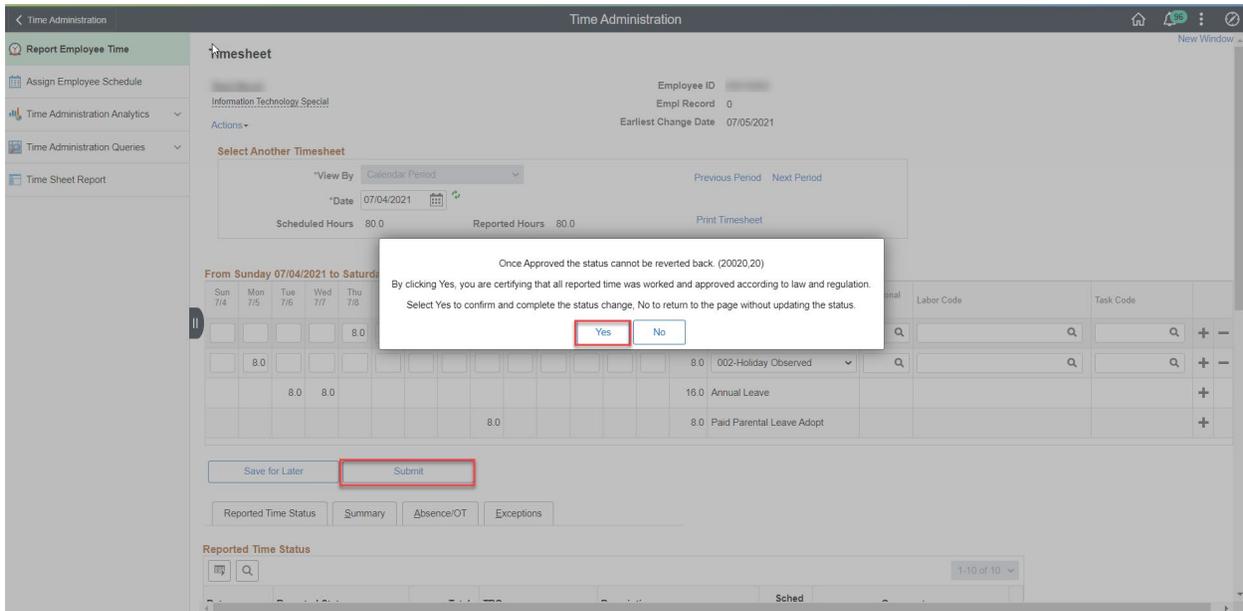
Timesheet

Approve Confirmation

✓ Selected transactions were successfully approved.

OK

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



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

