Quick Reference Guide for entering FMLA/Non-FMLA hours

1. Log in
   Go to http://www.vanderbilt.edu/ebiz/ and select e-Timesheet. You will need a VUnetID and e-Password to log in.

2. Entering FMLA and Non-FMLA hours
   Enter your FMLA or non-FMLA hours used on the appropriate date. Note that these hours do not impact the hours you will be paid or your time-off balances.

3. Entering both hours to be paid and FMLA/Non-FMLA hours
   To enter both hours to be paid and Hours covered by FMLA / Non-FMLA, enter the leave type in the drop down and the number of hours for the leave type AND enter the hours covered by FMLA or Non-FMLA in the corresponding day.

Remember, if you are utilizing Time Off to be paid with your FMLA or Non-FMLA leave, you must report those hours in the Leave Usage section.