Time-Recording for Leave Of Absence

EXEMPT EMPLOYEES

Paid Status
1. Supervisor submits ePAC transaction indicating a paid leave of absence.
2. Recording time off in Kronos:
   a. If the employee is available to record their own time:
      In Kronos the employee enters the type of leave hours (either FMLA or NonFMLA).
   b. If the employee is not available to record their own time:
      The Manager can enter the employee’s time as FMLA or Non FMLA.

Unpaid Status
1. Supervisor submits ePAC transactions indicating an unpaid leave of absence.
   a. If the ePAC transaction is processed before payroll runs:
      The ePAC transaction is sufficient in stopping the employee from being paid.
   b. If a PAF is processed after payroll runs:
      • If the employee has returned from leave: The department will need to submit a negative payroll correction form to recover the overpayment.
      • If the employee has not returned from leave: Then an overpayment calculation will need to be made for the employee to repay the overpayment. An email may be sent to payroll.vumc@vanderbilt.edu to request an overpayment calculation.

NON-EXEMPT

EMPLOYEES Paid Status
1. Supervisor submits ePAC transaction indicating a paid leave of absence.
2. Kronos: If the employee uses Kronos, the employee or supervisor reports the type of leave hours directly into Kronos. The employee or supervisor should add a line to indicate FMLA / NonFMLA time if applicable.
3. Paper timesheets: If employee does not use Kronos, the employee or supervisor needs to complete a paper timesheet, indicating the type of leave hours to pay the employee.

Unpaid Status
1. Supervisor submits ePAC transaction indicating an unpaid leave of absence.
2. Kronos: Unpaid leave for non-exempt employees is not tracked systematically in Kronos. However, FMLA/NonFMLA time should be recorded. The employee or supervisor should indicate FMLA / NonFMLA time for each day applicable.