OFFICE OF HUMAN RESOURCES & OFFICE OF THE CONTROLLER

Employee Self Service – Part I

University of North Florida/
Center for Professional Development & Training /
1 UNF Drive, Jacksonville, FL 32224
Phone 904.620.1707 • Fax 904.620.1711

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This guide is designed to be used in conjunction with attendance in training classes provided by the Office of HR and Office of Controller and in collaboration with CPDT
Objectives:
The objective of this guide is to instruct all employees in the required time entry procedures at UNF.

This guide is divided into 16 sections:

Process 1: Employee Self Service Log In
Process 2: Entering Web Time
Process 3: Approval Verification
Process 4: Editing Hours
Process 5: Returning for Correction (Employee)
Process 6: Copying Daily Hours
Process 7: Printing Time Sheet
Process 8: Viewing Leave Balances

Process 9: Approving Web Time
Process 10: Proxy Setup - Add/Remove (Supervisor/Approver)
Process 11: Returning for Correction (Supervisor/Approver)

Process 12: Entering Emergency Contact Information
Process 13: Viewing Emergency Contact Information
Process 14: Updating Emergency Contact Information
Process 15: Deleting Emergency Contact Information

Appendix A: Leave Descriptions

Intended Audience
University of North Florida personnel who are required to enter hours worked on a daily basis, i.e., Support Staff, Other Personnel Services (OPS) and Student OPS, and

University of North Florida personnel who are required to enter only exception time (such as annual and sick), i.e., Administrative, Faculty, and

University of North Florida personnel who have approving authority, i.e., department heads and directors.
Pre-Requisites
In order to attend this class, one must have the following pre-requisites:

- Designation as a web time entry user or approver

Icon Key

Example of Nifty Note

Example of Important Info
Important info goes here

Important Info – cannot work without knowing.

Nifty Note – nice to know information.
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Employee Self Service – Log In

UNF’s Employee Self Service feature offers many services designed to save you time and make personal administrative tasks more efficient. Employee Self Service will allow you to enter your bi-weekly hours, allow supervisors to approve time, update emergency contact information and more, at anytime, 24/7, through any computer with an Internet connection.

To log into Employee Self Service:
1. Open Internet Explorer and go to http://mywings.unf.edu.
2. Enter your regular network User Name (n#) and Password and click the Login button.
3. Select the Staff or Faculty tab.
4. Click the Employee Self Service link. Under the My Applications Channel.
Entering Web Time

You will now be able to enter your time at any time (24/7) using UNF’s new Web Time Entry process through Employee Self Service. As of 12/18/04, time sheets in paper format were no longer accepted.

To enter web time:

1. Complete Employee Self Service Login (Process 1).

2. Click on Time Sheet.

Employee Services

- Benefits and Deductions
- Health Insurance Information
- Update and review your retirement plans
- Current and Past Jobs
- Pay Information
- View your direct deposit breakdowns
- View your Earnings and Get
- Pay Information
- Tax Forms
- Change W-4 information
- View your W-2 Form or T4 Form

Choose a Position Title (if more than one) and appropriate Pay Period.
The time sheet period will display different dispositions (statuses) that are critical in starting and completing your web time entry process. These dispositions are:

- **NOT STARTED** – you have not started your time sheet.
- **IN PROGRESS** – you are in the process of entering your time for the pay period.
- **PENDING** – you submitted your time sheet and it is waiting approval from your supervisor.
- **RETURNED FOR CORRECTION** – your timesheet is being returned to you for correction. You are required to make corrections and to resubmit. (See Important Information note to left).
- **APPROVED** – your time sheet has been approved and ready for payroll to process.
- **COMPLETED** – payroll received and processed your time sheet.

### RETURNED FOR CORRECTION Warning!

Be advised that if you receive a RETURNED FOR CORRECTION disposition, you can only resubmit the corrected time sheet once before the system requires you to restart the time sheet.

### Important Information

Make note that if you work in a split or multiple position(s), be certain to choose the correct position title for hours worked and/or hours taken from the Title and Department column.

3. Click the Time Sheet button once you’ve selected the appropriate Title and Pay Period.
4. Verify the following information is correct:
   a. Your Title and Position Number
   b. Department and Department Number
   c. Time Sheet Period

5. Take special notice of the Submit By Date information. This is the date by which your time must be submitted and approved.

6. Click the Enter Hours link under each date field to enter hours for each day within the pay period for each Earning type (i.e. Regular Pay, Sick Pay, Vacation Pay, etc.) being used. (To copy hours, see Process 6.)

7. Enter the correct number of hours in the Hours field.

8. Click Save button after each daily entry.

9. Repeat steps 7 - 9 for each day you need to enter hours.

10. Select Next button (and/or Previous button) at bottom of screen to navigate to each week within the biweekly pay period.
11. Click the Comments button to include verbiage to communicate to your supervisor regarding your time entry (i.e. explanation for extra or less hours worked).

13. Include necessary comments in the Enter or Edit Comment field.

14. Click the Save button after you have finished entering your comments.

15. Click the Previous Menu button to return to your time sheet.

16. To preview the entered hours before submitting for approval, click on Preview button.

17. After previewing, click on the Previous Menu button to return to the timesheet.

18. Click the Submit for Approval button.
19. You will receive a message stating “Your time sheet was submitted successfully.” This will place your timesheet in the disposition of “Pending” for the approver to review and approve.

20. Close out of this window by clicking on the red X close button.

21. Click on logout icon in the upper right hand corner of the screen.
Approval Verification

You are responsible for verifying that your time sheet has been approved prior to the Submit By Date. Your time sheet must be approved by that date, not simply submitted for approval. If your time sheet is not approved by that date, your paycheck may not be generated. Therefore, it is imperative that you confirm your time has been successfully approved before the required date.

To verify time sheet approval:
1. Complete Employee Self Service Login (Process 1).
2. Click on Time Sheet.

Employee Services

- Benefits and Deductions
- Update or view your retirement plans, health insurance information, current and past jobs, pay information, and direct deposit breakdowns
- View your earnings and benefits
- Change W-4 information
- View your W-2 form or T-4 form
- Time Off, Current Balances, and History
- Time Sheet
- UNF Administrative Applications
3. Verify that the disposition has changed to “Approved” in the Pay Period and Status field.

![Image of approval verification process]

To verify that the disposition has changed

If the disposition has not changed to “Approved” within 24 hours contact your supervisor/approver immediately to determine the cause of the delay and action required.

Editing and resubmitting your time sheet will be discussed in Processes 4 & 5.

Once your time sheet has been approved, it is ready for the Payroll department to process your payroll check

4. Close out of this window by clicking on the red X close button.

![Image of close button]

5. When finished with this process, click on logout icon in the upper right hand corner of the screen.

![Image of logout icon]
Editing Hours

There will be times when you may need to edit the hours originally indicated on your time sheet. Hours can only be edited within the current biweekly pay period and before approval has been completed.

To edit hours within the current biweekly pay period:
1. Complete Employee Self Service Login (Process 1).
2. Click on Time Sheet
3. Choose a Position Title (if more than one) and appropriate Pay Period
4. Click the Time Sheet button once you’ve selected the appropriate Title and Pay Period.

5. Select the Enter Hours link under the appropriate date and within the correct earning type that is to be edited.

6. In the Hours field, enter the appropriate number of hours or if you need to remove the hours entirely, delete the hours and leave the Hours field blank.

7. Click Save button.

8. Close out of this window by clicking on the red X close button.

9. When finished with this process, click the logout icon in the upper right corner of screen.
Returning for Correction (Employee)

Your supervisor/approver may return your time sheet to you indicating where a correction is needed after you have initially submitted your time sheet for approval. You will then make the corrections and resubmit your time sheet for approval. You can only resubmit your time sheet once. If your supervisor/approver notices the need for a correction a 2nd time – you will need to recreate your time sheet as a timesheet can only be returned for correction once.

Also be advised that you are responsible for checking on the status of your time sheet. (See Process 3 – Approval Verification). You must be diligent in checking on your time sheet submission until you receive a Completed disposition indicator.

To process a Returned for Correction disposition:
1. Complete Employee Self Service Login (Process 1).
2. Click on Time Sheet

Employee Services

<table>
<thead>
<tr>
<th>Benefits and Deductions</th>
<th>Update or view your retirement plan, Health Insurance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current and Past Jobs</td>
<td>Pay Information</td>
</tr>
<tr>
<td></td>
<td>View your direct deposit breakdown, view your earnings and dec</td>
</tr>
<tr>
<td></td>
<td>Tax Forms</td>
</tr>
<tr>
<td></td>
<td>Change W-4 information, View your W-2 Form or T4 Form</td>
</tr>
<tr>
<td></td>
<td>Time Off Current Balances and History</td>
</tr>
<tr>
<td></td>
<td>Time Sheet</td>
</tr>
<tr>
<td></td>
<td>UNF Administrative Applications</td>
</tr>
</tbody>
</table>

3. Select the disposition that states Returned for Correction from the Pay Period and Status drop-down field.
4. Click on the Time Sheet button.

5. Click on Comments button to read the comments made by your supervisor/approver as to why the time sheet was being returned for correction.

6. Find the Comment field located at the bottom of the screen and read the comments made by your supervisor/approver.

For example, your supervisor/approver may have noticed the fact that you were out sick on a Tuesday but you had indicated that you were on vacation in error. Hence, a correction needs to be made from 8.00 hours of vacation time to 8.00 hours of sick leave.

7. Click on Previous Menu button to return to time sheet to make corrections.

8. Complete Editing Hours (Process 4) above - starting at step 5.

9. Click on Comments button.
10. Include a reply comment indicating the steps taken regarding the Return for Correction disposition.

11. Click on Save button after you have entered your comments.

12. Click on Previous Menu button.

13. Close out of this window by clicking on the red X close button.

14. When finished with this process, click the logout icon in the upper right corner of screen.
Copying Daily Hours

Although it is a practice of UNF for hours to be inputted on a daily basis, there may be times where you will be unable to complete your time sheet in this fashion. For example, if you are aware you will be on vacation for the next two weeks, you can go ahead and fill out your time sheet for the full bi-weekly period and submit for approval before departing.

To copy hours from one day to another within the biweekly pay period:

1. Complete Employee Self Service Login (Process 1).

2. Click on Time Sheet.

Employee Services

- Benefits and Deductions
- Update or view your retirement plans, health insurance information
- Current and Past Jobs
- Pay Information
- View your direct deposit breakdown, view your earnings and get tax forms
- Change W-4 information, View your W-2 Form or T4 Form
- Time Off: Vacation Balances and History
- Time Sheet
- UNF Administrative Applications
3. Choose a Position Title (if more than one) from the Title and Department column and appropriate Pay Period from the Pay Period and Status field.

4. Click on the Time Sheet button.

5. Select the Enter Hours link under the first date and within the correct earning type to which you wish to input hours.

6. Enter the correct number of hours in the Hours field.

7. Click the Copy button.
8. Complete the Copy process as follows:

- If you are entering the same number of hours for each day through the end of the bi-weekly pay period…
  
  ✔ Click the **Copy from date displayed to the end of the pay period**: check box.

- If you wish to include the same number of hours on Saturdays and/or Sundays…
  
  ✔ Click the **Include Saturdays** and/or **Include Sundays** checkboxes.

- If you wish to copy the same number of hours only to specific days within the bi-weekly pay period…
  
  ✔ Click the checkboxes beneath the individual days to which you wish to copy hours in the Copy by date: section.
9. Click the Copy button again.

10. Verify that a message stating “Your hours have been copied successfully” appears.

11. Click on Time Sheet or Previous Menu button to return to your time sheet.

12. Click on Preview button to view the full two week pay period and verify hours were copied correctly.

13. Click on Previous Menu to return to your time sheet.

14. Refer to Entering Web Time (Process 2), steps 18 – 20 to submit for approval.
Printing Time Sheet

Due to the fact that you can only view the last 3 pay periods using Web Time Entry, it’s highly suggested that you print a hard copy of your time sheet before submitting for approval.

To print a hard copy of your time sheet for your personal records:


2. Choose File>Page Setup from Internet Explorer Menu bar.

3. Under Orientation, click on Landscape.

4. Click OK button.
PROCESS 7: PRINTING TIME SHEETS

5. Choose File>Print from Internet Explorer Menu bar.

![Print Menu](image1.png)

6. Click Print button.

![Print Button](image2.png)

7. Finish entering Web Time (Process 2) starting at step 17.
Viewing Leave Balances

You will now be able to view your leave balances at any time (24/7) using UNF’s Employee Self Service.

**To view leave balances:**
1. Complete Employee Self Service Login (Process 1).
2. Click on Time off Current Balances and History link.
3. View your leave.
4. Close out of this window by clicking on the red X close button.
5. When finished with this process, click the logout icon in the upper right corner of screen.
Approving Web Time

As a Supervisor/Approver you are responsible for approving your employee’s submitted time. You will now be able to approve time at any time (24/7) using UNF’s new Web Time Entry Approval process through Employee Self Service.

To approve web time:

1. Complete Employee Self Service Login (Process 1).
2. Click on Time Sheet.
3. Select Approve or Acknowledge Time and then click the Select button.

**IMPORTANT**

As the Supervisor/Approver, you will receive an email message twice per day (10 AM & 4 PM) notifying you of items that require your approval. If there are no items that currently require your approval, you will not receive an email notification.

Sixty (60) minutes of inactivity will cause Employee Self Service to automatically log you out. If this happens, simply re-login to myWings at https://mywings.unf.edu
4. By default the department(s) that you are approving will appear. Select the department you wish to approve and the correct pay period.

![Time Sheet](image)

5. Select Sort employees’ records by Status then by Name radio button.

![Sort Order](image)

6. Click Select button.

7. The time sheet period will display different dispositions (statuses) that are critical in starting and completing this web time approval process. These dispositions are:

- **NOT STARTED** – time sheet not started.
- **IN PROGRESS** – in the process of entering time for the pay period.
- **PENDING** – time sheet has been submitted and is waiting approval.

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**IMPORTANT**

The disposition of the time sheet for the employee you are approving MUST read “Pending” in order for you to complete the approval process.

If not, contact the employee to complete their web time entry.
8. Take special notice of the Pay Period Time Entry Status as the time sheet must be submitted and approved by that specific date and time.

9. Click on the name of the employee you will be approving. (The disposition of their time sheet must be in pending status in order for you to approve their time). If the disposition is Not Started or In Progress, you must contact the employee to complete their web time entry.

10. Verify the following information is correct:
   a. Employee ID and Name
   b. Title
   c. Department and Description
   d. Transaction Status – must read “Pending”. (If not, see Important Info on previous page.)

11. Click the Add Comments button if you need to include verbiage to communicate to the employee or payroll.
12. Click the Save button after you have finished entering your comments.

13. Click the Previous Menu button to return to the time sheet.

14. If you approve the time sheet, click the Approve button. If you need to select the Return for Correction button, see Process 11.

15. If you approved the time sheet, you will receive a message stating that “Time transaction successfully approved.”
This will place the time sheet in the disposition of Approved. Payroll will then review and complete the timesheet or send the timesheet back to the employee for correction. At this time, the timesheets will be in one of the three (3) following dispositions:

- **RETURNED FOR CORRECTION** – the timesheet is being returned to the employee for correction and after correction is made, the employee will be required to resubmit their timesheet to the approver.
- **APPROVED** – the timesheet has been approved and is ready for payroll to process.
- **COMPLETED** – payroll has received and processed the time sheets.

16. Select Next or Previous to navigate through each employee’s time sheet.

17. Close out of this window by clicking on the red X close button.

18. When finished with this process, click the logout icon in the upper right corner of screen.
Proxy Set Up – Add/Remove (Supervisor/Approver)

All approvers are required to have a proxy to ensure that all employee time sheets are approved prior to the Submit By Date in the event the regular approver is unable to do so in time. The proxy must be a budgeted employee within your departmental organization.

To set up a proxy:
1. Complete Employee Self Service Login (Process 1).
2. Click on Time Sheet.
3. Select Proxy Set Up at the bottom of the screen.

Employee Services

- Benefits and Deductions
- Current and Past Jobs
- Pay Information
- Tax Forms
- Time Sheet
- UNF Administrative Applications
4. Select the name of the employee from the drop down box and click in the check box below the Add column.

5. Click the Save button.

6. To remove a proxy, select the name and click in the check box below the Remove column next to the name of the employee to remove.

7. Click the Save button.

8. Close out of this window by clicking on the red X close button.

9. When finished with this process, click the logout icon in the upper right corner of screen.
Returning for Correction
(Supervisor/Approver)

You as the supervisor/approver may return an employee’s time sheet indicating where a correction is needed. You will then request the employee to make the correction(s) and resubmit their time sheet for approval. The employee can only resubmit their time sheet for correction once before the system requires them to restart the time sheet.

To process a returned for correction disposition as a supervisor/approver:


2. Click the Add Comments button if you need to include verbiage to communicate to the employee or payroll. (i.e., explanation for extra or less hours worked, exception time, etc.)

3. Click the Save button after you have finished entering your comments.
4. Click the Previous Menu button to return to the time sheet

5. Click the Return for Correction button to send the time sheet back to the employee for correction.

6. You will receive a message stating “Time transaction successfully returned for correction.”

7. Close out of this window by clicking on the red X close button.

8. When finished with this process, click the logout icon in the upper right corner of screen.

After the correction(s) has been made to the time sheet, the employee will resubmit for approval. The supervisor/approver will approve the corrected time sheet and will receive the message that the time transaction has been successfully approved. If the correction(s) have not been made, repeat Approving Web Time (Process 9).
Entering Emergency Contact Information

You will now be able to update your emergency information at any time (24/7) using UNF’s new Employee Self Service feature.

To enter emergency contact information:

1. Complete Employee Self Service Login (Process 1).

2. Click on the Personal Information tab.

3. Click on Update Emergency Contacts.
4. Click on New Contact.

5. Complete appropriate information.

6. Click Submit Changes button.
7. Confirm your Emergency Contact Information has been entered correctly.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joe N. Smith</td>
<td>555 Nevermind St</td>
<td>Friend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32277</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Albania</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>555 5555555</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>New Contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. For additional contacts repeat steps 2 through 6.

9. Close out of this window by clicking on the red X close button.

10. When finished with this process, click the logout icon in the upper right corner of screen.
Viewing Emergency Contact Information

You will now be able to view your emergency information at any time (24/7) using UNF’s new Employee Self Service feature.

To view emergency contact information:
1. Complete Employee Self Service Login (Process 1).
2. Click on the Personal Information tab.
3. Click on View Emergency Contacts.

Sixty (60) minutes of inactivity will cause Employee Self Service to automatically log you out. If this happens, simply re-login to myWings at https://mywings.unf.edu

Personal Information Menu

- Code Red Campus Alert System
- Directory of International Expertise
- Name Change Information
- Regulation and Policy Review
- Social Security Number Change Information
- Update Address(es) and Phone(s)
- Update Emergency Contacts
- View E-mail Address(es)
- View Emergency Contacts
4. View your personal Emergency Contact Information.

5. Close out of this window by clicking on the red X close button.

6. When finished with this process, click the logout icon in the upper right corner of the screen.
Updating Emergency Contact Information

You will now be able to update your emergency information at any time (24/7) using UNF’s new Employee Self Service feature.

To update emergency contact information:

1. Complete Employee Self Service Login (Process 1)
2. Click on the Personal Information tab.
3. Click on Update Emergency Contacts.

Sixty (60) minutes of inactivity will cause Employee Self Service to automatically log you out. If this happens, simply re-login to myWings at http://mywings.unf.edu

Personal Information Menu

- Code Red Campus Alert System
- Directory of International Expertise
- Name Change Information
- Regulation and Policy Review
- Social Security Number Change Information
- Update Address(es) and Phone(s)
- Update Emergency Contacts
- View E-mail Address(es)
- View Emergency Contacts
4. Click the name of the contact you wish to update.

5. Make appropriate changes and click Submit Changes.

6. Your updated emergency contact information has been entered.

7. Close out of this window by clicking on the red X close button.

8. When finished with this process, click the logout icon in the upper right corner of screen.
Deleting Emergency Contact Information

You will now be able to delete your emergency information at any time (24/7) using UNF’s new Employee Self Service feature.

To delete emergency contact information:

1. Complete Employee Self Service Login (Process 1)

2. Click on the Personal Information tab.

3. Click on Update Emergency Contacts.

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Sixty (60) minutes of inactivity will cause Employee Self Service to automatically log you out. If this happens, simply re-login to myWings at http://mywings.unf.edu

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Personal Information Menu

- Code Red Campus Alert System
- Directory of International Expertise
- Name Change Information
- Regulation and Policy Review
- Social Security Number Change Information
- Update Address(es) and Phone(s)
- Update Emergency Contacts
- View E-mail Address(es)
- View Emergency Contacts
4. Click the name of the contact you wish to remove.

5. Click in the Remove Contact check box.

6. Click Submit Changes button.

7. Close out of this window by clicking on the red X close button.

8. When finished with this process, click the logout icon in the upper right corner of screen.
Time Entry Leave Descriptions

The leave descriptions included in this document are those which can appear on a time sheet. For a complete listing of all leave descriptions, visit the Office of Human Resources website at http://www.unf.edu/dept/humanres/: select Benefits, then Leave.

Leave Descriptions:

1. **Annual Leave** – Employees, except for OPS and 9 month faculty, earn and may use accrued annual leave to take time off from work for paid vacation and other personal reasons. Annual leave must be requested and approved in advance.

2. **Sick Leave** – Employees, except for OPS, earn and may use accrued sick leave for personal illness, appointments with health care providers or death of an immediate family member of the employee or of that of the spouse. An immediate family member is spouse, children, parents, grandparents, step children, step parents of the employee and that of the spouse.

3. **Regular Holiday** – Employees, except for OPS, are entitled to time off for the University of North Florida’s recognized holidays. In order to be paid for the holiday, the employee must be in a paid status (regular hours worked, annual leave, sick leave or compensatory leave) the day before the holiday. The recognized holidays are listed on the Office of Human Resources’ website.

4. **Personal Day** – Support personnel (full time and part time) are entitled to one paid personal day each fiscal year (July 1 – June 30). **Support personnel must have successfully completed their 6 month probationary period.** The personal day is granted on July 1 of the current year and must be taken on or before June 30 of the following year.
5. **Administrative Leave** – Employees, except for OPS, may be granted administrative leave. For certain types of leave, supporting documents may be required by the Office of Human Resources. Types of paid administrative leave are:

   a. **Emergency Closing** – coverage is for the entire period the university is closed (i.e., natural disasters) as designated by the University President.

   b. **Elections** – coverage is up to 2 hours if the employee lives such a distance from work to preclude voting outside of working hours.

   c. **Employee under formal investigation** – coverage is for the length of the investigation of the employee’s absence from the work location.

   d. **Florida Disaster Volunteer Leave** – duties as a volunteer involve functioning as a certified disaster service volunteer of the American Red Cross upon the request of the American Red Cross.

   e. **Civil Disorder/Disasters** – duties as a volunteer or member of a volunteer fire department, police auxiliary or reserve, civil defense unit, other law enforcement organizations, civil air patrol, or coast guard. Coverage cannot exceed two (2) days on anyone occasion.

   f. **Educational leave with pay (Grant in Aid)** – Educational leave with pay is granted to employees, except for OPS, for the purpose of education or training that benefits both the employee and the university.

6. **FMLA (Family Medical Leave Act)** –

   a. A medical leave of absence, not to exceed six months, when the employee has been medically certified as unable to perform assigned duties due to illness, disability, or injury. The employee may use accrued sick leave, accrued annual and compensatory leave.

   b. A medical leave of absence of up to 12 work weeks due to the illness, disability, or injury of a family member, if all FMLA criteria are met. The employee may use accrued sick leave, accrued annual and compensatory leave.

7. **Bereavement Leave** – Employees, except for OPS, are entitled to 24 hours of leave with pay. Part time employees are pro-rated accordingly. A copy of the announcement is required. Coverage cannot exceed three regular workdays; Support personnel and Administrative may then use a reasonable amount of sick leave at the discretion of the supervisor.

8. **Jury Duty** –

   a. Employees, except for OPS, are granted leave with pay upon providing a copy of the summons.
b. Subpoenaed as a Witness – employees, except for OPS, are granted leave with pay upon providing a copy of the subpoena.

9. Active or Inactive Duty for Military –
   a. A copy of the official orders is required for all university personnel called to active duty.
   b. National Guard State Service, a copy of the official orders is required.
   c. Examinations for Military Service, a copy of the official notifications is required.

10. Workers’ Compensation – All university personnel are eligible for this benefit. When the employee is unable to work due to a job-related injury/illness, the employee may be eligible to be approved for the use of up to 40 hours of paid leave. Medical documentation must be provided to support the absence. OPS are not entitled to the 40 hours of paid leave. However, OPS receive wage loss after 21 days. (Wage loss is based on contract hours.)

11. Compensatory Time Taken – Personal time taken by Support personnel who have elected to accrue hours worked over 40 within a work week. Leave must be requested and approved in advance.

**IMPORTANT**
Accrued compensatory time must be taken prior to using annual and/or sick time.