

Entering FMLM Leave and CAT-M Leave via Self-Service

Comp Time Taken, Sick, Vacation and Educational Leave

Find **Self-Service** task on MYUCA.edu

https://my.uca.edu

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Most Popular

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Access your Blackboard online courses

Email - Students
Access your UCA email account (for @**uca.edu** accounts)

Self-Service
Edit your personal information, and complete tasks specific for students, faculty, and staff

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Access your UCA email account (for @**uca.edu** accounts)

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Register for next semester's courses

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Access your current course schedule

CASHNet
Pay your bill using CASHNet Online Payment Solution

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MyLabsPlus Banner 9 My Housing Databases A to Z

Click on **Employee**:

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Personal Information Employee Finance

Search Go

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.8.3

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Click on **Leave Report**:

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Personal Information | Employee | Finance

Search

Employee

- Time Sheet**
- Leave Report**
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
W2, W4 or 1095-C information
- Jobs Summary
- Leave Balances
- Salary Planner

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Access my Leave Report and Select:

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Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

Choose correct **Index number/Job Title** and **pay period dates** and **Click Leave Report:**

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Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
Payroll Services Specialist, 084001-00 Human Resources & Risk Management, 501000	Jun 16, 2016 to Jun 30, 2016 Completed
Payroll Services Specialist, 091003-00 Human Resources & Risk Management, 501000	Jun 16, 2018 to Jun 30, 2018 Completed
Administrative Specialist II, 128093-00 Human Resources & Risk Management, 501000	Jun 16, 2014 to Jun 30, 2014 Completed
HR Generalist, 222005-00 Human Resources & Risk Management, 501000	Dec 16, 2018 to Dec 31, 2018 In Progress

RELEASE: 8.12.1.5

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Family Medical Maternity (FMLM) and Catastrophic Leave - Maternity (CAT)

- UCA provides 12 weeks (60 working days) of paid CAT leave Maternity for all that qualify.
- FMLM is unpaid leave.
- The employee will not use Earned Leave during this time.
 - Place 60 hours on FMLM line and 60 hours on Catastrophic Leave line.

Earning: Family Medical Maternity
Date: Dec 17, 2018
Hours:

Earning	Total Hours	Total Units	Sunday Dec 16, 2018	Monday Dec 17, 2018	Tuesday Dec 18, 2018	Wednesday Dec 19, 2018	Thursday Dec 20, 2018	Friday Dec 21, 2018	Saturday Dec 22, 2018
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Educational Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Maternity	40		Enter Hours	16	16	16	16	16	16
Catastrophic Leave	40		Enter Hours	16	16	16	16	16	16
Military Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	80		0	16	16	16	16	16	16
Total Units:		0	0	0	0	0	0	0	0

Click on the **"Enter Hours"** that corresponds to the day and leave type you would like to report. You will **input hours taken** in the hour box.

- Copy Button:** Once you have entered hours on the 1st day, you can click copy and choose which days to auto fill with the same amount of hours.

Once all hours are entered please **preview** and review before submitting for approval.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:

HR Generalist -- 222005-00

Department and Number:

Human Resources & Risk Management -- 501000

Leave Report Period:

Jan 01, 2019 to Jan 15, 2019

Submit By Date:

Jan 18, 2019 by 11:00 PM

Earning:

Vacation Pay

Date:

Jan 04, 2019

Hours:

Earning	Total Hours	Total Units	Tuesday Jan 01, 2019	Wednesday Jan 02, 2019	Thursday Jan 03, 2019	Friday Jan 04, 2019	Saturday Jan 05, 2019	Sunday Jan 06, 2019	Monday Jan 07, 2019
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Educational Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Preview

Once reviewed click Previous Menu to return:

Summary of Reported Time

Set your printer layout to Landscape before printing.

Jannette Nance
HR Generalist, 222005-00

Human Resources & Risk Management, 501000

Leave Report

Earning Code	Total Hours	Total Units	Tuesday , Jan 01, 2019	Wednesday, Jan 02, 2019	Thursday , Jan 03, 2019	Friday , Jan 04, 2019	Saturday , Jan 05, 2019	Sunday , Jan 06, 2019	Monday , Jan 07, 2019	Tuesday , Jan 08, 2019	Wednesday, Jan 09, 2019	Thursday , Jan 10, 2019	Friday , Jan 11, 2019	Saturday , Jan 12, 2019	Sunday , Jan 13, 2019	Monday , Jan 14, 2019	Tuesday , Jan 15, 2019
Vacation Pay	8					8											
Comp Time Taken	1.25			1.25													
Total Hours:	9.25			1.25		8											
Total Units:		0															

Submitting for Approval:

Once your leave entry has been reviewed, if changes need to be made you may either:

- Re-enter the time by clicking on the individual dates and categories and changing your submission
- You can erase your entire leave report by clicking the "Restart" button to start with a blank report.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

HR Generalist -- 222005-00
Human Resources & Risk Management -- 501000
Jan 01, 2019 to Jan 15, 2019
Jan 18, 2019 by 11:00 PM

Earning:
Date:
Hours:

Vacation Pay
Jan 04, 2019

Earning	Total Hours	Total Units	Tuesday Jan 01, 2019	Wednesday Jan 02, 2019	Thursday Jan 03, 2019	Friday Jan 04, 2019	Saturday Jan 05, 2019	Sunday Jan 06, 2019	Monday Jan 07, 2019
Sick Pay	0		Enter Hours						
Vacation Pay	0		Enter Hours						
Educational Leave	0		Enter Hours						
Comp Time Taken	0		Enter Hours						
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

If you feel that your leave report is accurate and complete, click **“Submit for Approval”**

- Once your leave report has been submitted, no changes can be made. If changes need to be made after submission, please contact your supervisor or Human Resources.