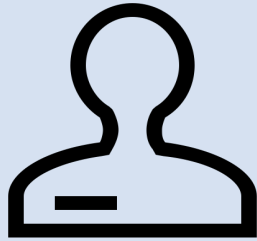
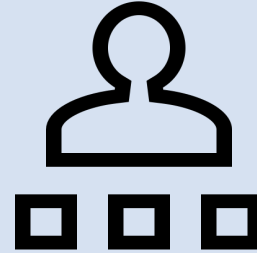


# Intermittent Time Tracking and Pay



from noun Project



from noun Project



## Employee

*Responsible for:*

### Time tracking

Reports each intermittent occurrence to The Standard *within 24 hours* and notifies supervisor, in accordance with department call-out procedures. When applicable, applies for PFML benefits with the state.

## Manager

*Responsible for:*

### Accrual Deductions and Pay

Edits Workday to reflect accrual usage or unpaid for time away from work. Adjusts M&P pay in WorkDay, if unpaid.

*Note: If leave is pending, continue to adjust Workday as would be done for a non-FMLA related absence*

## The Standard

*Responsible for:*

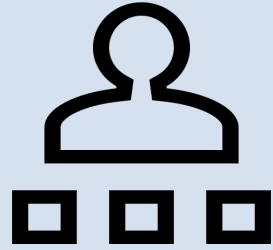
### Time tracking

- Tracks FMLA entitlements
- Notifies supervisor that employees reported time
- Provides real time updates (approvals, denials) for employees and manager in the portal

Image Credit (L-R)

- Employee by Sophia Bai from the Noun Project
- Manager by Sophia Bai from the Noun Project
- Call Center by Mahmure Alp from the Noun Project

# Continuous Time Tracking and Pay

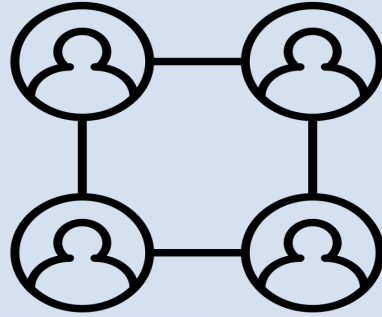


## Manager

*Responsible for action ONLY if leave is pending (includes extension requests):*

### Accrual Deductions and Pay

- Pending leave situations: continues to document accrual usage in Workday. Adjusts M&P pay, if unpaid, in Workday.



## Yale Absence Management

*Responsible for action when leaves are approved:*

### Accrual Deductions and Pay

- Adjusts accrual deductions in Workday.
- Adjusts pay in Workday.
- Coordinates with Short and Long Term Disability payments.



## The Standard

*Responsible for:*

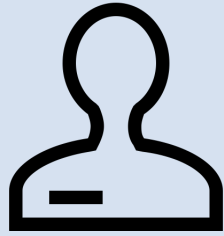
### Time Tracking

- Tracks FMLA entitlements
- Provides real time updates (approvals, denials) for employees and manager in the portal

Image Credit (L-R)

- Manager by Sophia Bai from the Noun Project
- Team by Adnen Kadri from the Noun Project
- Call Center by Mahmure Alp from the Noun Project

# Reduced Schedule Time Tracking and Pay

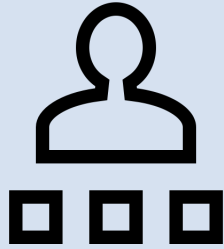


## Employee

*Responsible for:*

### Time tracking

- Provides reduced schedule to The Standard
- *Note: Does not need to report each day absent to The Standard, if a formal reduced schedule is approved*

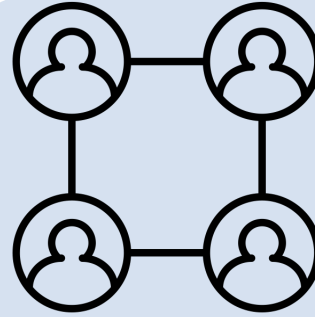


## Manager

*Responsible for:*

### Accrual Deduction and Pay

- For Hourly employees: Adjusts accrual deductions in Workday.
- For M&P employees: Adjusts timecards/pay ONLY if reduced schedule is pending

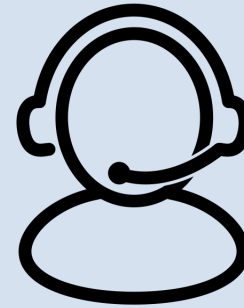


## Yale Absence Management

*Responsible for:*

### Accrual Deduction and Pay

- For M&P employees: Adjusts timecards and pay in Workday.



## The Standard

*Responsible for:*

### Time tracking

- Tracks FMLA entitlements
- Provides real time updates (approvals, denials) for employees and manager in the portal

Image Credit (L-R)

- Employee by Sohia Bai from the Noun Project
- Manager by Sophia Bai from the Noun Project
- Team by Adnen Kadri from the Noun Project
- Call Center by Mahmure Alp from the Noun Project