Effective 2/4/18: Managers no longer designate and track FMLA time in Kronos. These codes have been removed from Kronos. Employees will continue to notify managers of time away from work due to their approved intermittent leave, and will also log their leave time tracking with The Standard. To review this new process, please visit the Yale Absence Management website for guides and resources.

For employees on Intermittent Leave, managers will continue to enter pay codes that are affiliated with a leave absence on the timecard, using the Quick Leave Editor popup as described below.

**Note:** Employees with access to My Time will not have access to the Quick Leave Editor. This is a function intended for manager use only.

Find the employee on intermittent leave to enter the number of leave hours

1. Click on **Pay Period Close**.

2. Be sure to select the appropriate **Time Period**.

3. Highlight the employee by clicking on their name.

4. View their timecard by double clicking their name or clicking on the **Timecard** link.
From the employee’s **Timecard**, enter the number of hours on the Quick Leave Editor

5. Click **Leave**, then click **Edit**.

**Note:** If you receive a message indicating that the employee has no open leave cases, contact the Absence Management Office.

6. If your employee has multiple leave cases open, you will need to select which Intermittent Leave Case is being requested by clicking on the appropriate **Leave Case** link.

**Note:** While you will have the ability to see ‘Continuous’ leaves on this screen, **do not** process hours for ‘Continuous’ leaves. These will be handled by the Yale Absence Management Office.

7. Enter the number of leave hours the employee requested for each day, then click **Save & Close**.
Review the Timecard and make any necessary adjustments

8. Click Actions >, then Refresh.

You will now see pay codes affiliated with the time away from work, denoted by "LV" before the type of pay that the employee has selected. There is a new “LV-Unpaid” code to identify leave time away from work that is unpaid.

9. Adjust Hours Worked if necessary (make sure it is offset by the number of hours the employee was on leave for each day).

Note: If the employee has inadvertently entered Sick, Personal, etc. onto their timecard for the time they were absent for Intermittent Leave, REMOVE that time to avoid the employee receiving duplicate payment.