**Intermittent Time Tracking and Pay**

**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.

**Manager**
- Responsible for:
  - Accrual Deductions and Pay
  - Edits Kronos to reflect accrual usage or unpaid for time away from work.
  - Adjusts MRA pay in Workday, if unpaid.
  - Notes: If leave is pending, continue to adjust Kronos or would be crave for non-FMLA related absence

**The Standard**
- Responsible for:
  - Time tracking
  - Tracks FMLA entitlements
  - Notifies supervisor that employees reported time
  - Provides real time updates (approvals, denial) for employees and manager in the portal

**Continuous Time Tracking and Pay**

**Manager**
- Responsible for action ONLY
- If leave is pending (includes extension requests).

**Yale Absence Management**
- Responsible for action when leave is approved.

**The Standard**
- Responsible for:
  - Time Tracking
  - Tracks FMLA entitlements
  - Provides real time updates (approvals, denial) for employees and manager in the portal

**Reduced Schedule Time Tracking and Pay**

**Employee**
- Responsible for:
  - Time tracking
  - Provides reduced schedule to The Standard
  - Notes: 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 Kronos
  - For MRA employees: Adjusts Kronos pay only if reduced schedule is pending

**Yale Absence Management**
- Responsible for:
  - Accrual Deduction and Pay
  - For MRA employees: Adjusts Kronos pay only if reduced schedule is pending

**The Standard**
- Responsible for:
  - Time tracking
  - Tracks FMLA entitlements
  - Provides real time updates (approvals, denial) for employees and manager in the portal