

Steps and responsibilities for taking a leave of absence in eTIME

Types of leave available:

FMLA
Medical
Military
Miscellaneous

Reasons:

FMLA:

Birth or Adoption
Care of Child
Care of Parent
Care of Spouse
Certified Paternity
Employee
Military
Non certified Paternity

Medical:

Non-FMLA medical
Unpaid Sick
Workers Compensation

Military:

Military Duty 18 days
Military Duty 30 days
Military Duty unpaid

Miscellaneous:

Government
Leave of Absence
Marrow Donation
Organ Donation
Personal

Supervisor

- receives notification that an employee has requested leave from the Leave Administrator in HR
- may view the leave case status
- **notifies the Leave Administrator by email when the employee has returned to work**
 - *it is important, if an employee is off the payroll, to send notification on the first day physically present at work*

Employee

- submits a request for leave through eTIME as an electronic form
- receives notification when the leave is pending approval, approved or rejected
- receives leave/benefit related documents
 - complete and return all documents to the Leave Administrator
 - documents may be faxed to (404)413-3324
- to send a leave request the employee completes the following steps:
 1. Log on to ADP portal: <https://portal.adp.com/public/index.htm>
 2. Click on the “Time” tab and click “Here” to log on to e-TIME
 3. Once in e-TIME, click “**My Actions**”

4. Under Actions, click **“Request Leave Time”**
 5. Once you have verified your information is correct (Employee ID, Name and Manager), click the drop down menu arrow to select the appropriate **Leave Category**: “FMLA, Medical, Military or Miscellaneous”. ** You may only choose one category.
 6. Click “Next”
 7. Next, you will need to fill in the **Leave Reason**: “Birth or Adoption, Care of Child, Care of Parent, Care of Spouse, Certified Paternity, Employee ** (Select this reason for employee illness), Military “ ** You may only choose one category.
 8. Select the **Leave Frequency**: “Continuous “or “Intermittent”
**Note, Intermittent leave frequency means you will be taking off only some of your scheduled work time.
 9. Next, fill in the **Leave Start Date and Leave End Date**. **Note, dates may be approximate for maternity leave.
 10. Select the **Leave Hours**: “Same hours each day” or “Variable hours” **For example, If your leave frequency is intermittent, and you are requesting a range of 1 to 3 hours each Monday, you will select “Variable hours”.
 11. Now, you will need to type in the **Approximate Daily Leave Hours**. **For example, if you are normally scheduled to work 8 hours each day and are requesting continuous leave with no work time, you will type in “8”.
 12. Finally, you must type in details regarding your leave in the box labeled **“Describe details of your Request”**. **For example: I am requesting 2 weeks medical leave for surgery. I would like to freeze 32 .0 hours of vacation during this leave period.
 13. Click **“Send & Close”** to submit your leave request.
 14. Finally, if approved for **Intermittent FMLA Leave**, you must print out your timecard at the end each pay period and write FMLA beside the hours you take under FMLA. Your timecard will need to be submitted to the Leave Coordinator, by faxing to 404-413-3324
- **Note:** employees eligible to submit a short or long term disability claim form, please view and follow the instructions for applying to Prudential on line (instructions available on the Benefits webpage)