

## Electronic Accrual System (eLAS)

### Who can use eLAS?

eLAS is available to any monthly-paid UAB employee, provided that their primary organization is participating in eLAS for Leave Accruals.

### Where can I find my eLAS starting balance?

Once balances are loaded into eLAS, a time off entry record is created and displayed in your Time Off history with a Leave Type of *eLAS Starting Balances*.

### What do the different Balances mean?

*Current Month Available Balances* - The number of accrued days available for use through the end of the current month, which includes deduction of all approved requests. Pending and future approved requests are not deducted from this balance. Please see the 12-Month view for balance details.

*Certification Balances* - The balance at the time of your last certification.

*January 1st Balances* – These would be your starting balances for the current year. This balance includes any time that rolled over from the previous year.

*Current Year Approved to EOM* – The number of days requested and approved through the end of the current month.

### What information is maintained in the Demographic and Accrual information section?

Employee Name	Employee Number	Other Entity	Assignment Category	Asgmnt Organization	Assign To Org	AWS	Service Date	Work Hours	Payroll

Vacation Rate	Sick Rate	PH Days/Rate	FTE

*Service Date* - An employee's service date is the initial date of employment with UAB, unless there has been a break in service by termination of employment. Reappointment after termination requires issuance of a new service date. See [HR Policy 413](#) for further details.

*FTE* - Full Time Employee.

*Vacation Rate* - This is your current vacation accrual rate.

*Sick Rate* - This is your current sick accrual rate.

*Personal Holiday Rate* - This is your current personal holiday accrual rate.

*Work Hours* – Based on the employees FTE.

*Alternative Work Schedule* - Alternative Work Schedule employees work either a ten month assignment or a reduced schedule of at least 32 hours per week.

Employee Name	Employee Number	Other Entity	Assignment Category	Asgmnt Organization	Assign To Org	AWS	Service Date	Work Hours	Payroll
			01 Regular FT	339100000	-	32 Hour Weekly			

*Other Entity* – This field displays the entity for HSF employees.

Employee Name	Employee Number	Other Entity	Assignment Category	Asgmnt Organization	Assign To Org	AWS	Service Date	Work Hours	Payroll
		UAHSF	-						

Vacation Rate	Sick Rate	PH Days/Rate	FTE

## What do the different fields on the Time Off Request mean?

*From Date* – The start date of your time off request.

*To Date* – The end date of your time off request.

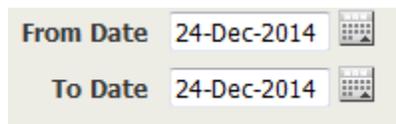
*# of Days* - The number of days you are requesting in your time off request. The number of days requested cannot exceed the date range used as your From and To dates.

*Partial Days* - You are allowed to enter a minimum of ½ day (.5). UAB policy does not allow exempt employees to request time off in less than ½ day increments, unless the employee is on an approved FMLA leave.

## What date range should I use when submitting a time off request?

When submitting a time off request for one day of leave time, you should enter the same date in the From and To fields. It is important to remember that a single day off is measured by your work hours.

*Example: If John Doe submits a request for December 24<sup>th</sup>. He should select December 24<sup>th</sup> as the From and To Date.*



The image shows a screenshot of a web form for submitting a time off request. It features two rows of input fields. The first row is labeled 'From Date' and contains the text '24-Dec-2014' followed by a small calendar icon. The second row is labeled 'To Date' and also contains the text '24-Dec-2014' followed by a small calendar icon. The form is set against a light gray background.

## What do the different statuses mean?

*Approved* - Your request has been fully approved.

*Rejected* - Your request has been rejected. Please see the comments on the request for rejection details.

*Pending* - Your request has not been fully approved.

*Adj/Pending* - Your request was submitted with modifications and has not been fully approved.



## **What is the process for adding employees to eLAS?**

New hire monthly paid employees are automatically added to eLAS.

If a biweekly paid employee transfers to a monthly paid assignment, HR Records Administration is responsible for verifying and loading their accrual balances to the electronic leave accrual system (eLAS).

*Note:* If a monthly paid employee transfers to a biweekly paid assignment, the employee should certify their balances prior to transferring out of the department. HR Records Administration is responsible for updating Oracle with the current available balances for the employee.

## **Leaves**

### **What are the available leave types?**

*Vacation* - Please refer to [HR Policy 301](#) for further details.

*Sick* - Please refer to [HR Policy 303](#) for further details.

*Personal Holiday* - Please refer to [HR Policy 406](#) for further details.

*Bereavement* - Please refer to [HR Policy 304](#) for further details.

*FMLA* - Please refer to the [UAB FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY](#) for further details.

*Military Leave* - Please refer to [HR Policy 304](#) for further details.

*Sabbatical Leave* - Please refer to [HR Policy 304](#) for further details.

*Personal Leave* - Please refer to the [Faculty handbook – 4.5.1](#) for Faculty and [HR Policy 406](#) for Staff for further details.

*Educational Leave* - Please refer to the [Faculty handbook – 4.5.4](#) for Faculty and [HR Policy 305](#) for further details.

## **Time Off Requests**

### **Am I able to make any modifications to a previously submitted time off request?**

Requestors and Org Admins are allowed to make modifications to all approved future dated and pending requests. In order to modify a request, you should start by clicking on the edit icon for that particular request. Make the necessary changes to the leave type, date range or requested number of days and select Adjust. The status will then change from Approved or Pending to Adj/Pending.

*Note:* Approved and pending requests that are modified are routed back through your department workflow for approval; however, pending requests accept the change and remain in pending status until approved.

### **What is the edit icon?**

The edit icon is located on the Employee Time Off and Employee Setup pages.



## What is the process for deleting a previously submitted request?

An approved or pending future dated request can be deleted. To delete the request, click on the edit icon and hit the delete button in the upper right hand corner. Once an approved future dated request is deleted, eLAS sends a notification to the current approvers only. The time is added back into the requestor's available balance once approved. An approved past dated request is sent back through the approval process.

*Note:* Much like a newly submitted request, eLAS requires approval of a deleted request for tracking purposes. An employee's supervisor must approve revisions and deletions of any time off requests after the initial submission of the request.

### Step 1:



### Step 2:

A screenshot of the 'Create/ Edit Time Off Request' form. The form is titled 'Create/ Edit Time Off Request' and has a green header. It contains the following fields: Request # 796644, Status Approved, Leave Type Personal Holiday (dropdown), From Date 01-AUG-2014, To Date 04-AUG-2014, # of Days 2, and a Comment field. There are 'Close' and 'Delete' buttons in the top right corner. A red arrow points to the 'Delete' button. At the bottom of the form, there are links for 'Approvers and Org Admins', 'Calendar', '12 Month View', and 'Leave Types'. A note at the bottom of the form states: 'To cancel this request click on Delete. \*Minimum value for days off is .5 days'.

## How far in advance am I able to submit a time off request?

Requestors are allowed to submit requests up to 6 months in advance. If you experience problems with submitting your requests please contact us at [HReLAS@uab.edu](mailto:HReLAS@uab.edu).

## How long does it take for the system to generate a notification for submitted requests to management?

A system generated email is sent to Approvers of all newly submitted requests nightly. However, a notification will not be generated, if an Approver logs in to eLAS and approves the request from the Approvers work list.

## **eLAS Users**

*Organization Administrators* – Organization Administrations have full access to the eLAS system. They have the ability to add additional administrators, approvers, perform manual adjustments, reassign employees from other organization to another when applicable, view employee's time off and balance history, create groups and correct eLAS balances. Administrators also have access to 10 reports that provides detailed information regarding the employee.

*Approvers* – Are Supervisor or designated personnel assigned the responsibility of approving time off requests submitted by direct reports. Approvers have the ability to approve and reject user requests. Approvers have access to 5 reports that provide detailed information regarding the employee.

*Requestors* – Are Employees who have the ability to create and submit time off requests; view their historical balances, access to the department leave calendar, and a 12month projected view of their balances.

## **Organization Administrators**

### **What is the process for adding Approvers in the Workflow Approval Maintenance (WAM) system?**

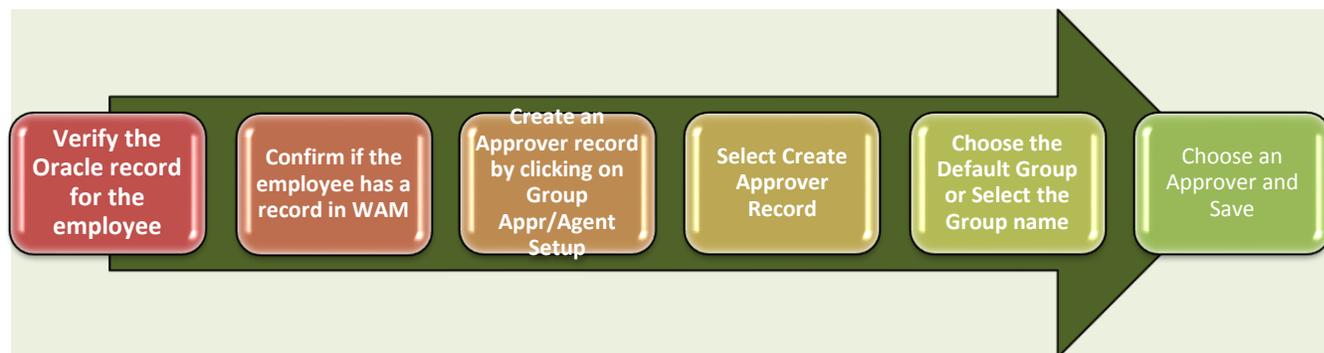
Approvers must be added to WAM by the Workflow Officer, after the nightly process runs the approvers will appear in eLAS. For access to WAM click here [www.uab.edu/wam](http://www.uab.edu/wam).

If you are not sure of you department's Workflow Officer, WAM will provide you with that information. Log in to WAM using your blazerid and password. The system will automatically default to Query, choose the second tab (Roles), and enter your organization number, Document Type – System and Search.

### **What is the process for creating and submitting a manual adjustment?**

Click on the Adjustments-Admin tab, select the organization number, and choose the employee's name. After choosing the employee's name the employee demographics panel will then display, enter the new available balance with adjustments per required leave type, select the reason for the adjustment, enter comments in the comment section and save.

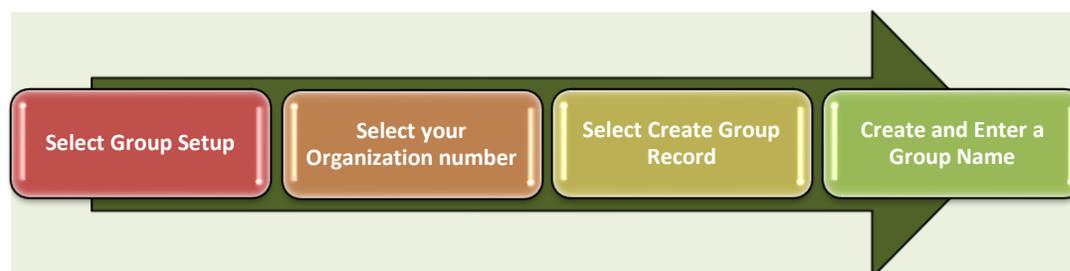
## What is the process for adding Approvers to eLAS?



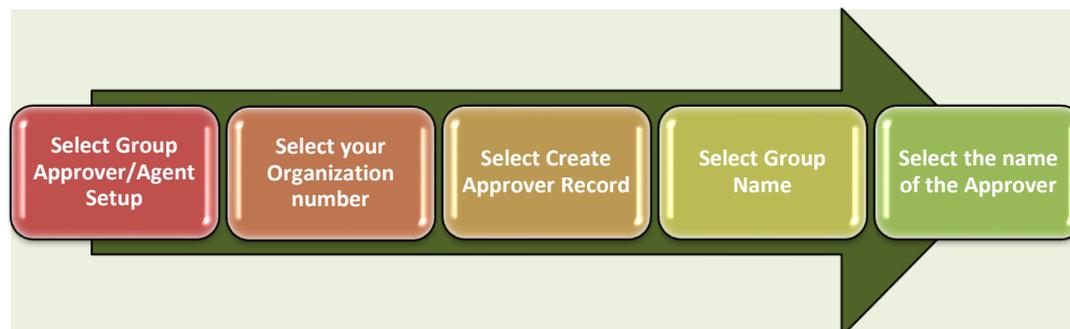
*Note:* If you want to add someone to eLAS and their name doesn't appear in your drop down list, please contact your Workflow Officer and request to have them added to WAM.

## What is the process for creating a Group record in eLAS?

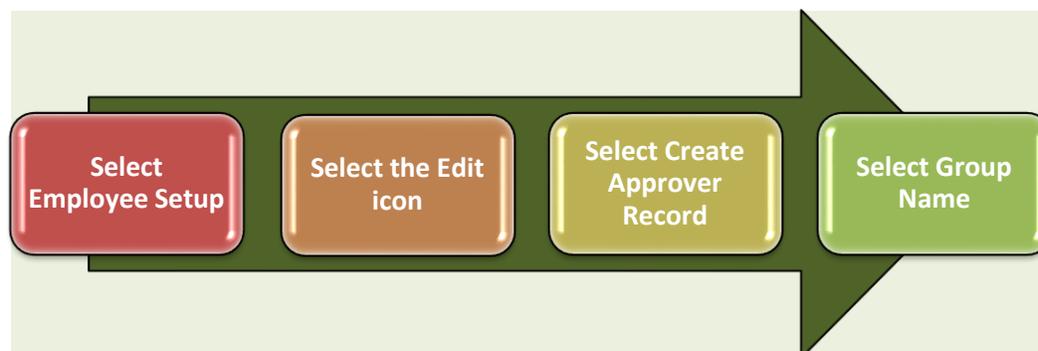
When creating a Group record, you should first start by clicking on the Group Setup tab, select your Org, click on Create Group Record, create and enter a Group name, and save.



Next, you should assign Approvers to those newly created groups. Click on the Group Appr/Agent Setup tab, select your Org, click on Create Approver Record, select Group name, select the name of the approver you wish to assign to the Group, and save.



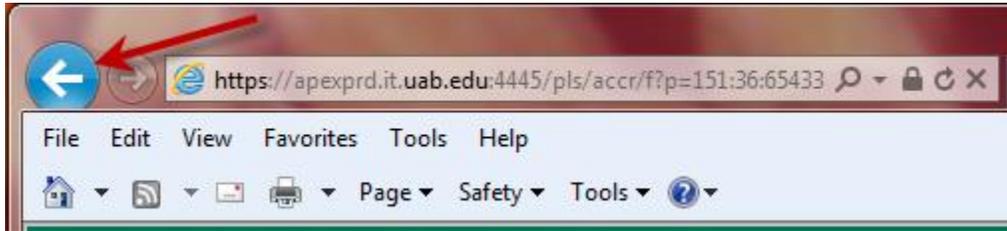
Lastly, you would assign the employees to the group. This can be done by clicking on the Employee Setup tab, click on edit icon next to employee name, select Group name and save.



## Approvers

### **Am I able to use the back button on the web browser to return to the main page?**

When using the electronic leave accrual system, you will see a range of navigation task tabs at the very top of your screen. To ensure that you navigate the system successfully, please use the task tabs to advance from screen to screen. **Please do not use the browser Back button**, as this may cause the system to double deduct the number of days you are attempting to submit from your available balance(s). If you need further assistance please contact your Org Administrator or [HReLAS@uab.edu](mailto:HReLAS@uab.edu).



### **What would prevent time off notifications from being sent to Approvers within my organization?**

In order for an Approver to receive time off request notifications, he/she must be assigned as an Approver. Log on to eLAS and make sure that you have assigned Approvers to each group record. If the problem persists, please contact us immediately at [HReLAS@uab.edu](mailto:HReLAS@uab.edu).

### **Should I receive an error message for employees who submit future dated leave requests during their probationary period?**

If an employee is on probation, eLAS generates an alert message that should appear notifying the Approver of the employee's current status.

### **What steps should I take to remove Approvers from eLAS?**

The first step that you should take is to end date the Approvers in the eLAS system. Next, you should contact your Workflow Officer and request that they remove the approvers from workflow in the Workflow Approver Maintenance (WAM) system.

### **What is meant by an Agent Submitter?**

Agent Submitters have the responsibility of submitting time off requests on behalf of other employees in a designated org or group.

### **What is the process for adding Agent Submitters?**

When adding Agent Submitters you should first click on Group Appr/Agent Setup tab, select your org, click on Create Agent Submitter Record, select the corresponding group name, select the employee's name, and save.



## Who is responsible for approving time off requests for employees who are assigned to a Default group?

Requestors who are assigned to a Default group and submit a time off requests will have their requests routed for approval to all of the Approvers assigned to the Default Org. Once the request is approved by any one Approver, it is automatically deleted from the work list for the other Approvers.

## Reports

### What reports are available to Approvers and/or Organization Administrators?

In order to assist you with managing and maintaining employee accruals, we have created several reports that are easily accessible by clicking on the reports tab. The reports are available for use by eLAS Approvers and Organization Administrators only.

Reports - Approvers	
Approver Reports	Report Description
<a href="#">Approvers and Requestors by Group by Approval Level</a>	Displays requestors by approver, grouped by approval groups and by approver levels
<a href="#">Calendar Details List View</a>	Displays a Calendar List View of timeoff requests, including approval status, leave type, and number of days. Filters include Timeoff Requestor, Approval Group and Date Range.
<a href="#">Employee History Print View by Year</a>	Employee History Print View by Year. Filters include Organization, Employee Name, and Year.
<a href="#">Employee Year End Balances by Org</a>	Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.
<a href="#">Requestor Current Balance with Time Off Details</a>	Displays requestor balance and time-off details for a specific date range. This is a drillable report allowing you to drill to the request level details by requestor.

Reports - Organization Administrators	
Organization Administrator Reports	Report Description
<a href="#">Approvers and Requestors by ORG by Group by Approval Level</a>	Displays requestors by org by approver, grouped by approval groups and by approver levels
<a href="#">Calendar Details List View by ORG</a>	Displays a Calendar List View of timeoff requests, including approval status, leave type, and number of days. Filters include Timeoff Requestor, Approval Group and Date Range.
<a href="#">Certification Details by ORG</a>	Displays certification details for timeoff requestors by Organization, details include certification cycle and status by requestor. Filters include Organization and Timeoff Requestor.
<a href="#">Counts by Leave Type by Year by Employee</a>	Displays counts by leave type by year. Additional filters include year and organization.
<a href="#">Employee History Print View by Year</a>	Employee History Print View by Year. Filters include Organization, Employee Name, and Year.
<a href="#">Employee Year End Balances by Org</a>	Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.
<a href="#">FTE Differences in Oracle/eLAS by ORG</a>	Displays any Differences between Oracle and eLAS FTE by Employee by Organization. Filters include Organization.
<a href="#">Point in Time Balance History by Employee by Month by Year</a>	Displays point in time balance history for a specific employee by month by year. An additional filter allows for the selection of Manual Adjustments only.
<a href="#">Requestor Current Balance with Time Off Details by ORG</a>	Displays requestor balance and time-off details for a specific date range. This is a drillable report allowing you to drill to the request level details by requestor.
<a href="#">Terminated - Requestor Current Balance with Accrual History and Time Off Details by ORG</a>	Displays a terminated requestor balance and time-off details for a specific date range by org. This is a drillable report allowing you to drill to the request level details by requestor.

## **Contact us**

### **Who should I contact for assistance when experiencing issues with eLAS?**

For assistance with elas please contact us at [HRelas@uab.edu](mailto:HRelas@uab.edu) or 205-934-4029.

### **Who should I contact for assistance with login issues?**

For assistance with password resets or login issues please contact AskIT at 205.996.555 or [www.uab.edu/askit](http://www.uab.edu/askit).

## **Training**

We offer two training classes to assist you with submitting/approving leave requests and managing your departmental orgs. To register for the eLAS Requestor/Approver Training class or the eLAS Org Admin Training class [click here](#).

**Definitions:**

*Accrual* - The amount of vacation, sick and personal time that is accumulated per employee.

*Accrual Rates for Vacation Time* – See below.

	<b>Length of Continuous Service</b>	<b>Accrual Rate Per Pay Period</b>	<b>Maximum Accrual Per Year</b>	<b>Total Maximum Accrual</b>
<b>Bi-weekly Paid Full-Time Employees*</b>	1 through 10 years	3.70 hours	96 hours (12 work days)	192.00 hours
	11 through 20 years	5.23 hours	136 hours (17 work days)	272.16 hours
	21 or more years	6.77 hours	176 hours (22 work days)	352.08 hours
<b>Monthly Paid Full-Time Employees*</b>	1 through 5 years	1.25 days	15 work days	30 work days
	6 through 15 years	1.67 days	20 work days	40 work days
	16 or more years	1.83 days	22 work days	44 work days
*The accrual rates for part-time regular employees and Alternative Work Schedule (AWS) employees are prorated based on hours paid for biweekly employees and assigned FTE for monthly employees. The maximums for part-time regular employees and Alternative Work Schedule employees can be as much as the maximums for full-time employees.				

*Adj/Pending* – A request has been submitted with modifications and has not been fully approved.

*Alternative Work Schedule* - Alternative Work Schedule employees work either a ten month assignment or a reduced schedule of at least 32 hours per week.

*Approved* – A leave request that has been fully approved.

*Future Dated requests* – A leave request that is submitted for a date beyond the current month. The requested days will be deducted from the employee’s available balances on the first day of the requested month.

*Intermittent Leave* – A single leave of absence taken in separate blocks of time.

*Manual Adjustment* – A corrective action that is performed in the eLAS system due to incorrect accrual balances. The steps for submitting a manual adjustment are as follows: Calculate the balances (vacation, sick, personal holiday or all three) and enter the **new** balances in each field and save. The balances will then appear in the Current Month Available Balances.

*Note:* This function can only be performed by Organization Administrators.

*Past dated requests* – A leave request that was approved prior to the current month.

*Pending* – A leave request that is awaiting approval or in the process of being approved.

*Prorated:* To distribute proportionately or adjust when an employee is appointed for less than 1.00 FTE.

*Rejected* – A leave request that has been denied. Please see the comments on the request for rejection details.

*WAM* - The WAM Form is used to maintain approvers for document type approval and workflow routing.