



Leave and Attendance System (LAS)

November 2017

Introduction -- Background



- System Made Operational July 2013
- Replaced Tandem Mainframe Application and Spreadsheets Used For Positive Time Reporting

Introduction -- Functionality



- Employee Work Schedules
- Leave Requests
- Positive Time Reporting - for Overtime Eligible Employees
- Leave Donations

Establishing a Work Schedule



Leave and Attendance System

Leave ▾

Supervisor ▾

View Time Sheet

Work Schedule ▾

Submit Work Schedule

Employee Name: XXXXXXXXXX [View Details](#)

5x8

4x10

9s+4

9s+8

Hourly

Other


Requested Effective Date: 11/12/2017 ▾ **Status:** Unsubmitted

This effective date is not official until you receive system notification with the effective da

	Mon	Tue
Start	8 am ▾ 00 ▾	8 am ▾ 00 ▾
Lunch Start	12 pm ▾ 00 ▾	12 pm ▾ 00 ▾
Lunch End	1 pm ▾ 00 ▾	1 pm ▾ 00 ▾
End	5 pm ▾ 00 ▾	5 pm ▾ 00 ▾

Employee Leave Balance





Leave and Attendance System

Leave ▼

Supervisor ▼

View Time Sheet

Work Schedule ▼

P

Personnel ID: [REDACTED]

Anniversary: 7/6/2016

[More Information](#)

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0

[More Leave Balances](#)

Employees:


You have no pending leave requests.

You have 0 pending time sheets.

You have 1 time sheet in progress.

The “More Information” Tab



 **Leave and Attendance System**

Leave ▾

Supervisor ▾

View Time Sheet

Work Schedule ▾

Payroll ▾

HR ▾

Personnel ID: [REDACTED]


Anniversary: 7/6/2016

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Annual	86.0
Sick	30.2
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[More Leave Balances](#)



Send us your feedback

Employee Detail ✕

Name:

Division:

Job Class:

Personnel ID:

Supervisor:

Represented:

Overtime Eligible:

Active:

Anniversary Date:

Monthly Accrued Annual Leave:

Monthly Accrued Sick Leave:

[REDACTED]

[REDACTED] DIVISION

[REDACTED]

[REDACTED]

No

Yes

Yes

7/6/2016


9.334

8.0

Close

The “More Leave Balances” Tab



 **Leave and Attendance System**

Leave ▾

Supervisor ▾

View Time Sheet

Work Schedule ▾

Payroll ▾

HR ▾

Personnel ID: [REDACTED]


Anniversary: 7/6/2016

[More Information](#)

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0

[More Leave Balances](#)




Send us your feedback

Leave Balances ✕

	Actual	Available
	<i>Current leave balance.</i>	<i>Includes pending and future leave requests.</i>
Annual :	86.0	86.0
Sick :	30.2	30.2
Personal Holiday :	8.0	8.0
Personal Leave :	0.0	0.0
TSR :	0.0	0.0
FMLA :	0.0	0.0
Shared :	0.0	0.0
Comp :	0.0	0.0
Exchange :	0.0	0.0
Military :	0	0
Life Giving :	40.0	40.0
Miscellaneous Used :	8.0	
LWOP Used :	0.0	
Bereavement Used :	0.0	
Career Shared Received:	0.0	
Career Shared Taken:	0.0	

Requesting Leave



 **Leave and Attendance System**

Leave ▾

Supervisor ▾

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Work Schedule ▾

Payroll ▾

HR ▾

Request Leave

Personnel ID: [REDACTED]

Anniversary: 7/6/2016

[More Information](#)

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0

[More Leave Balances](#)

[View Fractional Hours](#)

Type of Leave:

Select a Leave Type ▾

Beginning Date:

Ending Date:

Beginning Time:

12 ▾

00 ▾

am ▾

Ending Time:

12 ▾

00 ▾

am ▾

Total Hours Requested:

Override Calculated Hours: ☐

* The system will automatically enter your ending time based on the partial hours you enter.

Explanation

8

Types of Leave



ew Time Sheet

Work Schedule

Type of Leave:

Select a Leave Type
Annual
Sick
Personal Holiday
Personal Leave
FMLA
Shared
Comp
Exchange Time
Military
Life Giving
Other
Leave Without Pay
Bereavement
Deployment Spouse
Accrue Exchange Time

Beginning Date:

Ending Date:

Beginning Time:

Ending Time:

Hours Requested:

Calculated Hours:

* The system will automatically enter your ending time based on the partial hours you enter.

Explanation

Requesting Sick Leave



Leave and Attendance System

[Leave](#) [Supervisor](#) [View Time Sheet](#) [Work Schedule](#) [Payroll](#) [HR](#)

Request Leave

Personnel ID:

Anniversary: 7/6/2016

[More Information](#)

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0

[More Leave Balances](#)

[View Fractional Hours](#)

Type of Leave: Sick Beginning Date: 11/1/2017

Ending Date: 11/1/2017

Reason: Personal Illness

Beginning Time: 08 00 am

Ending Time: 04 30 pm

Total Hours Requested: 8.0

Override Calculated Hours: ☐

* The system will automatically enter your ending time based on the partial hours you enter.

Explanation

[Home](#)

[Submit >](#)

Reasons for Sick Leave



Time Sheet Work Schedule

Type of Leave: Sick Beginning Date: Ending Date:

Reason: Select a Reason

- Personal Illness
- Personal Preventative Care
- Maternity
- Illness of relative or household member
- Preventive Care for relative or household member
- Bereavement
- Inclement Weather
- Unforeseen Family care
- Job related Injury or Illness

2 00 am

2 00 am

or*


Override calculated hours:

* The system will automatically enter your ending time based on the partial hours you enter.

Explanation

Requesting FMLA



 **Leave and Attendance System**

Leave ▾ **Supervisor** ▾ **View Time Sheet** **Work Schedule** ▾ **Payroll** ▾ **HR** ▾

Request Leave

Personnel ID: [REDACTED]

Anniversary: 7/6/2016

[More Information](#)

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0


[More Leave Balances](#)


[View Fractional Hours](#)

Type of Leave: FMLA ▾

Type of Family Leave: Annual ▾

Reason: Serious Illness ▾

Beginning Date: 11/1/2017 

Ending Date: 11/1/2017 

Beginning Time: 08 ▾ 00 ▾ am ▾

Ending Time: 04 ▾ 30 ▾ pm ▾

Total Hours Requested: 8.0

Override Calculated Hours: ☐

Explanation

⌈

*

or

⌋

** The system will automatically enter your ending time based on the partial hours you enter.*

Supervisor Approval



Leave and Attendance System

Leave ▾ Supervisor ▾ View Time Sheet Work Schedule ▾ Payroll ▾ HR ▾

Approval Queue

Leave Requests for [REDACTED]

Name	From		To		Hours	Submitted	Action	Type	
[REDACTED]	9/14/2017	7:30 AM	9/14/2017	5:00 PM	10.0	9/14/2017	Req/Accrual	Exchange	Select
	9/14/2017	7:30 AM	9/14/2017	5:00 PM	10.0	9/14/2017	Req/Accrual	Exchange	Select
	10/16/2017	8:00 AM	10/20/2017	5:00 PM	-40.0	10/4/2017	Request	LWOP	Select
	10/16/2017	7:30 AM	10/18/2017	5:00 PM	-27.0	10/25/2017	Request	Bereavement	Select
	10/19/2017	7:30 AM	10/20/2017	5:00 PM	-17.0	10/25/2017	Request	Bereavement	Select

Time Sheets

Name	Period	Submitted	Hours in Queue
No time sheets to approve.			

Work Schedules

Name	Division	Effective Date	Submitted	Hours in Queue
No work schedules to approve.				

Home

Timesheets



Leave and Attendance System

Leave ▾ Supervisor ▾ View Time Sheet Work Schedule ▾

Time Sheet

▼

Employee Name: [View Details](#) **Period:** 8/6/2017 - 8/12/2017 [Previous](#) 8/6/2017 - 8/12/2017 ▼ [Next](#) **Status**

	Sun	Mon	Tue	Wed
Scheduled	0.0	8.0	8.0	8.0
Holiday	0.0	0.0	0.0	0.0
Comp	0.0	0.0	0.0	0.0
leave	0.0	1.0	0.0	3.0
LWOP	0.0	0.0	0.0	0.0
Worked	0.0	7.0	8.0	5.0

Totals	
Scheduled	40.0
Holiday	0.0
Comp	0.0
Leave	7.0
LWOP	0.0
Regular Hours Worked	33.0
Overtime Hours Worked	0.0
Total	40.0
Unpaid	0.0
Paid	40.0

Timesheet Attestation



Browser: http://dordwbintranet/TimeTracking/TimeSheet.aspx/Edit | sharepoint | Submit Time Sheet

File Edit View Favorites Tools Help

http--dordwbintranet-RRS | Suggested Sites | Purchase Approval Tasks | Web Slice Gallery | Page | Safety | Tools | ? | >>

Leave and Attendance System

Welcome, ANDREW

Leave | Supervisor | View Time Sheet | Work Schedule | Payroll | HR

Submit Time Sheet

Employee Name: [REDACTED] | [View Details](#) | Period: 6/4/2017 - 6/10/2017 | [Previous](#) | 6/4/2017 - 6/10/2017 | Status: Unsubmitted

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched.	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Holiday	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Comp	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Leave	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LWOP	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Worked	0 0	8 0	8 0	8 0	8 0	8 0	0 0

Totals	
Scheduled	40.0
Holiday	0.0
Comp	0.0
Leave	0.0
LWOP	0.0
Regular Hours Worked	40.0
Overtime Hours Worked	0.0
Total	40.0
Unpaid	0.0
Paid	40.0

Comments:

By submitting this form I certify that the hours reported accurately reflect the hours I have worked or leave I have taken for the period above. I understand that falsification and/or failure to report in a timely manner may lead to disciplinary action.

☐ I worked overtime. I will complete and sign Overtime/Shift Differential report REV 11 0015e.

Time Sheet Attestation



By submitting this form I certify that the hours reported accurately reflect the hours I have worked or leave I have taken for the period above. I understand that falsification and/or failure to report in a timely manner may lead to disciplinary action.

☐ I worked overtime. I will complete and sign Overtime/Shift Differential report REV 11 0015e.

Save

Submit Request

Cancel

Questions?



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- Joan Neff: 360-704-5765