Department of Revenue



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 T

Supervisor *

View Time Sheet

Work Schedule

Submit Work Schedule

Employee Name: View Details

> 5x8 4x10 Hourly Other 9s+4 9s+8

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

Personnel ID:

Anniversary:

7/6/2016

More Information

More Leave Balances

Leave Balances

Annual	86.0
Sick	30.2
Personal Holiday	8.0
Life Giving	40.0

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:

Anniversary: 7/6/2016

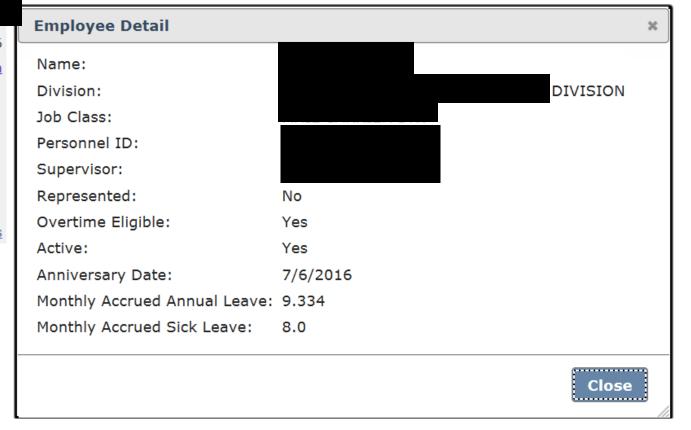
More Information

Leave Balances

Annual 86.0
Sick 30.2
Personal Holiday 8.0
Life Giving 40.0

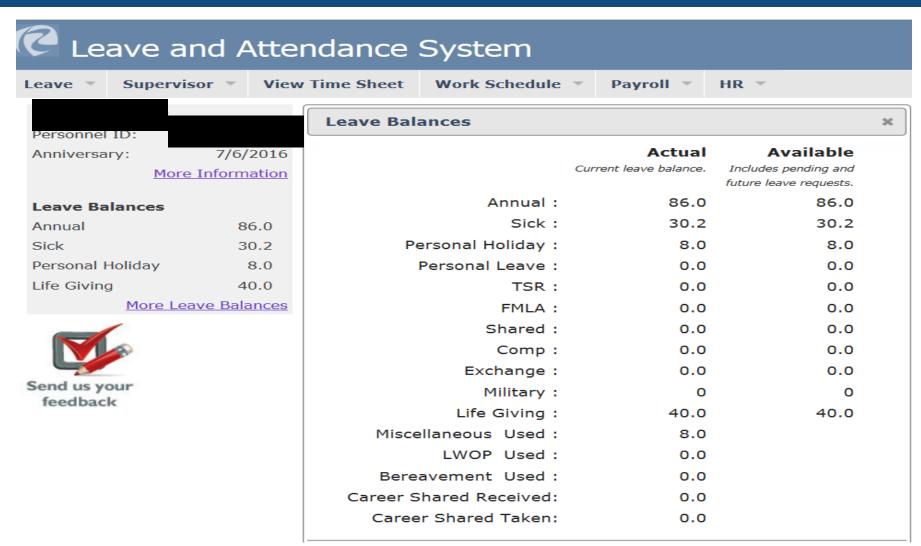
More Leave Balances





The "More Leave Balances" Tab





Requesting Leave



Leave and Attendance System									
Leave 🔻	Supervisor •	View Ti	me Sheet	Work Sc	hedule 🔻	Payroll *	HR 🔻		
Request	Leave								
Davis and J	D.		Туре	of Leave:	Select a Le	ave Type	Beginning Date:		
Personnel I Anniversar		2016					Ending Date:		
	More Inform						Beginning Time:	12 V 00 V am V	4
Leave Bala	ances						Ending Time:	12 🗸 00 🗸 am 🗸	2 -
Annual	8	6.0							(
Sick	3	0.2				Total H	lours Requested:	0	
Personal Ho	oliday	8.0				Override C	Calculated Hours:		
Life Giving	4	0.0							
	More Leave Bala View Fractional H	* 7	The system	will automa	tically enter	your ending t	ime based on the pa	artial hours you enter.	
			lanation						

Types of Leave

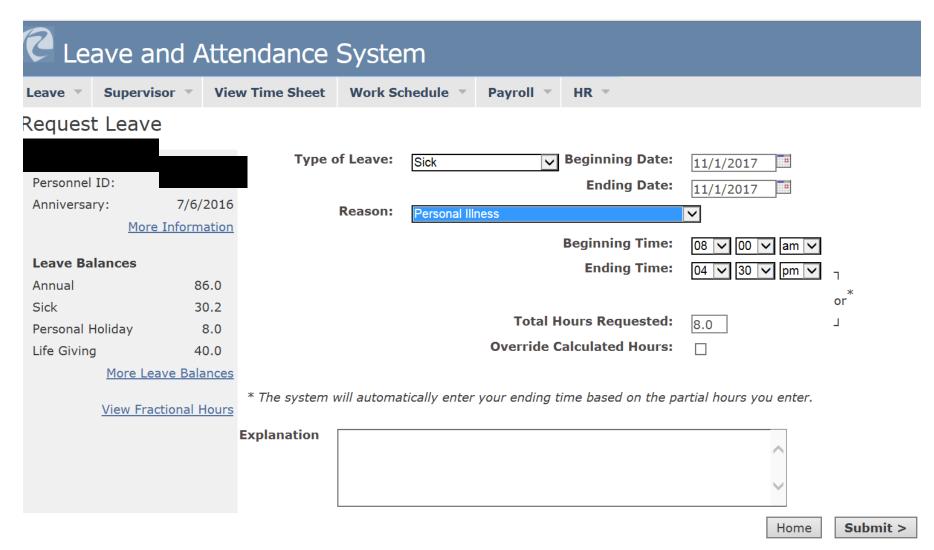


ew Time Sheet Work Schedule *

Type of Leave:	Select a Leave Type	Beginning Date:	0	
5	Annual Sick	Ending Date:	10	
3	Personal Holiday		1000000	
1	Personal Leave FMLA Shared	Beginning Time:	12 V 00 V am V	
	Comp	Ending Time:	12 V 00 V am V	٦
	Exchange Time Military			
	Life Giving	_		01
	Other Leave Without Pay	lours Requested:	0	٦
	Bereavement Deployment Spouse	Calculated Hours:		
2	Accrue Exchange Time			
* The system will automa	ntically enter your ending	time based on the pa	artial hours you enter.	
5				
Explanation				

Requesting Sick Leave





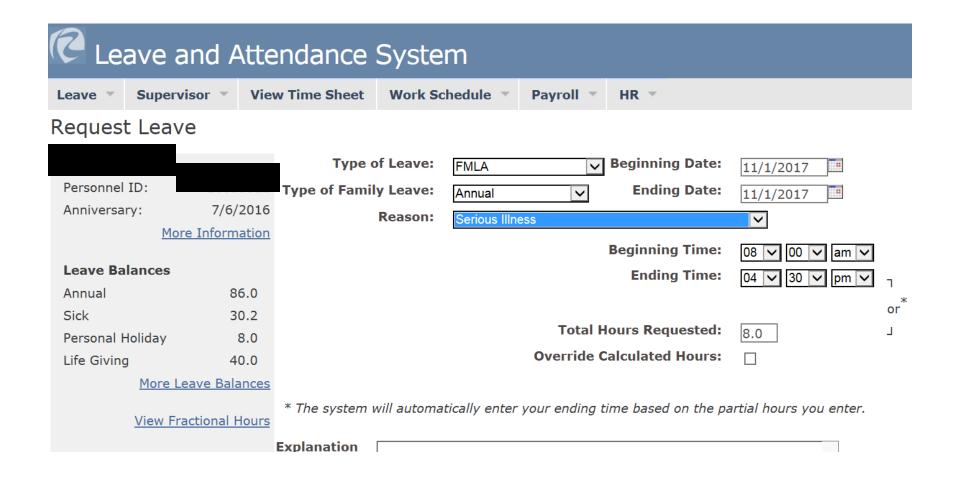
Reasons for Sick Leave



Type of Leave:	Sick	
	Ending Date:	161
Reason:	Select a Reason	
	Personal Illness Personal Preventative Care Maternity	2 V 00 V am V
	Illness of relative or household member Preventive Care for relative or household member	2 V 00 V am V
	Bereavement	
	Inclement Weather Unforeseen Family care	
	Job related Injury or Illness	-

Requesting FMLA





Supervisor Approval





Approval Queue

Leave Requests for

Name	Fro	m	T	D	Hours	Submitted	Action	Туре	
	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

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

Home

Timesheets

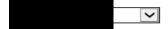


Leave and Attendance System

Leave ▼ Supervisor ▼ View Time Sheet

Work Schedule *

Time Sheet

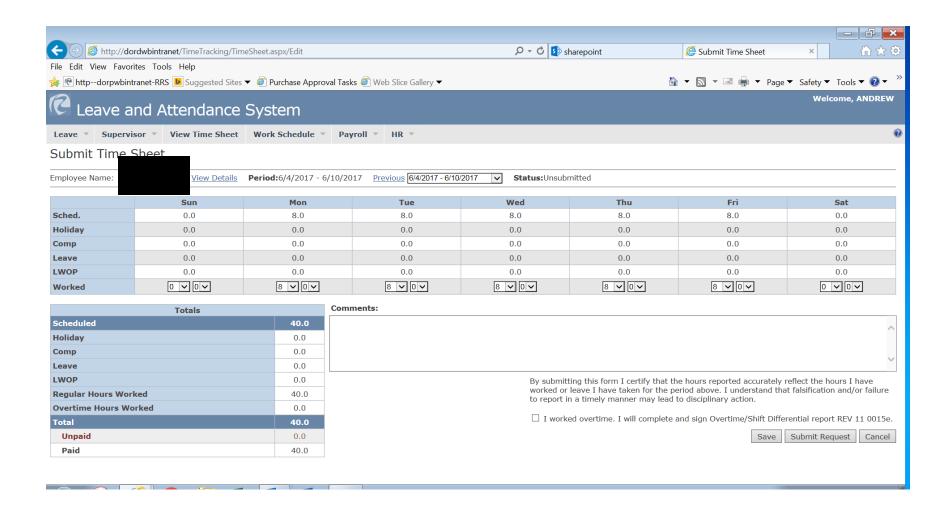


Employee Name:	<u>View Details</u>	Period:8/6/2017 - 8/12/2017	Previous 8/6/2017 - 8/12/201	7 Next Status
	Sun	Mon	Tue	Wed
Scheduled	0.0	8.0	8.0	8.0
Holiday	0.0	0.0	0.0	0.0
Comp	0.0	0.0	0.0	0.0
leave	0.0	1.0	0.0	3.0
LWOP	0.0	0.0	0.0	0.0
Worked	0.0	7.0	8.0	5.0

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				

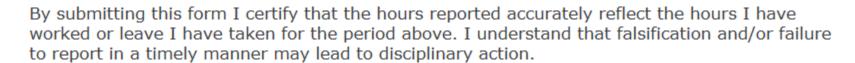
Timesheet Attestation





Time Sheet Attestation





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

Save

Submit Request

Cancel

Questions?



• Dan Contris: 360-704-5760

• Binh Vu: 360-704-5770

• Joan Neff: 360-704-5765