

Oregon  
State  
University

# EMP CENTER PROTECTED LEAVE USER GUIDE

**Oregon State**  
UNIVERSITY

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**Please Note:** this guide provides information on requesting Protected Leave through the EmpCenter Time and Attendance System only. It is not meant as a substitute for understanding FMLA/OFLA or other protected leave policies and regulations. For details on OSU policies, visit the OHR FMLA website at <https://hr.oregonstate.edu/benefits/fmla> or contact the FMLA/OFLA Benefits consultant at 541-737-5976.

## Overview

EmpCenter processes and tracks protected leave requests, manages documents, and ensures compliance with federal and state laws as well as OSU policy.

See the OHR FMLA website at <https://hr.oregonstate.edu/benefits/fmla> for information about what may qualify for protected leave and details on the policies governing the leave process.

If you anticipate and/or are away from work for more than three consecutive days to care for yourself and/or a qualifying family member you will need to request Protected Leave through EmpCenter.

When you request or use protected leave, you also need to complete a time off request in EmpCenter under “Absences for Vacation, Sick, and Other” to indicate how you will be paid while on protected leave (e.g., sick or vacation).

## Types of Leave

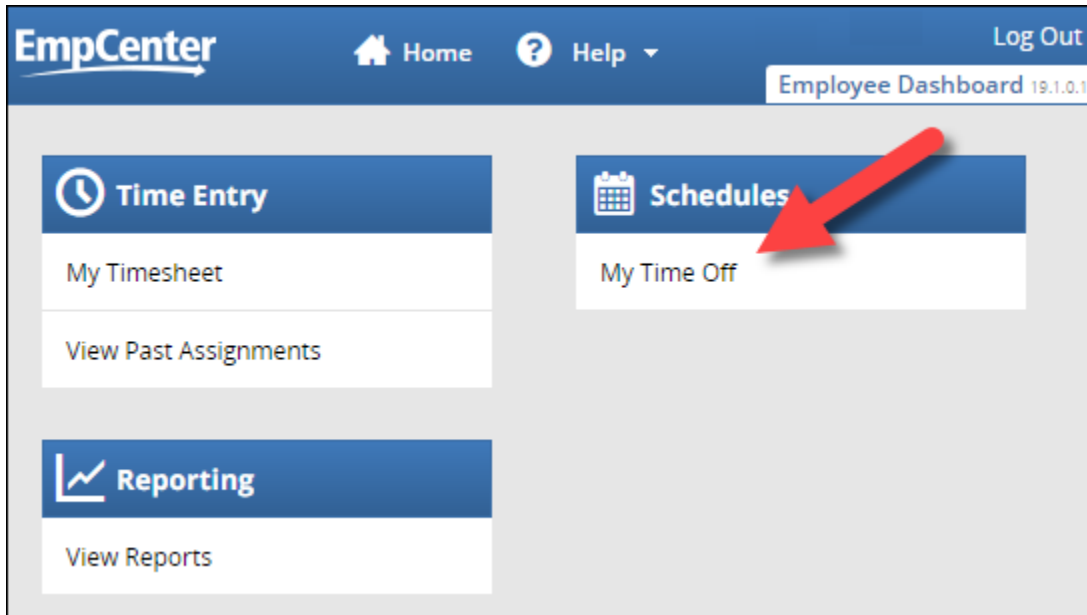
The following types of protected leave can be requested through EmpCenter:

- FMLA – Family Medical Leave Act – a federal law that entitles eligible employees to take up to 12 weeks of unpaid, job and benefit protected leave for specified family and medical reasons.
- OFLA – Oregon Family Leave Act – an Oregon law that entitles eligible employees to take up to 12 weeks of unpaid, job and benefit protected leave for specified family and medical reasons.
- Military – Federal and Oregon laws that allow certain military family leave entitlements for some military deployments or to care for a covered service member with a serious injury or illness.
- Graduate Family Medical Leave – an OSU policy that allows eligible graduate assistants on a current assistantship up to 12 weeks of continuous leave from their appointment for specified family and medical reasons. OSU will continue to pay for graduate health insurance during the leave period.

## Requesting Protected Leave

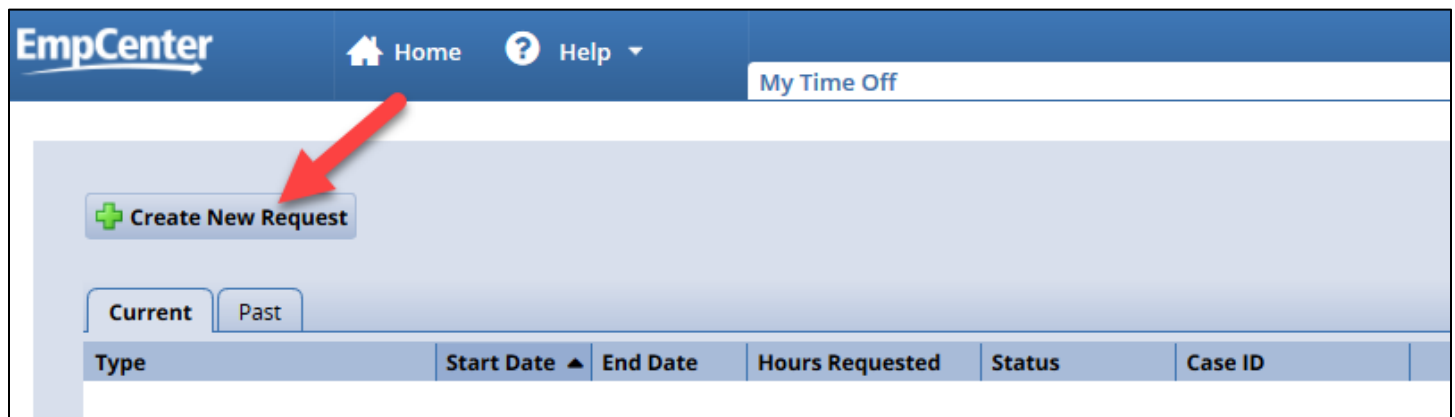
Requesting protected leave in EmpCenter is an interactive process. EmpCenter will ask you a series of questions based on the type of leave you are requesting and your answers to those questions. The example below is not meant to be an exhaustive review of all the possible questions.

1. Select My Time Off from the Schedules group on the Dashboard:



Note: your Dashboard view will depend on your policy profile and role within EmpCenter.

2. Click Create New Request:



3. Select Continue under “Absences for FMLA, OFLA, and Military Leave”:

**EmpCenter** Home Help My Time Off

### I need to request time off for...

**Absences for FMLA, OFLA, and Military Leave**  
FMLA = Family and Medical Leave Act  
OFLA = Oregon Family Leave Act  
*Must also complete "Absences for Vacation, Sick, and Other" section to indicate leave usage while absent*  
Examples include leave for:

- Serious Health Condition (Employee or Family Member) ?
- Parental (Newborn, Adoption, or Foster Care Placement)
- Military ?

[Continue](#)

**Absences for Vacation, Sick, and Other**  
*If requesting time off for a serious health condition, family, or military leave, must also complete the "Absences for FMLA, OFLA, and Military Leave" section to the left*  
[Continue](#)

Note: you will also need to submit a time off request under “Absences for Vacation, Sick, and Other” after completing the protected leave request to indicate the how you would like to be paid (e.g., sick, vacation, leave without pay (LWOP), etc.) while on protected leave.

4. Enter the estimated start and end dates for the leave and select the reason for leave. Employees should give appropriate notice of the need for protected leave – at least 30 days advance notice, if possible, or as soon as you learn of your need for leave.

**EmpCenter** Home Help

### Create New Leave Request

**Estimated Start Date**

**Estimated End Date**

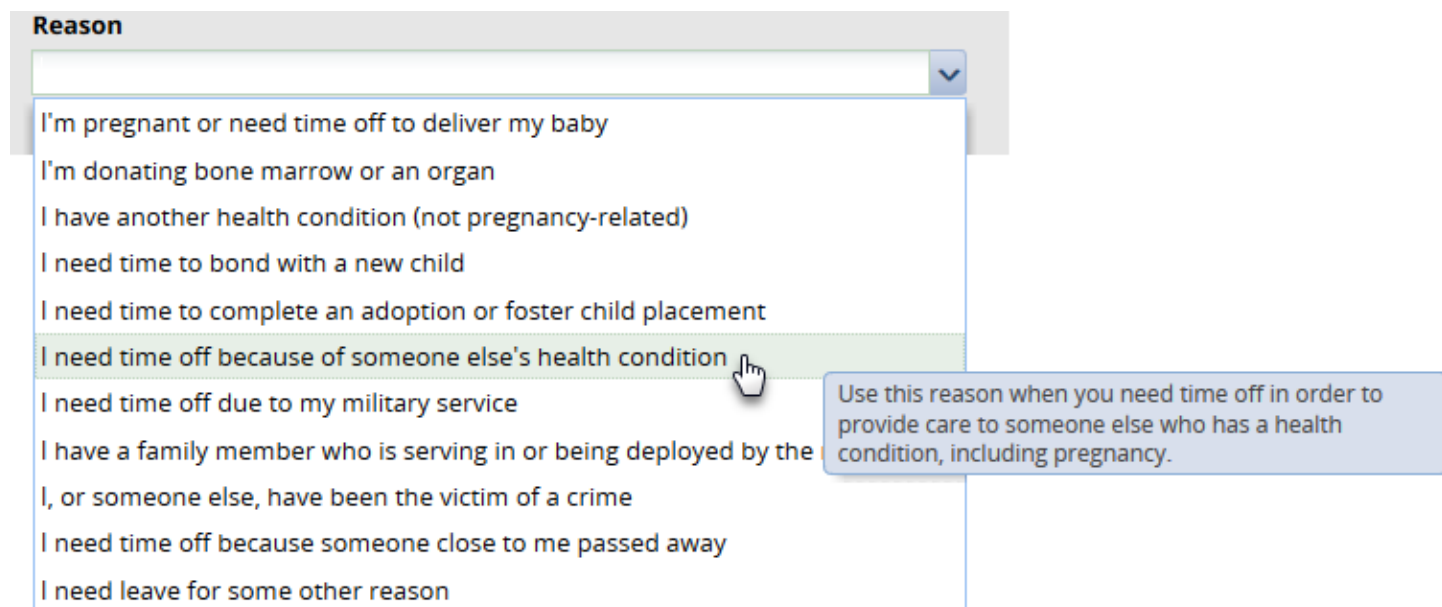
**Reason**

Enter the estimated start and end dates for your leave and select a reason from the drop down list.

[Continue to additional questions](#) [Discard request](#)

Note: the range for the start and end date cannot exceed 1 year.

Hover your mouse over the options listed in the Reason drop down to see a description of when to use that option:

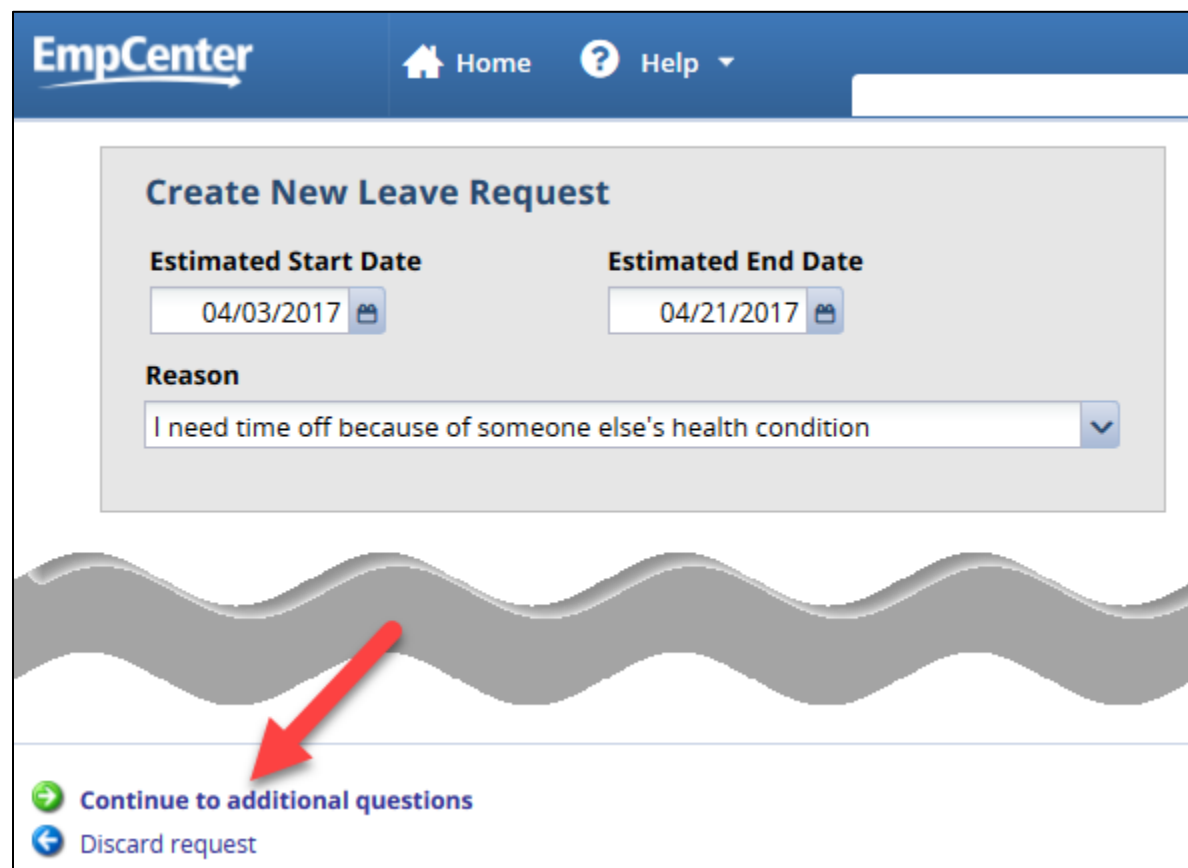


**Reason**

- I'm pregnant or need time off to deliver my baby
- I'm donating bone marrow or an organ
- I have another health condition (not pregnancy-related)
- I need time to bond with a new child
- I need time to complete an adoption or foster child placement
- I need time off because of someone else's health condition
- I need time off due to my military service
- I have a family member who is serving in or being deployed by the
- I, or someone else, have been the victim of a crime
- I need time off because someone close to me passed away
- I need leave for some other reason


Use this reason when you need time off in order to provide care to someone else who has a health condition, including pregnancy.


After entering the leave dates and selecting a leave reason, click Continue to additional questions at the bottom of the page:




**EmpCenter** Home ? Help


### Create New Leave Request


**Estimated Start Date** 04/03/2017 

**Estimated End Date** 04/21/2017 

**Reason**

I need time off because of someone else's health condition 

 [Continue to additional questions](#)

 [Discard request](#)

Note: to cancel the request, click Discard request at the bottom of the page.

5. Answer each question then select Continue to move to the next question:



**EmpCenter** Home Help

**For whom do you need to provide care?**

[Continue](#)

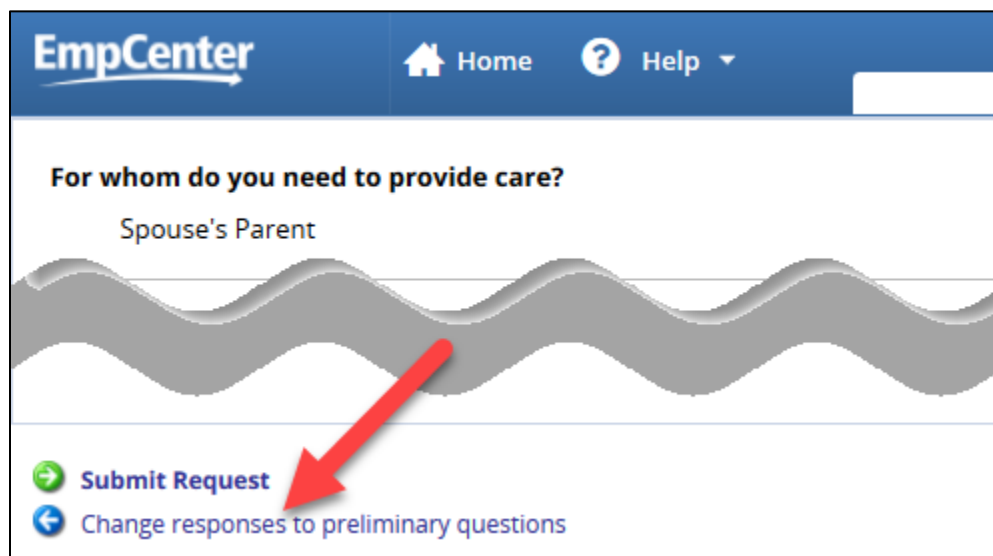
Based on the reason selected in the previous step, EmpCenter will ask a series of questions. Answer each question then click Continue.

[Submit Request](#)

[Change responses to preliminary questions](#)

Note: the questions you see will depend on the reason for leave selected and your answers to the previous questions.

6. At any time before you submit your request, you can change the reason for leave, dates of leave, or answers to a previous answer:
- a. Change reason for leave/dates:  
Select Change responses to preliminary questions at the bottom of the page:



**EmpCenter** Home Help

**For whom do you need to provide care?**

Spouse's Parent

[Submit Request](#)

[Change responses to preliminary questions](#)

Note: if you change the reason for leave, you may have to answer new or additional questions.

b. Edit a previous question:

Click on the pencil icon next to the question and make any changes:

The screenshot shows the EmpCenter website interface. The top navigation bar includes the EmpCenter logo, a Home button with a house icon, and a Help button with a question mark icon. The main content area displays two questions. The first question, 'For whom do you need to provide care?', has the answer 'Spouse's Parent'. The second question, 'What is the name and contact information of the healthcare provider?', has the answer 'Dr. Georgia King' and '541-555-5555'. A pencil icon is visible next to the second question, indicating it can be edited.

7. Once you have answered all the questions you'll receive confirmation that the questionnaire is complete:

The screenshot shows the EmpCenter website interface after the questionnaire is completed. The top navigation bar is the same. The main content area displays the same two questions as before. Below the questions, there is a certification statement: 'I certify that the answers to the questions above are true based on my knowledge and belief.' with the answer 'Yes'. A green checkmark icon is visible next to the certification statement. Below the certification statement, there is a message: 'The questionnaire is complete! (You may edit any answer by clicking on it.)' which is circled in red. At the bottom, there are two buttons: 'Submit Request' with a green arrow icon and 'Change responses to preliminary questions' with a blue arrow icon.

Note: all questions must be completed to submit your request.



8. When you have finished answering all questions and/or making any necessary changes to your answers, select Submit Request at the bottom of the page:

The screenshot shows the EmpCenter interface. At the top is a blue header with the EmpCenter logo, a Home icon, and a Help dropdown. Below the header, the page title is 'My Time Off'. The main content area has a question: 'For whom do you need to provide care?' with the answer 'Spouse's Parent'. Below this is a wavy line separator. Then, a certification statement: 'I certify that the answers to the questions above are true based on my knowledge and belief.' with the answer 'Yes'. A green checkmark icon indicates the questionnaire is complete. At the bottom, there are two buttons: 'Submit Request' (highlighted with a red arrow) and 'Change responses to preliminary questions'.

EmpCenter Home ? Help

My Time Off

For whom do you need to provide care?

Spouse's Parent

I certify that the answers to the questions above are true based on my knowledge and belief.

Yes

✓ The questionnaire is complete! (You may edit any answer by clicking on it.)

➔ Submit Request

⬅ Change responses to preliminary questions

9. You'll receive confirmation that the request was submitted:

The screenshot shows the EmpCenter interface. At the top is a blue header with the EmpCenter logo, a Home icon, and a Help dropdown. Below the header, the page title is 'My Time Off'. A green banner with a red circle around it contains the message: 'Your request has been submitted.' Below the banner, there is a '+ Create New Request' button. Underneath, there are two tabs: 'Current' and 'Past'. Below the tabs is a table with the following data:

Type	Start Date ▲	End Date	Hours Requested	Status	Case ID
Leave - Other Person Health Co...	04/03/2017	04/21/2017	n/a	Pending	560

10. Create a request for time off under “Absences for Vacation, Sick, and Other” for the dates on the protected leave request to indicate the type of leave you will be using during the protected leave (e.g., sick, vacation, leave without pay (LWOP), etc.).

See the appropriate [EmpCenter User Guide](#) or the time off request [FAQ](#) for step-by-step instructions on requesting time off.

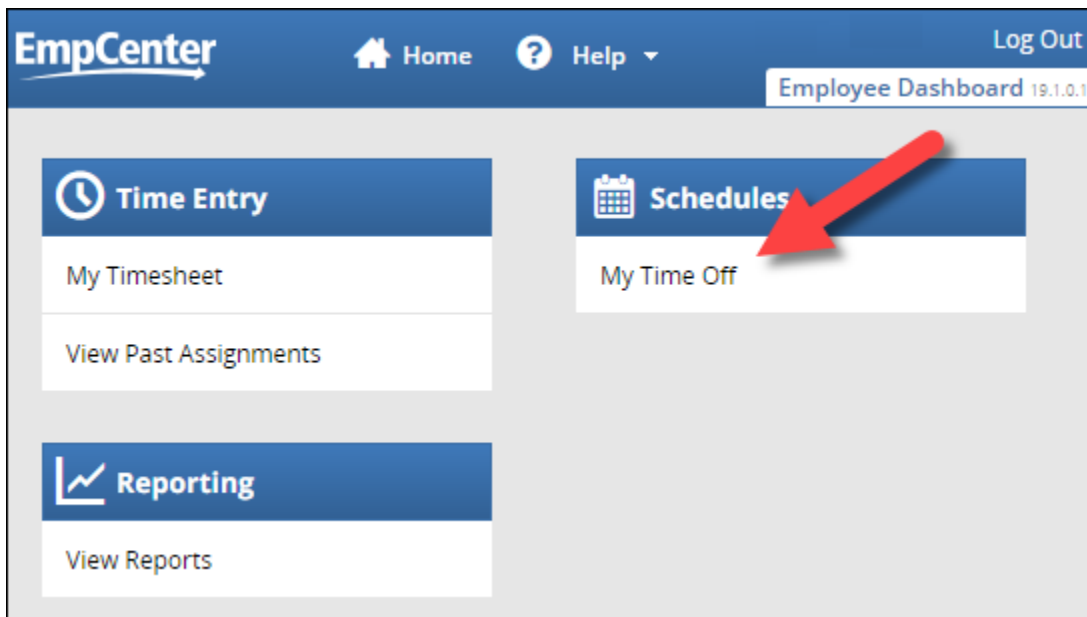
Next steps:

- The FMLA Case Manager will review your request.
- You will receive correspondence from the FMLA Case Manager based on the method selected in the questionnaire (e.g., email, mail, or interoffice mail).
- You must provide the required documentation by the specified deadlines as indicated in the correspondence you receive regarding your protect leave.

## Viewing the Case

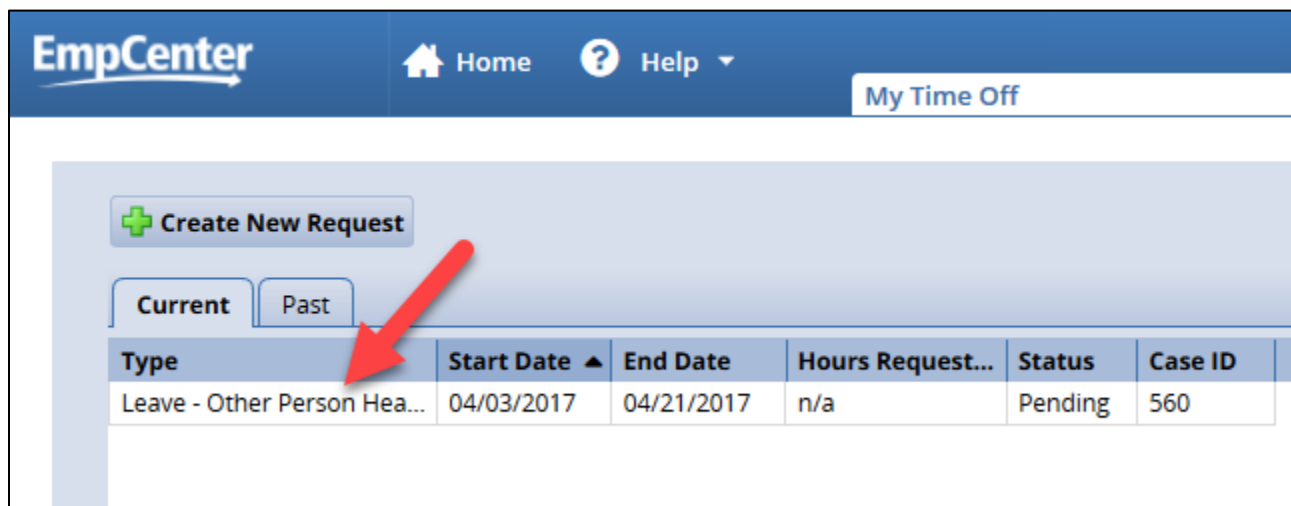
Once you have created a protected leave case you can view the details in EmpCenter at any time. If it has not been approved, you can edit the initial questions as well.

1. Select My Time Off from the Dashboard:



Note: your Dashboard view will depend on your policy profile and role within EmpCenter.

2. On the My Time Off Request List, select the leave from the list on the Current tab:



Note: Protected leave cases with a status of pending, approved, or open are listed on the Current tab. Protected leave cases with a status of cancelled, closed, or denied are listed on the Past tab.

3. All the information about the case is found in Absence Case Window – including the history, any comments entered, and all documents attached to the case:

EmpCenter
Home
Help
Absence Case 560
16.2.0.1

Go to My Time Off Requests
View My Timesheet
Cancel Request
Add Comment
Print

**Case 560**

**Case Date Range:** Apr 3, 2017 - Apr 21, 2017
**Status:** PENDING

**Reason:** I need time off because of someone else's health condition
**Use Paid Time:** Required

**Case Type:** Continuous
**Person Affected:** Parent

**Contact:** s.permann@email.com

**Case Managers:**

**Projected Usage**

Leave Type	Start Balance	Allowed Period	End Balance
Pending HR review			

**Documents**

Upload New File...

Description	Status
There are no documents to display.	

**Questions**

Edit Answers...

**For whom do you need to provide care?**  
Spouse's Parent

**What is the name of the person for whom you will be providing care?**  
Claire Permann

**Will the health condition require staying one or more nights in a hospital or other**

**Case Manager Tasks**

**Case Manager to Review Request and Eligibility**
**Expected Completion Feb 28, 2017**

Case Manager to Send Medical Certification Form(s)

Expected Completion Mar 1, 2017  
Waiting for event Case Manager to Review Request and Eligibility to be completed

Employee to Submit Medical Certification

Expected Completion Mar 16, 2017  
Waiting for event Case Manager to Send Medical Certification Form(s) to be completed

Case Manager to Review Certification Form and Determine Final Qualification

Expected Completion Mar 23, 2017  
Waiting for event Employee to Submit Medical Certification to be completed

Notify Supervisor and Business Center of Leave Status

Expected Completion Mar 23, 2017  
Waiting for event Employee to Submit Medical Certification to be completed

Employee Current Approval of Leave Ends

Expected Completion Apr 22, 2017  
Waiting for event Case Manager to Review Certification Form and Determine Final Qualification to be completed

#### Case Status Definitions:

- Approved – case has received final approval from the FMLA Case Manager.
- Cancelled – case has been cancelled by the employee or the FMLA Case Manager.
- Closed – case is closed. Case can be reopened by FMLA Case Manager if needed/appropriate.
- Denied – case has been denied by the FMLA Case Manager.
- Pending – case has been submitted and is waiting for FMLA Case Manager action. The employee is able to edit answers to the leave request while the case is still pending.
- Open – case has been reviewed by the FMLA case manager and received preliminary approval. The leave request can no longer be edited by the employee.

## Editing a Pending Case

Once you have created a protected leave case in EmpCenter, you can edit the summary information (dates, contact information, or reason for leave) or answers to the case questions before it is reviewed by the FMLA Case Manager. The FMLA Case Manager will review the case within 5 days of submission.

1. To edit answers to the case questions prior to review by the FMLA Case Manager, open the case as outlined above then click on Edit Answers:

**EmpCenter** Home ? Help ▾ | Logged in as Permann, Sue | Log Out

Absence Case 560

Go to My Time Off Requests View My Timesheet

Cancel Request Add Comment Print

**Case 560**

**Case Date Range:** Apr 3, 2017 - Apr 21, 2017 **Status:** PENDING

**Reason:** I need time off because of someone else's health condition **Use Paid Time:** Required

**Case Type:** Continuous **Person Affected:** Parent

**Contact:** s.permann@email.com

**Case Managers:**

**Projected Usage**

Leave Type	Start Balance	Allowed Period	End Balance
Pending HR review			

**Documents**

Upload New File...

Description	Status
There are no documents to display.	

**Questions**

Edit Answers...

**For whom do you need to provide care?**  
Spouse's Parent

**What is the name of the person for whom you will be providing care?**  
Claire Permann

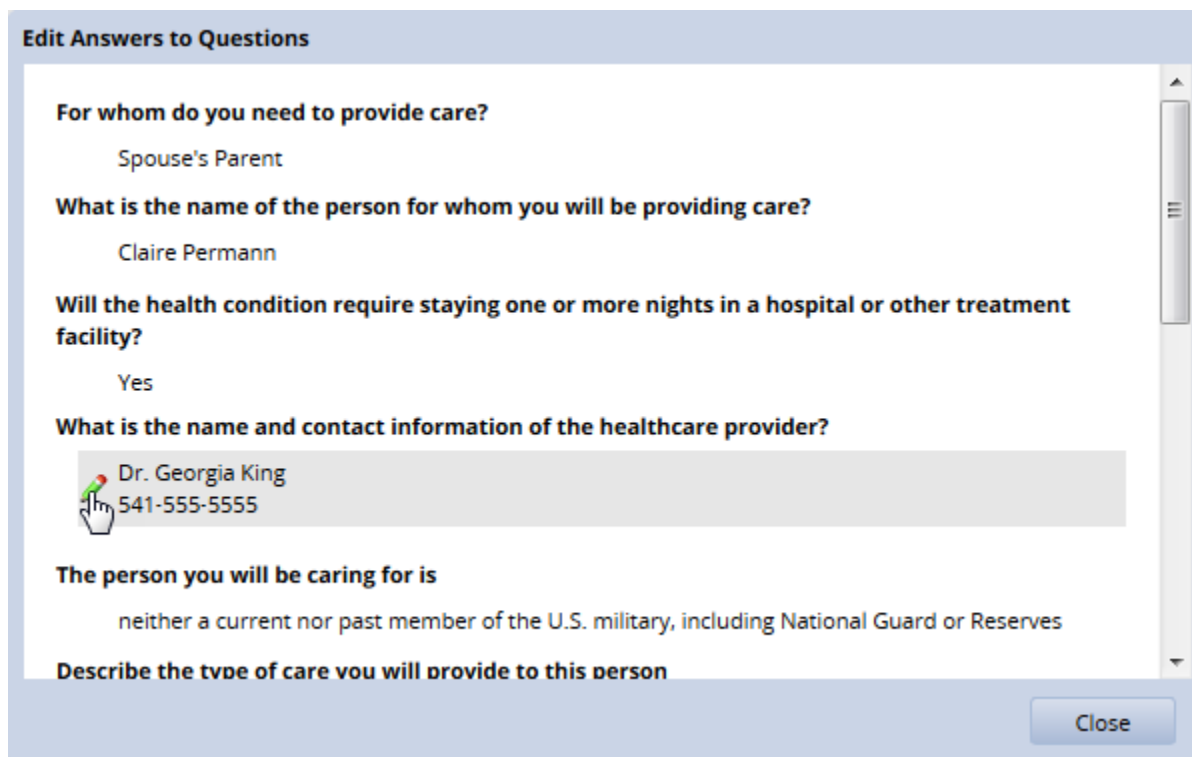
**Will the health condition require staying one or more nights in a hospital or other**

**Case Manager Tasks**

- Case Manager to Review Request and Eligibility** Expected Completion Feb 28, 2017
- Case Manager to Send Medical Certification Form(s)** Expected Completion Mar 1, 2017  
Waiting for event Case Manager to Review Request and Eligibility to be completed
- Employee to Submit Medical Certification** Expected Completion Mar 16, 2017  
Waiting for event Case Manager to Send Medical Certification Form(s) to be completed
- Case Manager to Review Certification Form and Determine Final Qualification** Expected Completion Mar 23, 2017  
Waiting for event Employee to Submit Medical Certification to be completed
- Notify Supervisor and Business Center of Leave Status** Expected Completion Mar 23, 2017  
Waiting for event Employee to Submit Medical Certification to be completed
- Employee Current Approval of Leave Ends** Expected Completion Apr 22, 2017  
Waiting for event Case Manager to Review Certification Form and Determine Final Qualification to be completed

Note: if the case has been approved – even preliminarily – you will not be able to edit answers.

2. A new window will open with all of the questions for the case. Click on the question you would like to edit and make any necessary changes:



**Edit Answers to Questions**

**For whom do you need to provide care?**  
Spouse's Parent

**What is the name of the person for whom you will be providing care?**  
Claire Permann

**Will the health condition require staying one or more nights in a hospital or other treatment facility?**  
Yes

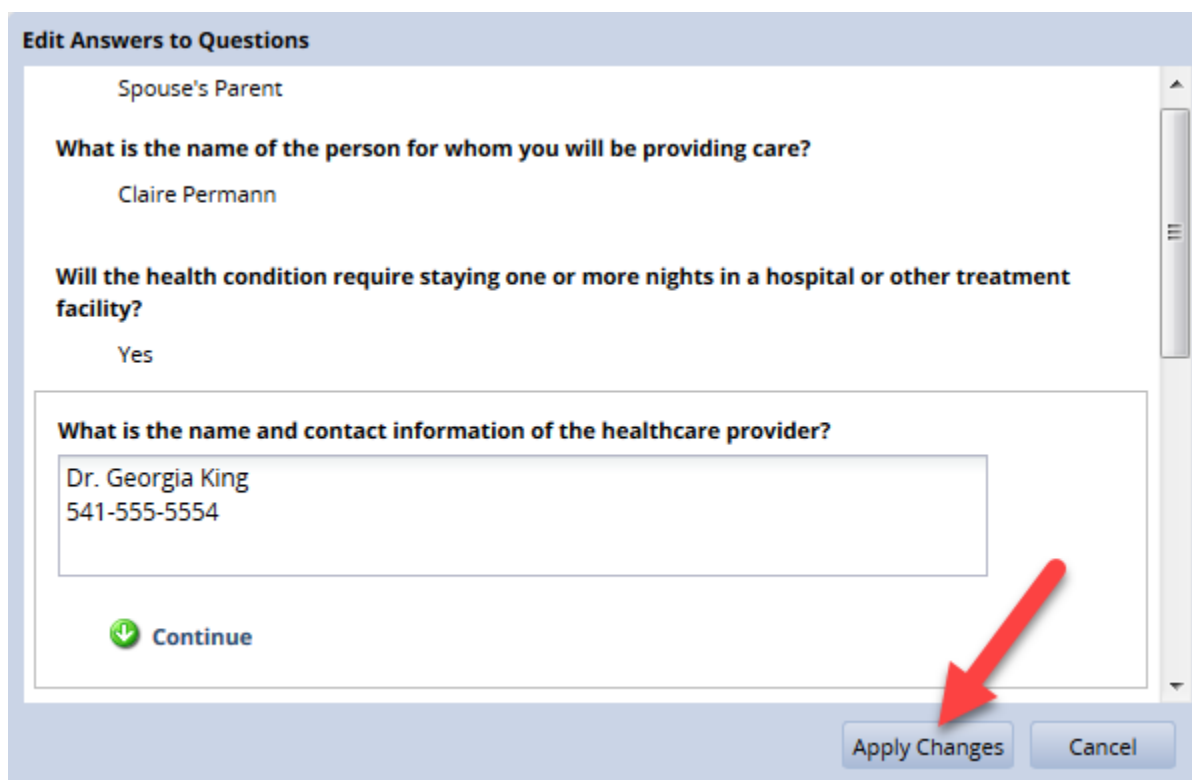
**What is the name and contact information of the healthcare provider?**  
Dr. Georgia King  
541-555-5555

**The person you will be caring for is**  
neither a current nor past member of the U.S. military, including National Guard or Reserves

**Describe the type of care you will provide to this person**

Close

3. After you have made all of your changes, select Apply Changes to save your answers and close the window:



**Edit Answers to Questions**

Spouse's Parent

**What is the name of the person for whom you will be providing care?**  
Claire Permann

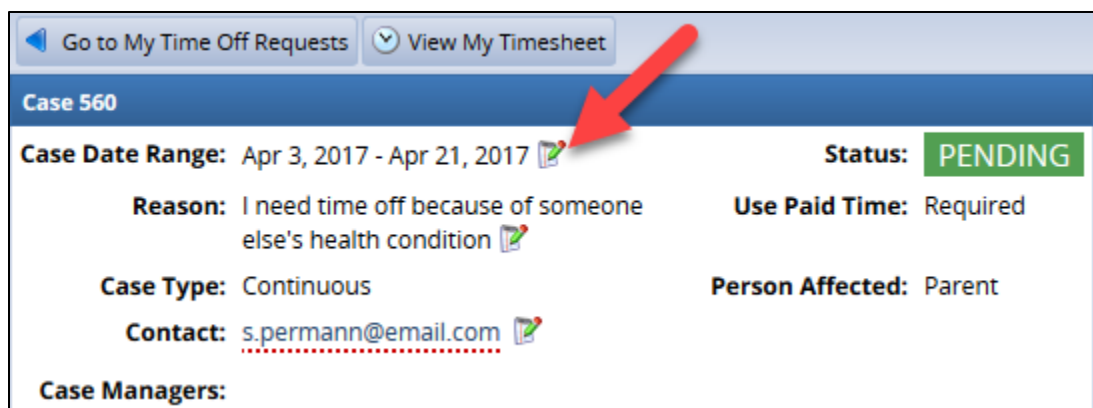
**Will the health condition require staying one or more nights in a hospital or other treatment facility?**  
Yes

**What is the name and contact information of the healthcare provider?**  
Dr. Georgia King  
541-555-5554

Continue


Apply Changes Cancel


4. To change summary information, click on the edit icon next to the information you would like to change:




Go to My Time Off Requests View My Timesheet

**Case 560**

**Case Date Range:** Apr 3, 2017 - Apr 21, 2017  **Status:** PENDING

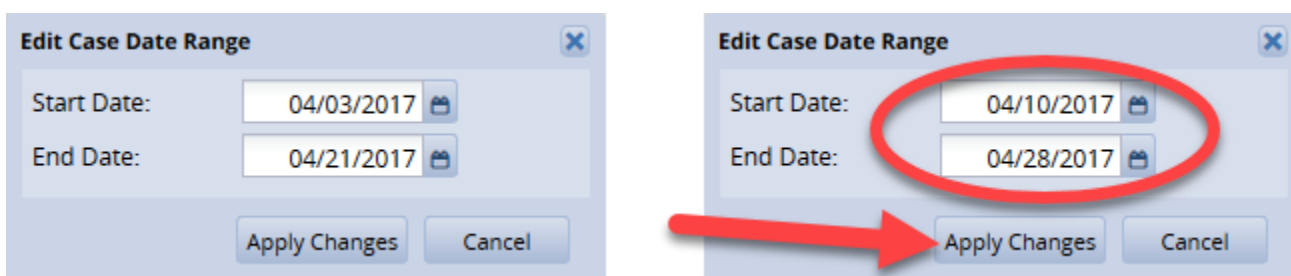
**Reason:** I need time off because of someone else's health condition  **Use Paid Time:** Required

**Case Type:** Continuous **Person Affected:** Parent

**Contact:** [s.permann@email.com](mailto:s.permann@email.com) 

**Case Managers:**

5. Make any necessary changes then select Apply Changes:



**Edit Case Date Range** [X]

Start Date: 04/03/2017 [calendar icon]

End Date: 04/21/2017 [calendar icon]

Apply Changes Cancel

**Edit Case Date Range** [X]

Start Date: 04/10/2017 [calendar icon]

End Date: 04/28/2017 [calendar icon]

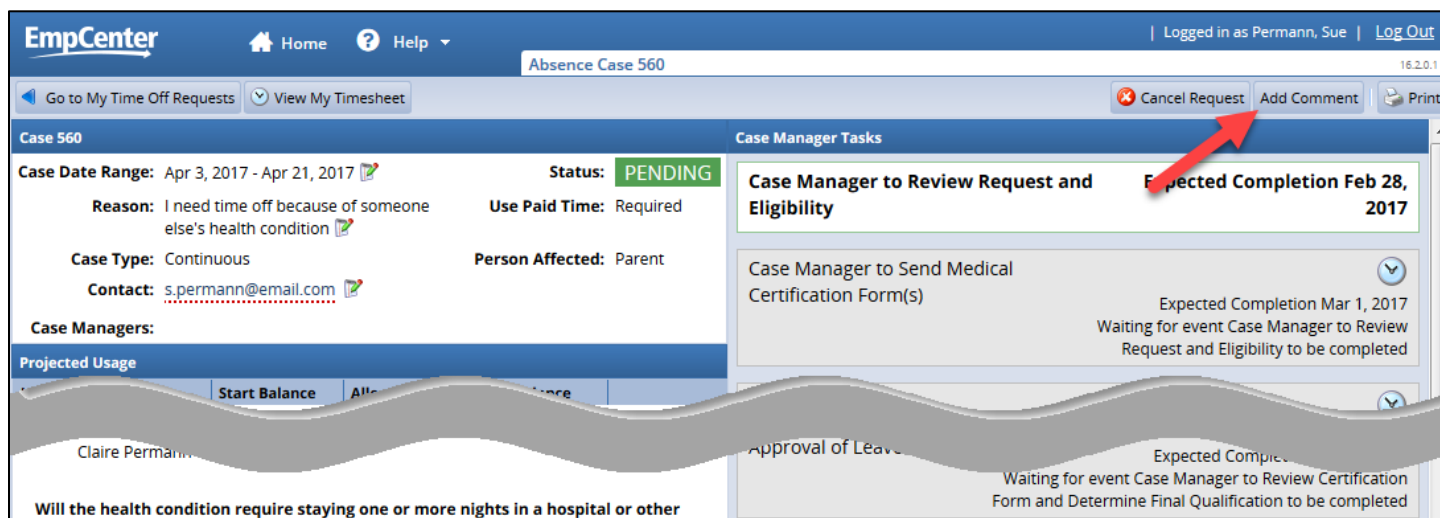
Apply Changes Cancel

Note: the process is the same to change the reason or contact details.

## Adding Comments

You can add comments – such as date of doctor's appointments or date medical certificate was mailed – to an open, approved, or pending case.

1. After opening the case as outlined above, select Add Comment:





**EmpCenter** Home ? Help | Logged in as Permann, Sue | Log Out

Absence Case 560


Go to My Time Off Requests View My Timesheet Cancel Request Add Comment Print

**Case 560**

**Case Date Range:** Apr 3, 2017 - Apr 21, 2017  **Status:** PENDING

**Reason:** I need time off because of someone else's health condition  **Use Paid Time:** Required

**Case Type:** Continuous **Person Affected:** Parent

**Contact:** [s.permann@email.com](mailto:s.permann@email.com) 

**Case Managers:**

**Projected Usage**

Start Balance	All	ance
Claire Permann		

**Case Manager Tasks**

**Case Manager to Review Request and Eligibility** Expected Completion Feb 28, 2017

**Case Manager to Send Medical Certification Form(s)** Expected Completion Mar 1, 2017  
Waiting for event Case Manager to Review Request and Eligibility to be completed

**Approval of Leave** Expected Completion Mar 1, 2017  
Waiting for event Case Manager to Review Certification Form and Determine Final Qualification to be completed

Will the health condition require staying one or more nights in a hospital or other

2. Enter the comments then click Add Comment:

**Add Comment**

Comments: 

enter any details needed for FMLA administrator here then click Add Comment.

Add Comment

Cancel

## Attaching Documents

You can attach documents to an open, approved, or pending case. Documents may be required to help establish eligibility for leave.

1. After opening the case as outlined above, select Upload New File...:

**EmpCenter** [Home](#) [Help](#) Absence Case 560

[Go to My Time Off Requests](#) [View My Timesheet](#)

**Case 560**

**Case Date Range:** Apr 3, 2017 - Apr 21, 2017

**Status:** PENDING

**Reason:** I need time off because of someone else's health condition

**Use Paid Time:** Required

**Case Type:** Continuous

**Person Affected:** Parent

**Contact:** [s.permann@email.com](mailto:s.permann@email.com)

**Case Managers:**

**Projected Usage**

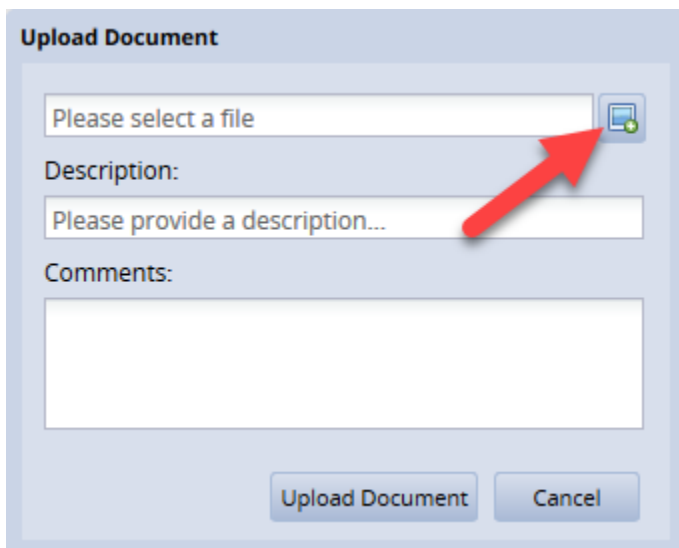
Leave Type	Start Balance	Allowed Period	End Balance
Pending HR review			

**Documents**

Upload New File...

Description	Status
There are no documents to display.	

2. Click on the Browse icon to open the documents window.



**Upload Document**

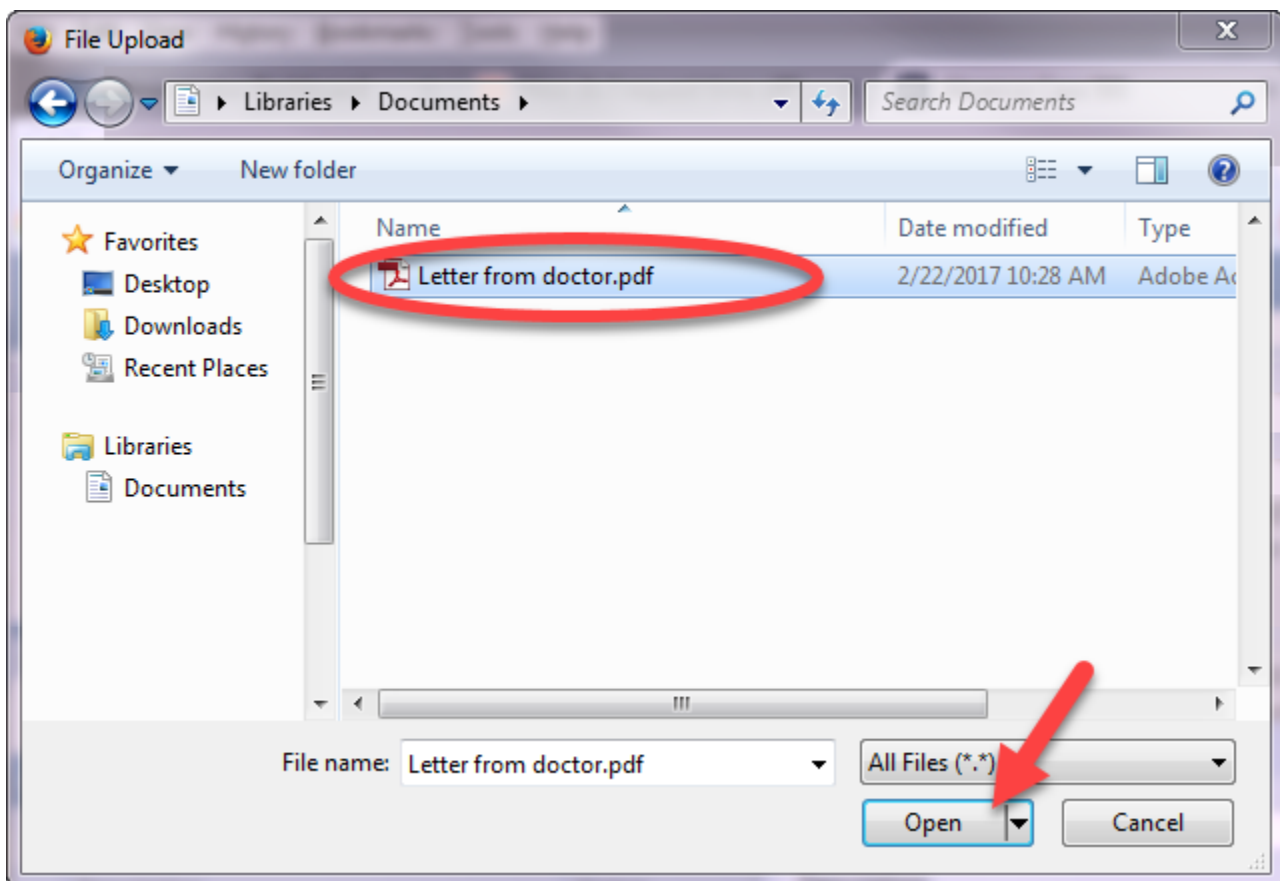
Please select a file

Description:  
Please provide a description...

Comments:

Upload Document Cancel

3. Select the file then click Open:



Note: files are limited to a maximum size of 10 megabytes (MB).



4. If needed, change the description of the file (it will default to the name of the file) and enter any comments then click Upload Document:

**Upload Document**

Letter from doctor.pdf

Description:  
Letter from doctor.pdf

Comments:  
enter additional information here.

Upload Document Cancel

If needed, change the description and enter any comments.

You will see the file in the case window:

**EmpCenter** Home Help

Absence Case 560

Go to My Time Off Requests View My Timesheet

**Case 560**

**Case Date Range:** Apr 10, 2017 - Apr 28, 2017 **Status:** **PENDING**

**Reason:** I need time off because of someone else's health condition **Use Paid Time:** Required

**Case Type:** Continuous **Person Affected:** Parent

**Contact:** s.permann@email.com

**Case Managers:**

**Projected Usage**

Leave Type	Start Balance	Allowed Period	End Balance
Pending HR review			

**Documents**

Upload New File...

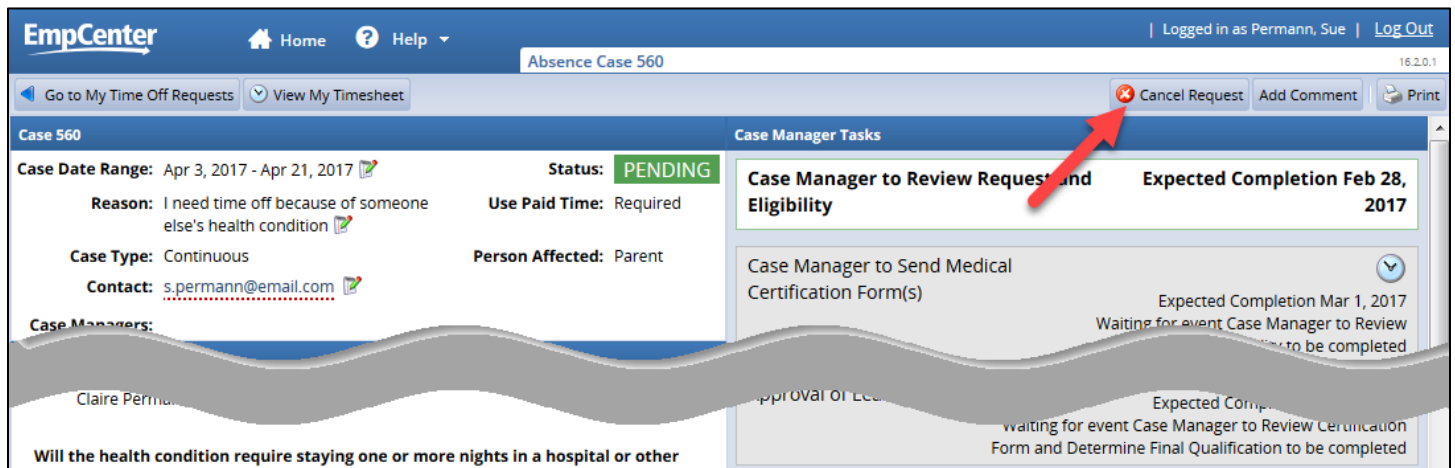
Description	Status
<a href="#">Letter from doctor.pdf</a>	Case administrator needs to complete document activity

Note: to view a document – or save it to your computer – simply click on the description link.

## Cancelling the Case

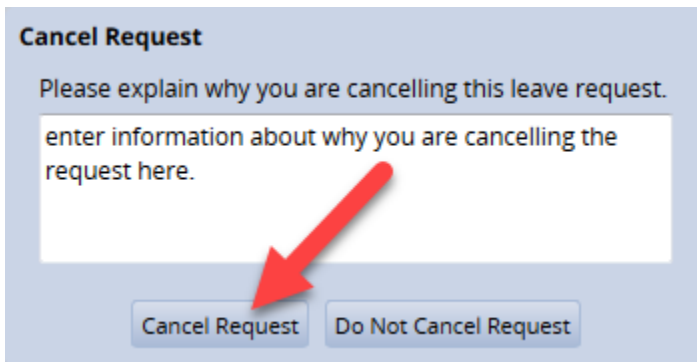
If the case is still pending, you can cancel the request. If the case has already been approved, contact the FMLA Case Manager to request a cancellation.

1. After opening the case as outlined above, select Cancel Request:



The screenshot shows the EmpCenter interface for 'Absence Case 560'. The status is 'PENDING'. A red arrow points to the 'Cancel Request' button in the top right corner. The interface includes a header with 'EmpCenter', 'Home', 'Help', and 'Logged in as Permann, Sue'. Below the header are tabs for 'Go to My Time Off Requests' and 'View My Timesheet'. The main content area displays case details: 'Case Date Range: Apr 3, 2017 - Apr 21, 2017', 'Reason: I need time off because of someone else's health condition', 'Case Type: Continuous', 'Contact: s.permann@email.com', 'Person Affected: Parent', and 'Case Managers: Claire Permann'. A 'Case Manager Tasks' section on the right lists tasks like 'Case Manager to Review Request and Eligibility' and 'Case Manager to Send Medical Certification Form(s)' with expected completion dates.

2. Enter notes for the FMLA Case Manager about why you are cancelling the request then select Cancel:



The screenshot shows a 'Cancel Request' dialog box. It contains a text area with the prompt 'Please explain why you are cancelling this leave request.' and a red arrow pointing to the 'Cancel Request' button at the bottom. The dialog box also includes a 'Do Not Cancel Request' button.

3. Be sure to cancel any corresponding time off requests. See the appropriate [EmpCenter User Guide](#) or cancel time off request [FAQ](#) for instructions on how to cancel a leave requests.

## Requesting Time Off for Existing Intermittent Protected Leave Case

When you submit a request for protected leave, you will also need to submit a request for time off under “Absences for Vacation, Sick, and Other” to indicate how you will be paid during your protected leave (e.g., sick, vacation, leave without pay (LWOP), etc.)

If your protected leave is intermittent you are able to attach the time off request(s) to the case. If you enter leave directly on the timesheet, you can attach the case number to the leave pay code that was used for the protected leave.

### Time Off Request – Intermittent Leave

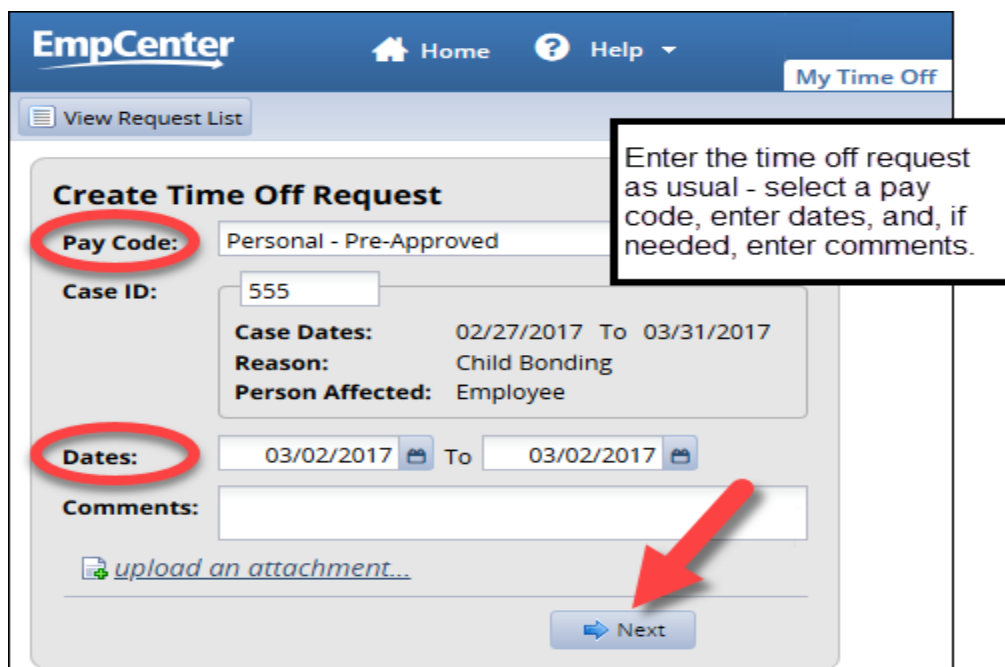
If you have an **approved intermittent protected leave case**, you are able to attach any time off request entered in EmpCenter to that case.

1. After selecting My Time Off from the Dashboard and Create New Request, EmpCenter will prompt you to select whether the request is for an approved protected leave case or for another reason:



Note: if you are requesting leave for a different reason, select I need time off for something else.

2. Enter the leave request as usual. You will see the Case Number attached to the leave request:





EmpCenter

[Home](#) [Help](#) ▼

My Time Off


[View Request List](#)

### Request Details

Action	Date	Pay Code	Hours
 	Thu 03/02/2017	Personal - Pre-Approved	8.0

**Case ID: 555**

**Comments**

 [upload an attachment...](#)

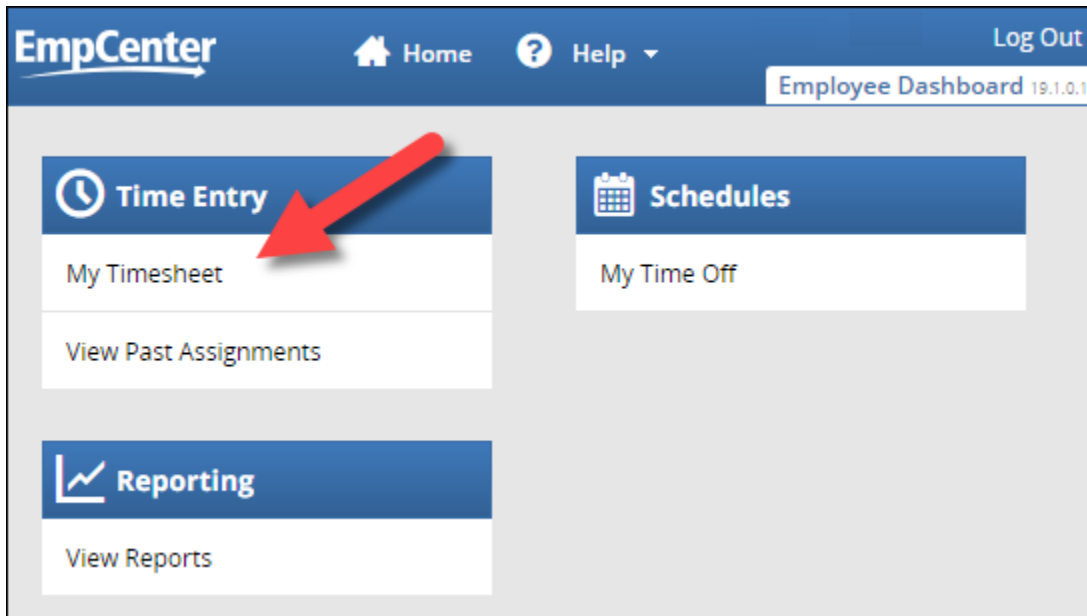
[Back](#) [Submit](#)

Note: see the appropriate [EmpCenter User Guide](#) for your policy profile for details on entering a time off request, modifying hours or pay codes, and cancelling requests.

## Timesheet – Intermittent Protected Leave

If you did not use the time off request process or did not associate the time off request with your intermittent protected leave case, you can enter the leave taken directly on your timesheet and/or associate the leave with an open case.

1. Select Enter My Hours on the Dashboard to access your timesheet:



Note: your Dashboard view will depend on your policy profile and role within EmpCenter.

2. If you did not use the time off request process, you must first enter the leave time on your timesheet. Select the pay code and enter hours as usual for the day you took leave:

The screenshot shows the 'My Time Entry' page in EmpCenter. At the top, there's a navigation bar with 'Home', 'Help', and 'My Time Entry'. Below this, there are buttons for 'Save', 'Submit', 'More', and 'List View'. A calendar for March 2017 is shown. Below the calendar, there's a table with columns: Date, Pay Code, Hours, Leave Case, Clock ..., Comments, and Total. The table shows entries for Wednesday 03/01, Thursday 03/02, Friday 03/03, and Saturday 03/04. A red oval highlights the entry for Friday 03/03, where the pay code is 'Personal' and the hours are 8.00.

Date	Pay Code	Hours	Leave Case	Clock ...	Comments	Total
Wed 03/01	Select Pay Code					
Thu 03/02	Personal - Pre-Approved	8.00	555			8.00
Fri 03/03	Personal	8.00				0.00
Sat 03/04	Select Pay Code					

Note: for more information about entering time on your timesheet see the appropriate [EmpCenter User Guide](#) or training for your policy profile.

3. In the Leave Case column, click on the arrow to select the leave case to associate with the time taken:

**EmpCenter** Home Help ▾ My Time Entry

◀ March 2017 ▶ Save Submit More ▾ List View ▾

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

W T F S S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Mar 3, 2017 ☐ Show All Weeks

Date	Pay Code	Hours	Leave Case	Clock ...	Comments	Total
Wed 03/01	Select Pay Code ▾					
Thu 03/02	Personal - Pre-Approved	8.00	555 ▾			8.00
Fri 03/03	Personal ▾	8.00				0.00
Sat 03/04	Select Pay Code ▾					

Case ID	Case Begin Date	Case End Date	Reason	Who	Case Type
555	02/27/2017	03/31/2017	Child Bonding	Employee	Intermittent

4. Save your changes:

**EmpCenter** Home Help ▾ My Time Entry

◀ March 2017 ▶ Save Submit More ▾ List View ▾

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

W T F S S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Mar 3, 2017 ☐ Show All Weeks

Date	Pay Code	Hours	Leave Case	Clock ...	Comments	Total
Wed 03/01	Select Pay Code ▾					
Thu 03/02	Personal - Pre-Approved	8.00	555 ▾			8.00
Fri 03/03	Personal ▾	8.00	555 ▾			0.00
Sat 03/04	Select Pay Code ▾					

8.00

## Timesheet – Continuous Protected Leave

When you are on continuous protected leave, your timesheet will show Leave of Absence in the pay code field for the dates requested:

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Mar 2, 2017 ☐ Show All Weeks

Date	Pay Code	Hours	Leave Case	Total
Wed 03/01	Select Pay Code			
	Leave of Absence	8.00	556	0.00
Thu 03/02	Select Pay Code			
	Leave of Absence	8.00	556	0.00
Fri 03/03	Select Pay Code			
	Leave of Absence	8.00	556	0.00
Sat 03/04	Select Pay Code			
				0.00

You will see the Leave of Absence pay code and case number on the timesheet for each day of your leave.

If you did not complete a leave request to indicate how you will be paid while on protected leave using the “Absences for Vacation, Sick, and Other” leave request in EmpCenter, a yellow warning exception will display on the Exceptions tab:

**Exceptions** ☐ Leave Balances Results Schedule

Filter exceptions by day ☐

Date	Exception Message	Severity
Several, ranging: Wed 03/01 - Fri 03/31 (23)	Employee has ACT Leave of Absence on a day without any other Leave recorded	Warning

To correct the yellow warning, select a pay code and enter hours as usual for the day(s) you took leave – **DO NOT** associate the leave with the protected leave case number, the Leave of Absence pay code on your timesheet is already recording the protected leave:

Date	Pay Code	Hours	Leave Case	Clock Loc...	Comments	Total
Wed 03/01	Sick	8.00				8.00
	Leave of Absence	8.00	556			0.00
Thu 03/02	Sick	8.00				8.00
	Leave of Absence	8.00	556			0.00
Fri 03/03	Sick	8.00				8.00
	Leave of Absence	8.00	556			0.00
						24.00

Note: for more information about entering time on your timesheet, see the appropriate [EmpCenter User Guide](#) for your policy profile.

## **Appendix A: Protected Leave Resources**

### **OSU Office of Human Resources Family Medical Leave Act and Oregon Family Leave Act Information**

<https://hr.oregonstate.edu/benefits/fmla>

### **Federal Family and Medical Leave Act (FMLA)**

<https://www.dol.gov/whd/fmla/index.htm>

### **Oregon Family Leave Act Oregon Act (OFLA)**

<https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/fmla/OFLA-notice.pdf>

[https://www.oregon.gov/boli/TA/pages/t\\_faq\\_leave\\_laws\\_01-2011.aspx](https://www.oregon.gov/boli/TA/pages/t_faq_leave_laws_01-2011.aspx)

### **Short Term Disability**

<https://www.oregon.gov/oha/pebb/Pages/Short-Term-Disability.aspx>

[http://www.standard.com/eforms/16066\\_442210.pdf](http://www.standard.com/eforms/16066_442210.pdf)

### **Worker's Compensation Resources**

<http://risk.oregonstate.edu/workerscomp>

### **OUS/SEIU Collective Bargaining Agreement**

<https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/2015-19-seiu-cba-economic-reopener.pdf>

### **Leave Policies**

[https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/leave\\_admin\\_pol.pdf](https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/leave_admin_pol.pdf)