FMLA/OFLA Intermittent Reporting:
Absence Management

This document will guide you through the reporting process for entering your FMLA/OFLA intermittent absences in Absence Management. Things you will need to complete this process include your **Leave Number** that will be issued to your by the Leave Coordinator, your **Absence Management User ID and PIN** provided to you, and **to know what your paid leave balances** are.

- ➢ If you need a leave number, please email hr_leave@ddouglas.k12.or.us.
- ➢ Log on to your Absence Management account at **https://ess.com/absencemanagement/**. If you need the username and/or password to Absence Management, click on the "Forgot" links.
- ➢ If you need to see what your paid leave balances are, please login to the iVisions Portal, and click on Employee Resources on the tool bar, then click on Attendance. Please take note of the disclaimer at the top of the screen regarding payroll processing.

Creating an intermittent absence using one paid leave code

1. Click the **Absences** tab at the top of top of your homepage & click **Create Absence** from the drop down menu.

2. On the calendar, select the day of the absence. If you are entering a multi-day absence, click the start date and drag to the end date. Selected days will be highlighted in blue.

3. Under **Absence Reason**, please select the type of paid leave you choose to use and the time frame of the absence. Please note that the "Other Paid Leave" bank houses Bereavement, Family Illness, & Emergency leave.

4. Choose whether or not your position requires a substitute.

5. Under **Notes to Administrator**, please enter the **Leave Number** issued to your by the Leave Coordinator. **THIS IS REQUIRED.** Under Notes to Substitute, you may add notes for the sub.

6. Upload any pertinent files for the sub.

7. A summary of your absence will appear on the right sidebar.

8. Confirm summary is correct and click **Create Absence**.

THINGS TO KNOW:

➢ You must enter your absence at least **2 hours** before the start of your scheduled shift. If you do not the system will not allow you to add the intermittent absence and you will have to notify your building secretary in order to add it for you.

➢ If you are going to be *late* to work your absence begins at your normal start time and you will need to adjust the timeframe from question 6 above needs to reflect how late you were.

➢ If you are going to leave *early* from work, your absence begins when you are leaving and you will need to adjust the timeframe from question 6 above needs to reflect when you leave.

➢ If you deplete all of your paid leaves, you may choose **Unpaid Leave** from the **Absence Reason** drop down menu.

1

Create Absence　　0　　**Absences**　　0　**Denied Absences**

Creating an intermittent absence using *more than one* paid leave code

2

Please select a date　　　　　　　　　　　　　　Need more options?　**Advanced Mode**

August 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	**2**	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Helpful Hint:

Substitute Required　　　**Yes**

Absence Reason　　　Select One ▼

Time
Please enter a valid time range using the HH:MM AM format.

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day ▼　　　　　　　Full Day ▼
07:45 AM to 03:15 PM　　07:30 AM to 03:30 PM

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments
David Douglas Lunch Notice.docx
David Douglas Lunch Notice

o Administrator (able by Substitute)

Notes to Substitute

255 character(s) left　　255 character(s) left

Cancel　✔ Create Absence & Assign Sub　✔ Create Absence

1. Click the **Absences** tab at the top of top of your homepage & click **Create Absence** from the drop down menu.

2. Select the **Advance Mode** button on the top right side.

Absence

✔ Create Absence　✔ Create Absence & Assign Sub　Cancel

August 06 at RON RUSSELL MIDDLE SCHOOL

August 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	**2**	3	4
5	**6**	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Absence Reason　　　Select One ▼

Time
Please enter a valid time range using the HH:MM AM format.

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day ▼　　　　　　　Full Day ▼
07:45 AM to 03:15 PM　　07:30 AM to 03:30 PM

+ Add New Variation

NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required
Yes

Monday, August 06, 2018
7:45 AM - 3:15 PM
No Reason Selected

3

3. Click on the **+Add New Variation** button and this will allow you to add two different types of leave to the intermittent absence.

Variation #1 - August 06 at RON RUSSELL MIDDLE SCHOOL

August 2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Absence Reason   Emergency ▼

Time
Please enter a valid time range using the HH:MM AM format.

Custom ▼
07:45 AM to 11:45 AM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day ▼
07:30 AM to 03:30 PM

+ Add New Variation   Delete This Variation

Variation #2 - August 06 at RON RUSSELL MIDDLE SCHOOL

August 2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Absence Reason   Sick Leave ▼

Time
Please enter a valid time range using the HH:MM AM format.

Custom ▼
11:46 AM to 03:15 PM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day ▼
07:30 AM to 03:30 PM

+ Add New Variation   Delete This Variation

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

18199999991

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

Stay cool, dude.

NEXT STEPS
Status ___

ABSENCE SUMMARY

Substitute Required
Yes

Variation #1
Monday, August 06, 2018
7:45 AM - 11:45 AM
Emergency

Variation #2
Monday, August 06, 2018
11:46 AM - 3:15 PM
Sick Leave

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4. On the calendar, select the day of the absence. Selected days will be highlighted in blue.

5. Under **Variation #1,** go to the **Absence Reason** drop down menu, please select the **first** type of paid leave you choose to use and the time frame of the absence. Please note that the "Other Paid Leave" bank houses Bereavement, Family Illness, & Emergency leave.

6. Then under **Time** select **Custom** from the drop down menu. Enter the time you will be absent associated with the paid leave code you chose in step 5.

7. Choose whether or not your position requires a substitute

8. To enter the **Substitute Report Time**, click on the link icon between **Time** and **Substitute Report Time** to enable you to adjust the **Substitute Report Time,** select the time the sub will need to report.

9. Under **Variation #2,** go to the **Absence Reason** drop down menu, please select the **second** type of paid leave you choose to use and the time frame of the absence. Please note that the "Other Paid Leave" bank houses Bereavement, Family Illness, & Emergency leave.

10. Then select **Custom** from the drop down menu under **Time.** Enter the time you will be absent associated with the paid leave code you chose in step 9.

11. Once you have selected the correct time of your absence, select the same date in the calendar to make it a darker blue shade.

19	20	21	22	23	24	25			07:45 AM to 11:45 AM		07:30 AM to 03:30 PM
26	27	28	29	30	31	1					

+ Add New Variation   **Delete This Variation**

Variation #2 - August 06 at RON RUSSELL MIDDLE SCHOOL

August 2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Absence Reason   Sick Leave ▼

Time
Please enter a valid time range using the HH:MM AM format.

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Custom ▼   Custom ▼

11:46 AM to 03:15 PM   11:46 AM to 03:15 PM

+ Add New Variation   **Delete This Variation**

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

18199999991

244 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

Stay cool, dude.

237 c

File Attachments

DRAG AND DROP FILES HERE

Uploaded Files

Related Files
David Douglas Lunch No
David Douglas Lunch Notice

File   No file chosen

✔ Create Absence   ✔ Create Absence & Assign Sub   Cancel

Variation #1
No Dates Selected

7:45 AM - 11:45 AM

Family Illness - L

Variation #2
Monday, August 06, 2018

11:46 AM - 3:15 PM

Sick Leave

12. Under **Notes to Administrator**, please enter the **Leave Number** issued to your by the Leave Coordinator. **THIS IS REQUIRED.** Under Notes to Substitute, you may add notes for the sub.

13. Upload any pertinent files for the sub.

14. A summary of your absence will appear on the right sidebar.

15. Confirm summary is correct and click **Create Absence**.

THINGS TO KNOW:

➢ You must enter your absence at least **2 hours** before the start of your scheduled shift. If you do not the system will not allow you to add the intermittent absence and you will have to notify your building secretary in order to add it for you.

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➢ If you deplete all of your paid leaves, you may choose **Unpaid Leave** from the **Absence Reason** drop down menu.