



College of Family and Consumer Sciences

Business and Finance Office

MEMORANDUM

TO: FACS Dean, Associate Deans, and Department/Unit Heads

FROM: Business and Finance Office

DATE: Tuesday, December 20, 2016

RE: Procedure for Approving Leave

The Business and Finance Office (BFO) is providing a guideline for units to use when approving time away from work for their employees. All UGA employees are expected to follow the attendance and leave policy. Here are a few links to reference:

<http://www.hr.uga.edu/paid-days-off> **Paid Days Off**

<http://www.busfin.uga.edu/forms/leave.pdf> **UGA Leave Form**

<http://policies.uga.edu/FA/nodes/view/1111/Time-away-from-work> **UGA Leave Policy**

For EXEMPT Employees:

- It is the responsibility of each department or unit, to enter leave into UGA's eLeave system at the time leave is taken.
- The primary task for inputting leave in the eLeave system resides with each unit's senior accountant.
- A leave form should be submitted to the supervisor once the employee has planned the leave; however, the department or unit can decide on the process and timing for the pre-approval of planned leave. A leave form for unplanned leave should be submitted within 5 business days of when the employee returns to work.
- Once the leave has been approved, the supervisor should communicate this to the employee.
- Leave hours taken must be entered into eLeave system within 10 business days of the absence.



- The employee should audit leave via the Self-Service portal each month to ensure all leave has entered the eLeave system correctly.
- Each unit's senior accountant is responsible for collecting, scanning onto the R drive (BFO dedicated server) and retaining the signed, original leave forms according to UGA and BOR retention policy.

For NON-EXEMPT Employees:

- It is the responsibility of each department or unit, to enter leave into UGA's time keeping system (Kronos) at the time leave is taken.
 - The supervisor may opt to have the employee enter their own leave into Kronos once approved. This is referred to as "editing rights".
 - Otherwise, the supervisor should enter the employee's leave in Kronos.
 - There are a few exceptions where the BFO counterpart will enter leave for the employees instead of the supervisors.
- A leave form should be submitted to the supervisor once the employee has planned the leave; however, the department or unit can decide on the process and timing for the pre-approval of planned leave. A leave form for unplanned leave should be submitted within the same pay period if possible or up to 5 business days of when the employee returns to work.
- Once the leave has been approved, the supervisor should communicate this to the employee.
- Each unit's senior accountant is responsible for collecting, scanning onto the R drive and retaining the signed, original leave forms according to UGA and BOR retention policy.
 - For the senior accountants, the original leave form should be submitted to their unit's BFO counterpart to scan, file and retain.
 - This ensures compliance with auditing checks and balances.
- It is the supervisor's responsibility to ensure a leave form has been submitted and all appropriate leave is entered in Kronos before approving each employee's timecard.
- Leave should be entered for the pay period in which it was taken.
- The employee should audit leave via the Self-Service portal each month to ensure all leave has entered the eLeave system via Kronos correctly.

CC: Department/Unit Senior Accountants

R Drive / HR / BFO / FACS Guidelines for Approving Leave