


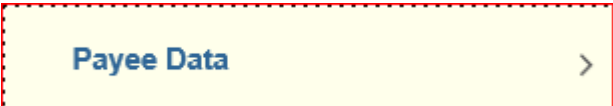









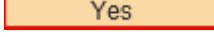





AM004.06: Entering Intermittent FMLA Leave

| Step | Action |
|------|--|
| 1. | On the Employee Self Service page, click the NavBar button.  |
| 2. | Click the Navigator button.  Navigator |
| 3. | Click the Global Payroll & Absence Mgmt menu.  |
| 4. | Click the Payee Data menu.  |
| 5. | Click the Maintain Absences menu.  |
| 6. | Click the Request Extended Absence menu.  |
| 7. | Populate the Last Name field. Last Name <input type="text" value="begins with"/> <input type="text"/> |
| 8. | Click the Search button.  |
| 9. | Populate the Expected Return Date field. Expected Return Date <input type="text"/> |



| Step | Action |
|------|---|
| 10. | Click the Drop Down icon associated with the Absence Type field.  |
| 11. | Click the FMLA Intermittent list item.  |
| 12. | Click the Drop Down icon associated with the Absence Name list.  |
| 13. | Click the FMLA Intermittent list item.  |
| 14. | Regular absence requests entered for the Intermittent FMLA Leave period are displayed in the Absence Request section.  |
| 15. | Click the Submit button.  |
| 16. | Click the Yes button.  |
| 17. | Click the OK button.  |
| 18. | You have successfully completed the Entering Intermittent FMLA Leave topic. End of Procedure. |