Steps to Request Leave through e-TIME

2. Click on the following: Time & Attendance/Welcome
   a. Choose: “All other employees: Click Here to access eTime.”
3. Once in e-TIME, click “My Actions”
4. Under Actions, click “Request Leave Time”
5. Please verify that your information is correct (Employee ID, Name and Manager): Click the drop down menu to select the appropriate Leave Category: FMLA/Medical/Military/Miscellaneous.
   a. **You may only choose one category (**Note: personal leave is located under “Miscellaneous” and must be approved by your department before submitting the request in e-TIME).
6. Click “Next”
7. Next, fill in the Leave Reason: Birth or Adoption/Care of Child/Care of Parent/ Care of Spouse/Certified Paternity/Employee **(Select Employee if the reason is due to the employee’s illness)/Military.” **You may only choose one category.
8. Select the Leave Frequency: “Continuous “or “Intermittent” **Note, Intermittent leave frequency means you will be taking off only some of your scheduled work time.
9. Next, fill in the Leave Start Date and Leave End Date. **Note, dates may be approximate for maternity leave.
10. Select the Leave Hours: “Same hours each day or Variable hours”
    a. **For example: If your leave frequency is intermittent, and you are requesting a range of 1 to 3 hours each Monday, you will select “Variable hours”.
11. Type in the Approximate Daily Leave Hours. **For example, if you are normally scheduled to work 8 hours each day and you are requesting continuous leave, you will type in “8”.
12. Finally, type in details regarding your leave request in the box labeled “Describe details of your Request”. **For example: “I am requesting 2 weeks of medical leave for surgery.”
13. Click “Send & Close” to submit your leave request.
14. Finally, if you are approved for Intermittent FMLA Leave, bi-weekly employees must complete the bi-weekly historical edit timecard and monthly employees must complete the Report of Absence Form (ROA) at the end of each pay period and write FMLA beside the hours due taken due to the approved FMLA reason. Submit the timecard to the Benefits Office via fax at 404-413-3324 or via E-Mail to: fmla@gsu.edu.

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