

Reporting FMLA/OFLA on Web Time Entry

The purpose of this form is to outline how to report your FMLA/OFLA use on Web Time Entry. Please note that some of the leave types referenced below are only available to certain employee classifications. Please reference your applicable conditions of employment and/or collective bargaining agreement for your applicable leave types.

Step 1 - Identify FMLA/OFLA Use

Identify how many hours of FMLA/OFLA protected leave you used in the month. Please note that FMLA/OFLA protects your leave taken, but does not provide payment. Payment for time taken will be made through use of your accrued or other available leaves.

Step 2 - Identify Paid Leave to Use

Identify how many hours of paid leave (vacation, sick, bereavement, special day, comp. time, personal, etc.) you have available. If you have enough paid leave to cover the FMLA/OFLA hours identified in Step 1, move to Step 3. If you do not have enough paid leave to cover the FMLA/OFLA hours identified in Step 1, please contact payroll@wou.edu right away to discuss leave without pay and other options.

Step 3 – Enter FMLA/OFLA Use and Leave in Web Time Entry

1. Open [Banner 9 Self Service](#) to access the Web Time Entry Platform.
2. Click on “Enter Time” on the right side of the screen.
3. Click on the applicable day of the month that you used FMLA/OFLA protected leave.
4. If a pop-up screen displays, click “Start Timesheet”. Otherwise, move to Step 5.
5. Select the applicable paid leave code that you would like to use in association with your FMLA/OFLA use. The leave code that you use should end with “(FMLA/OFLA)”.
 - a. For example, if you want to be paid for your FMLA/OFLA use via your accrued vacation, select “Vacation (FMLA/OFLA)”, and enter the applicable hours.
6. Repeat Steps 3-5 until all leave is entered, including both FMLA/OFLA related and FMLA/OFLA unrelated leave.
7. Click on “Preview” in the bottom-right of the screen.
8. Ensure that all data entered is accurate.
9. Click “Submit” in the bottom-right of the screen. Your entry will automatically route to your supervisor for approval.