

EARNED TIME AND PAID LEAVE WFM MANAGEMENT

Illinois has implemented a new Paid Leave for All Workers Act. Employees who are a 0.001 – 0.49 FTE will now accrue Earned Time (Paid Leave) hours into their ET bank as outlined in the Earned Time/Paid Leave policy. There is a new time code in WFM that will be available for use beginning April 1, 2024, ET-PaidLeave.

[Click here to view Riverside's Earned Time \(ET\)/Paid Leave policy.](#)

TIMESHEET MANAGEMENT

[Watch a demo of how to use the Paid Leave time off codes here.](#)

MARK AN EMPLOYEE ABSENT FROM SCHEDULE

To mark an employee as absent from the Advanced Schedule View:

1. Open schedule for applicable date(s)
2. Select shift assigned to employee who needs to be marked as absent
3. Click Book-Off
4. You can see the employee's current Earned Time balance from the Book-Off Wizard
5. Select appropriate book-off code
 - a. Earned Time:
 - i. EARNEDTIME: This time code translates to ETSCH on the timesheet
 - ii. CALLOFF: This time code translates to ETUNSCH on the timesheet and accrues 1 attendance point
 - iii. IVO-ET: This time code translates to ETIVO on the timesheet
 - iv. IVO-ET-STANDBY: This time codes translates to ETIVO with Standby on the timesheet
 - b. Paid Leave:
 - i. PAID LEAVE: This time code translates to ET-PaidLeave on the timesheet
 - c. Unpaid Time off:
 - i. UNPAID-EXCUSED: This time code translates to ABS on the timesheet
 - ii. CALLOFF-UNPAID: This time code translates to SICK on the timesheet and accrues 1 attendance point
 - iii. NOSHOW: This time code translates to ABS-UN on the timesheet and accrues 4 attendance points
 - iv. IVO-UNPAID: This time codes translates to IVO-UNPAID on the timesheet
 - v. IVO-UNPAID-STANDBY: This time code translates to IVO-UNPAID with Standby on the timesheet
6. Click Submit

Employee Balance Info

Balance	Unit	
ET	HOURS	66.3

MARK AN EMPLOYEE ABSENT FROM TIMESHEET

To mark an employee as absent from the Timesheet:

1. Open timesheet for employee for applicable dates

2. To mark all non-worked hours with the same absent time code, select the calendar icon  for the appropriate day
 - a. Select appropriate time off code
 - b. Click OK
 - c. Click Submit



3. To mark only certain hours/minutes with a specific time off code, select the pencil icon  for the appropriate day

- a. Click LTA
- b. Select appropriate time off code
- c. Enter a start and end time
- d. Click Submit

Time Code	Start Date	End Date	Start Time Date	Start Time	End Time
ET-PAIDLEAVE	03/11/2024	03/11/2024	03/11/2024	2:00p	3:00p

Submit Cancel

VIEW EMPLOYEE EARNED TIME BALANCES

You can view employee Earned Time balances from their timesheet to help manage whether to assign an ET time off code or unpaid time code to an employee.

1. Open timesheet for applicable employee/date
2. Select silhouette of person  to the left of employee name if viewing multiple employees or select on employee name if only viewing one employee
3. Scroll down to Employee Balances section to view ET balance
4. To get back to the employee timesheet, click the back arrow in your browser.

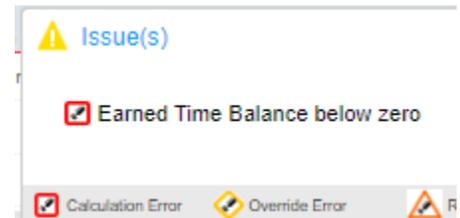
Employee Balances

Balance Name	Value
ET	0.4

EARNED TIME BALANCE BELOW ZERO

When employees do not have enough Earned Time to cover the day that Earned Time/Paid Leave is assigned to, an error on the employee timesheet will appear.

If the employee has some ET to cover the day, you can split the day by using ET for some of the scheduled hours while updating the rest to an unpaid time code.



Time Code Changes:

When an employee does not have enough ET/Paid Leave to cover their time off, the time codes should be changed in the following sequence:

- ETSCH changed to ABS
- ETUNSCH changed to SICK
- ETIVO changed to IVO-UNPAID
- ET-PaidLeave:
 - If used for a call off, then change time code to SICK.
 - If used for an approved absence, then change time code to ABS.