

FMLA for Payroll Coordinator

**Manage FMLA in
CV360**



CloudVergent 360

FMLA for Payroll Coordinators

Manage FMLA in CV360

Payroll Coordinators are responsible for submitting both intermittent or continuous FMLA leave request in CV360.

Payroll Coordinators must code FMLA in CV360 and Kronos if the FMLA request extends past the previous pay period (-2).

This SOP will primarily effect employee's that are using Continuous FMLA and will be out more than 2 consecutive pay periods.



Lesson Objective:

Upon the completion of the Submit an Absence lesson, you will be able to:

Objective

- Manage FMLA in CV360

FMLA for Payroll Coordinators

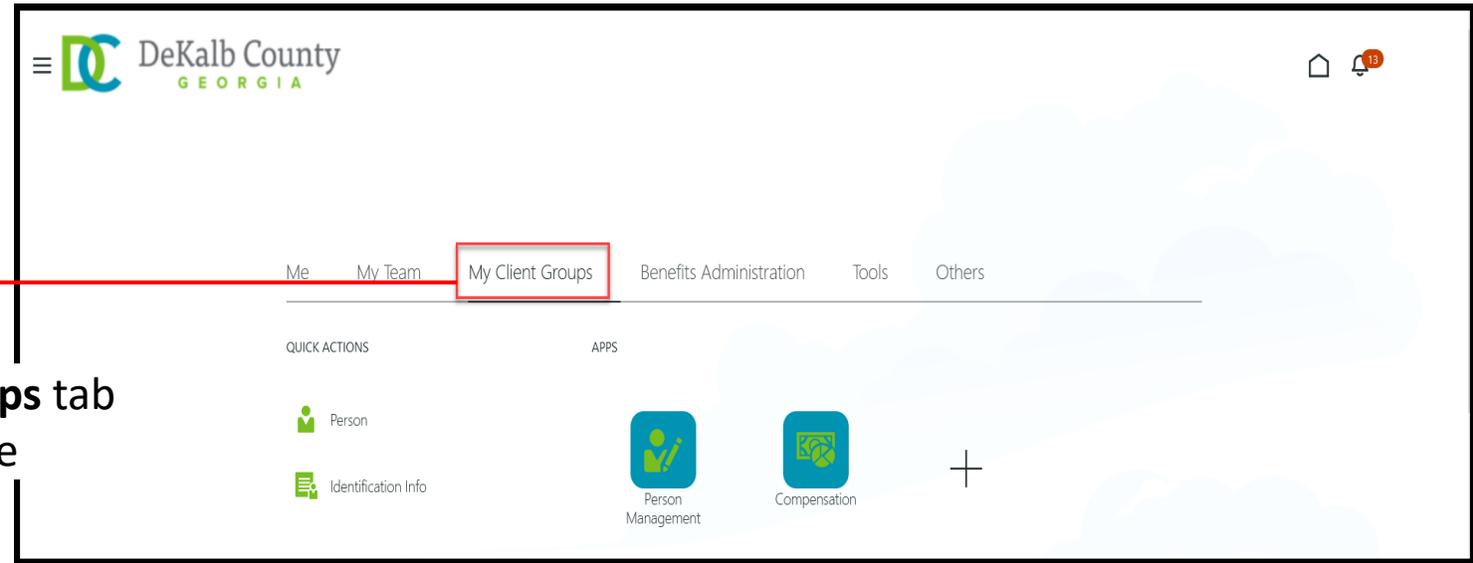
Submit Intermittent FMLA in CV360



Submit Intermittent FMLA in CV360

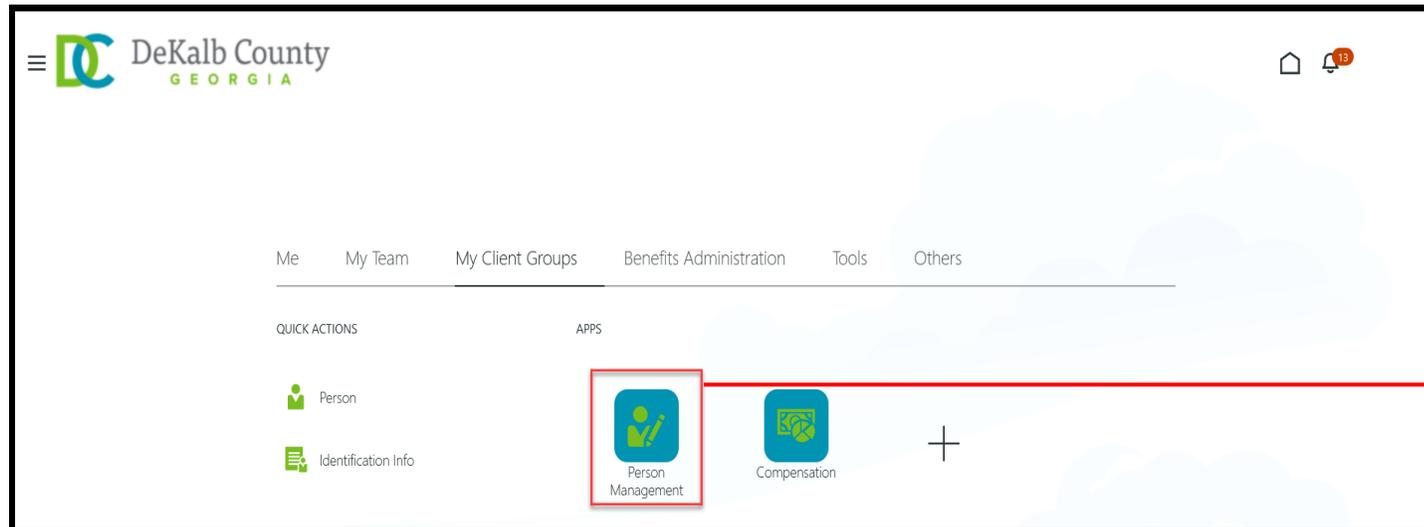
1

Select the **My Client Groups** tab from the CV360 homepage



2

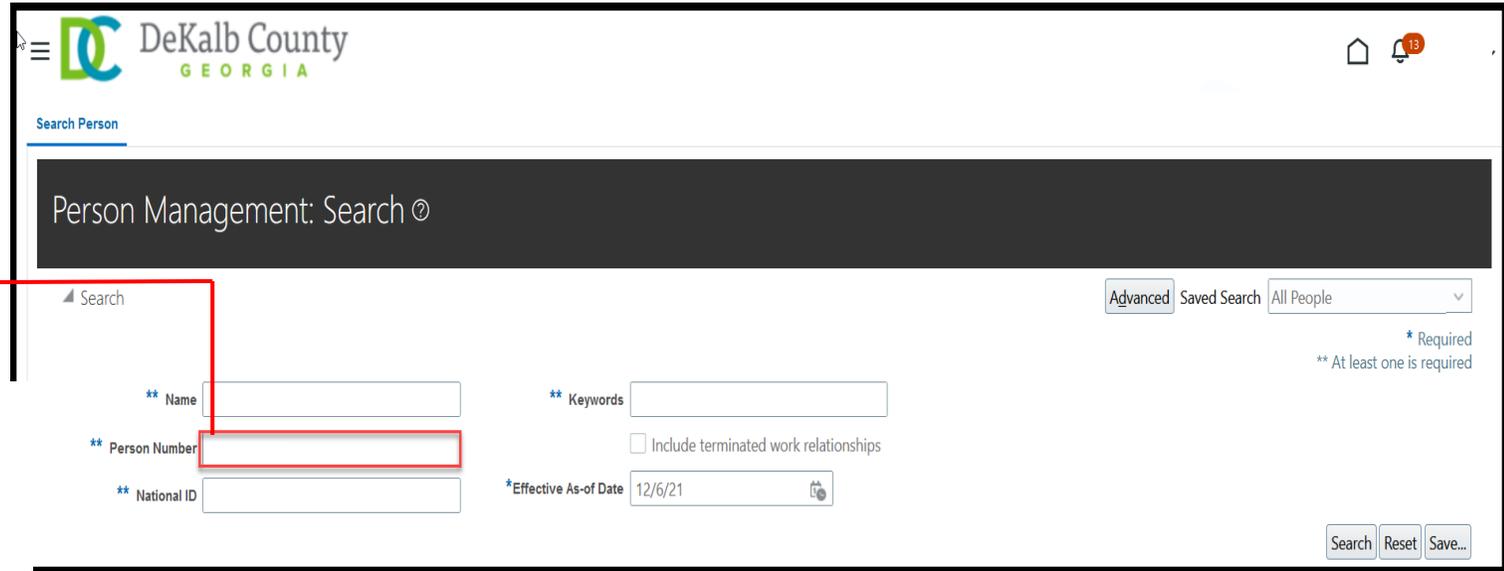
Select the **Person Management** tile within the Apps area



Submit Intermittent FMLA in CV360

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee



DeKalb County
GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

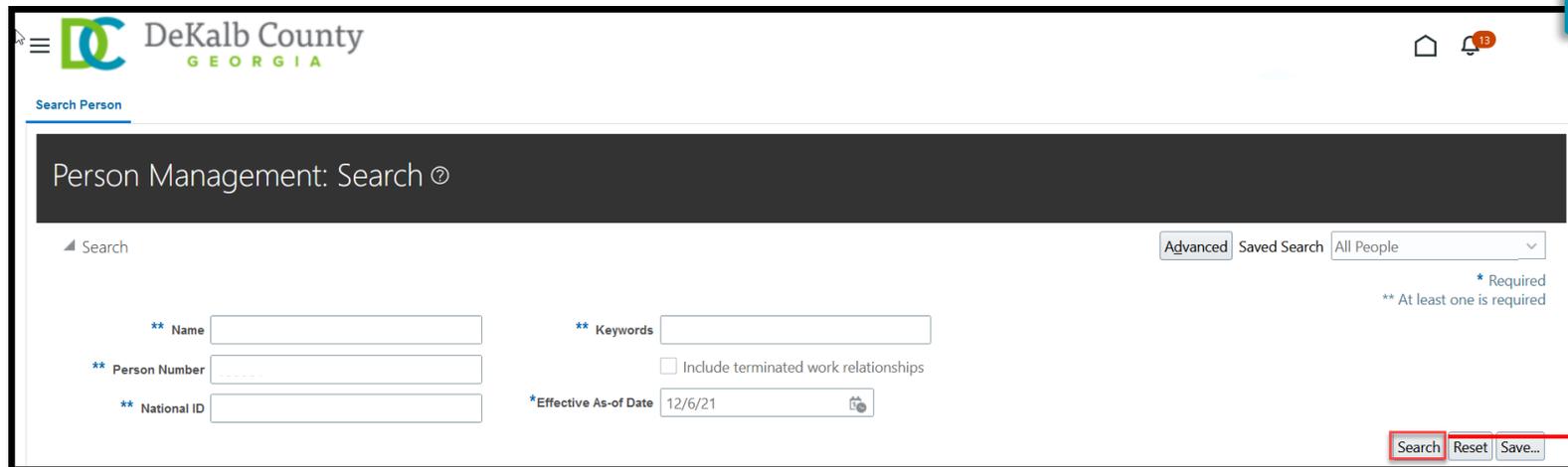
** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



DeKalb County
GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



*Employees may be searched by
**Name, Person Number, or by
Keywords***

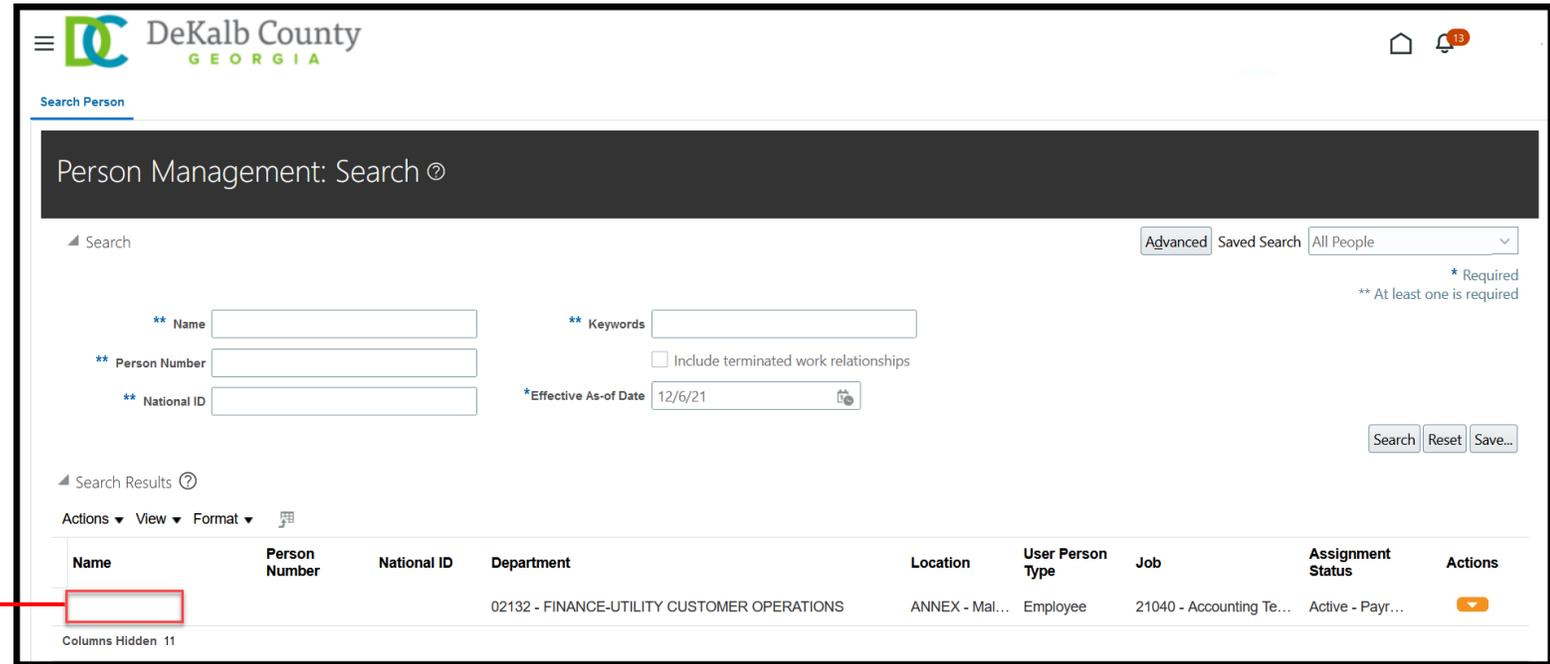
4

Select the
Search button

Submit Intermittent FMLA in CV360

5

From the **Search Results** section, select the **Employee's Name** link



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

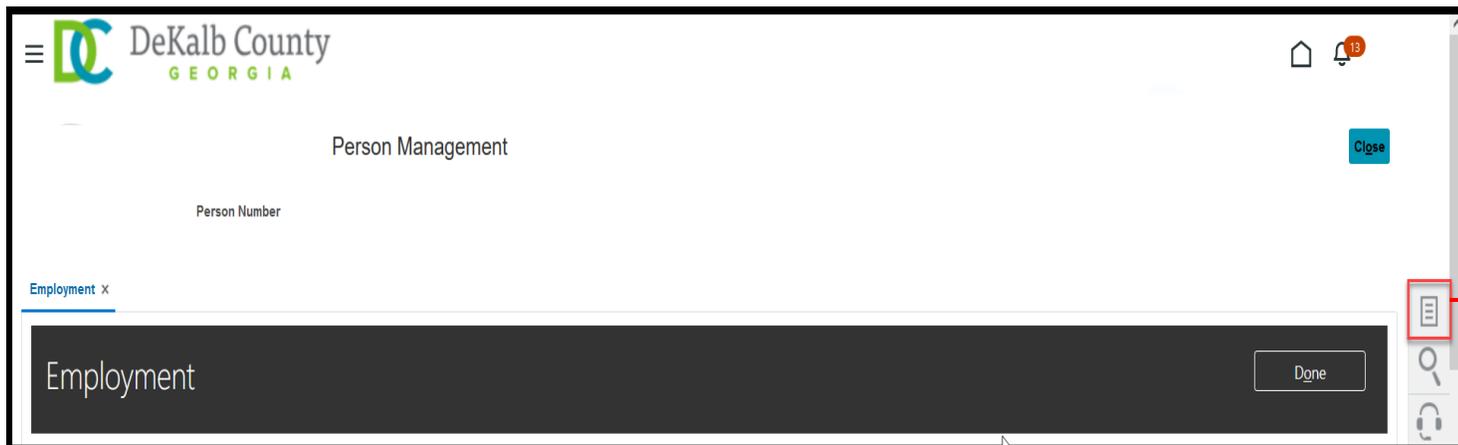
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the **Panel Drawer** icon



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment

Done

Panel Drawer icon

Submit Intermittent FMLA in CV360



The screenshot shows the CV360 user interface for DeKalb County, Georgia. The top left features the DeKalb County logo and name. The main content area is titled 'Employment' and displays details for a 'Work Relationship' with DeKalb County GA, including the worker type 'Employee' and hire date '1/1/20'. The assignment is identified as '21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, listing various navigation options. The 'Absences' section is highlighted with a red box, and the 'Absence Records' link within it is also highlighted. A red line connects this link to a callout box on the right.

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

Submit Intermittent FMLA in CV360

Existing Absences ⓘ

View ▾ + Add Recalculate ▾ Time Period Last 6 months Type Status ▾ Detach

Dates	Employer	Type	Assignment	Duration	Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	99150 - Gene...	10 Hours	Scheduled	<input type="checkbox"/> Administer <input checked="" type="checkbox"/> Withdraw <input type="checkbox"/> Withdrawn Record Deletion

Withdrawn the initial Sick Request submitted by the employee.

8

Absences

Most Recent or Current Absence

Type Sick Leave
Assignment 99150 - General Foreman
Dates 6/18/22 - 6/18/22
Status Completed
Duration 10 Hours

Next Scheduled Absence
None scheduled.

Warning ⚠
The selected record will be deleted. Do you want to continue?
OK Cancel

Pending Actions

Existing Absences ⓘ

View ▾ + Add Recalculate ▾ Time Period Last 6 months Type Status ▾ Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	150 - Gene...	10 Hours	Scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9

Select "OK" to validate the Absence Withdrawal

Submit Intermittent FMLA in CV360

Type Sick Leave
Assignment 99150 - General Foreman
Dates 6/18/22 - 6/18/22
Status Completed
Duration 10 Hours

None scheduled.

Pending Actions

Existing Absences ⓘ

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	99150 - Gene...	10 Hours	Withdrawn	✓	

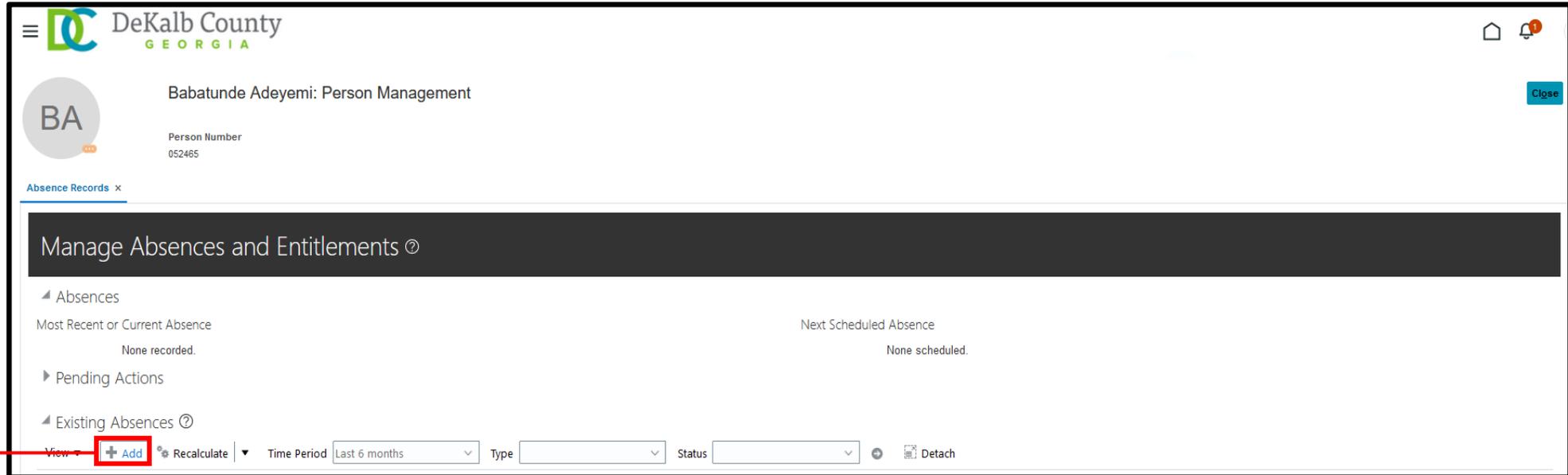
Payroll Coordinators may skip the withdrawal step if the employee previously requested (manager approved) FMLA leave through ESS



Validate the Leave Withdrawn request. Some employees may use an alternate leave code in place of Sick. Please reach out to FLMA-HRIS if you have questions about the submitted leave request.

After validating the leave withdrawal, Coordinators must resubmit the leave with the proper FMLA type.

Submit Intermittent FMLA in CV360



DeKalb County
GEORGIA

Babatunde Adeyemi: Person Management

Person Number
052465

Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence
None recorded.

Next Scheduled Absence
None scheduled.

Pending Actions

Existing Absences

View **+ Add** Recalculate Time Period Last 6 months Type Status Detach

10

Select the **Add** button from the Existing Absences section

Submit Intermittent FMLA in CV360

11

Select the **Advanced Mode** button from the Existing Absences section

Absence Administration ⓘ

Save Submit Cancel

*Absence Type Annual Leave **Advanced Mode**

*Assignment 46050 - Police Officer, Mas
46050 - Police Officer, Master
9008 - Polling Place Security Guard *

Basic Mode

Single day

*Start Date m/d/yy *Start Date Duration Hours

*End Date m/d/yy *End Date Duration Hours

Duration 0 Hours

Details Plan Use Action Items

Comments

Add Attachment None +

Legislative Information

Descriptive Information

Context Segment

Employees may have multiple jobs associated with their employment record. Select the appropriate Assignment to submit the leave request.



*Payroll Coordinators must select the **Advance Mode** button before entering leave for the employee. The leave request will not reflect on the Kronos timecard in Basic Mode.*

Submit Intermittent FMLA in CV360



Absence Administration

Save

Submit

Cancel

*Absence Type

Basic Mode

Assignment 46050 - Police Officer, Master

Advanced Mode

View **+ Add** Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Duration	* Job or Assignment or ID
--------------	----------	---------------------------

No data to display.

Total	0 Hours	
-------	---------	--

12

Select the **Add** button

Submit Intermittent FMLA in CV360



Users may receive an error message if the leave request is submitted for a day that does not match their Kronos schedule. Ensure you are requesting leave for a scheduled workday.

*Absence Type

Assignment 46050 - Police Officer, Master

Advanced Mode

View ▾ + Add + Add Range of Dates + Add Weekly Recurrences ✕ Delete

* Start Date	Duration	* Job or Assignment or ID
<input type="text" value="7/20/22"/>	<input type="text" value="10"/>	Hot 46050 - Police Officer, Master
Total		10 Hours

Rows Selected 1

[Details](#) [Plan Use](#) [Action Items](#)

The Duration field will auto populate. Coordinators have the option to change the absence duration.

13

Key in the appropriate **Start Date & End Date**

Absence submissions in CV360 are limited to whole hour, 0.5 hour, and 0.25-hour increments (to align with Kronos rounding rules).

Submit Intermittent FMLA in CV360

14

Save Submit Cancel

Absence Administration

*Absence Type FMLA

Basic Mode

Assignment 46050 - Police Officer, Master

Select the **Submit** button

Advanced Mode

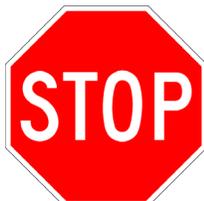
View + Add + Add Range of Dates + Add Weekly Recurrences X Delete

* Start Date	Duration	* Job or Assignment or ID
7/20/22	10	Hot 46050 - Police Officer, Master

Total 10 Hours

Rows Selected 1

Select the Save button to save the Absence request and submit it later



Payroll Coordinators may receive an error message if the leave request was submitted in Basic Mode. If the Error message appears, select ok, and resubmit the request in Advance Mode.

Submit Intermittent FMLA in CV360

Absences

Most Recent or Current Absence

Type: Holiday Bank With Pay - Taken
Assignment: 46050 - Police Officer, Master
Dates: 6/29/22 - 6/29/22
Status: Completed
Duration: 10 Hours

Next Scheduled Absence: None scheduled.

Pending Actions

Existing Absences ⓘ

View + Add Recalculate Time Period: Last 6 months Type: Status: Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	FMLA	46050 - Polic...	10 Hours	Scheduled	✓	

!

The status of the Absence request will display under the Existing Absences section

Submit Continuous FMLA in CV360

◀ Absences

Most Recent or Current Absence

Type Sick Leave

Assignment 80620 - Industrial Maintenance TechIII

Dates 7/1/22 - 7/1/22

Status Completed

Duration 1 Hours

▶ Pending Actions

◀ Existing Absences ?

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
8/8/22 - 8/19/22	DeKalb County GA	FMLA	80620 - Indu...	80 Hours	Scheduled	✓	⌵
7/25/22 - 8/5/22	DeKalb County GA	FMLA	80620 - Indu...	80 Hours	Scheduled	✓	⌵
7/20/22 - 7/22/22	DeKalb County GA	FMLA	80620 - Indu...	24 Hours	Scheduled	✓	⌵

In this continuous leave example, the employee has requested continuous FMLA through multiple (3) pay periods.

Payroll coordinators must submit FMLA for each pay period. This will prevent payroll issues downstream.

Be mindful of submitting FMLA leave on observant holidays e.g., Labor Day, Thanksgiving Break, Christmas Break.