



# Earned Time/Paid Leave in WFM

# TABLE OF CONTENTS

Viewing Earned Time Balances .....	3
Infor WFM.....	3
Balance Detail Report.....	3
Balance Summary Report.....	4
ETM/TimeClock.....	4
Mobility .....	4
Requesting Time Off .....	5
ETM/TimeClock.....	5
Mobility.....	6

# VIEWING EARNED TIME BALANCES

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

You can view your Earned Time balances in all three WFM applications: Infor WFM, ETM/TimeClock, and Mobility.

## Definitions:

1. **ET:** Current ET/PaidLeave balance
2. **ET-Annual:** ET you have accrued year to date
3. **ET-Annual Remain:** ET still eligible to earn by end of current year
4. **ET-PP:** ET accrued prior pay period
  - a. Please note: This is only populated on the date the ET posts to your ET plan from prior pay period. After the date it posts, the balance will be close to 0.
5. **Accrued:** ET hours accrued in the current calendar year
6. **Current:** Balance as of right now, not taking into account future planned ET
7. **Future Approved:** Requested and approved ET hours for the current calendar year
8. **Used:** ET hours used in the current calendar year

## INFOR WFM

Infor WFM allows you to run reports to view your current and historical Earned Time balances and accruals.

[Watch a demo of how to run Balance Reports here.](#)

To Access these reports:

1. Log in to Employee Self Service
2. Click Menu
3. Click Infor WFM
4. Click My Reports on the top toolbar

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## BALANCE DETAIL REPORT

The Balance Detail Report will include all ET/Paid Leave details based for a specified date range. This includes ET/Paid Leave accruals and usage.

1. Click Balance Detail Report
2. Enter your employee ID into the Employee ID field
3. Select ET as the Balance Type
4. Adjust the start and end dates for the date range of ET details you want to view
5. Click Go
6. If your report has multiple pages, remember to click Page Down on the bottom left
  - a. You can push this report into Excel or PDF using the appropriate icon on the upper-right hand corner

## BALANCE SUMMARY REPORT

The Balance Summary Report will provide an overview of your ET/Paid Leave plan details.

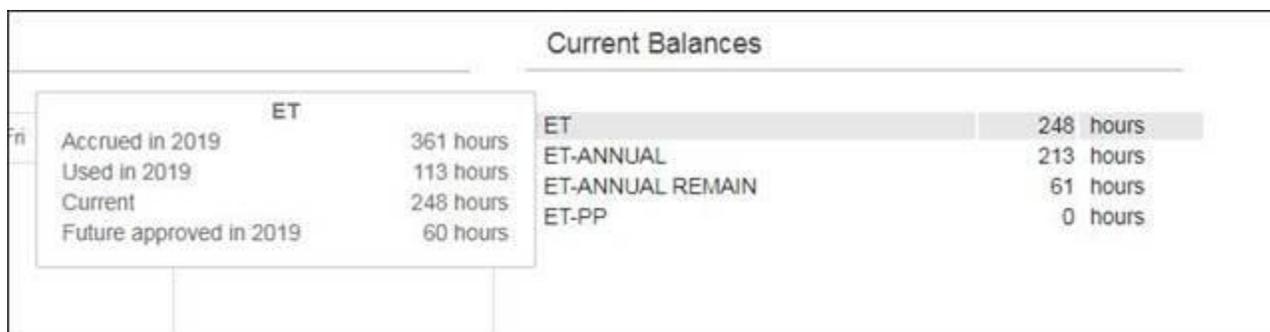
1. Click Balance Summary Report
2. Enter your employee ID into the Employee ID field
3. Click ALL next to Balance Type
4. Click Go

ET	ET-ANNUAL	ET-ANNUAL REMAIN	ET-PP	FMLA
241.10	174.12	82.00	0.01	.

## ETM/TIMECLOCK

The Vacation tab allows you to submit new time off requests and view approved or denied time off requests.

1. Click Vacation on the top toolbar
  - a. On the right of the screen you can see your earned time balances
  - b. As you hover over the titles under Current Balance you see more detailed information



Current Balances	
ET	
Accrued in 2019	361 hours
Used in 2019	113 hours
Current	248 hours
Future approved in 2019	60 hours
ET	248 hours
ET-ANNUAL	213 hours
ET-ANNUAL REMAIN	61 hours
ET-PP	0 hours

## MOBILITY

My Profile displays Earned Time balance information

1. Click the Menu button
2. Click My Profile
3. You can also view your individual earned time balances as well as projected balances at the end of the year

# REQUESTING TIME OFF

You can request time off including whether to use Earned Time or time off unpaid through ETM/TimeClock or Mobility.

[Watch a demo of how to request time off here.](#)

## ETM/TIMECLOCK

1. Double-click the TimeClock desktop icon.
2. Use two-factor authentication to access WFM.

The Vacation tab allows you to submit new time off requests and view approved or denied time off requests

1. Click Vacation on the top toolbar
  - a. You are brought to the current month's calendar view. You can see your approved, pending, denied and recalled days off indicated by different colors. On the right of the screen you can see your current earned time balance
2. To submit a time off request, click a day in the calendar
3. In the Type field, select the magnifying glass and click the type of time off request you would like to use
  - a. **ET Sched:** paid day off using hours in ET bank
  - b. **ET-PaidLeave:** Paid day off using hours in ET bank
  - c. **Special Request:** unpaid day off due to no ET hours in ET bank, or already using ET/Paid Leave up to FTE for week/pay period.
4. \*\*\*\*This step is for staff who do NOT have set schedules in WFM meaning their days/hours worked each week can change but they would like to be paid for their time off from their ET bank. This step is important if you do not have a schedule/shift in WFM.
  - a. Select the partial day checkbox
  - b. Enter a start and end time for ET so WFM knows how many hours of ET you are requesting for that day. If you typically work an 8-hour day, you want your ET request to match 8 hours if you are requesting the whole day off. For example, you could enter a start time of 8am and an end time of 4pm.
  - c. In the comments field, you can enter any comments you would like the scheduler or supervisor to see when responding to your time off request
5. Click OK
  - a. Your pending time off request appears on the calendar
6. To cancel a pending time off request, select the highlighted day in the calendar
7. Click Remove Request

The screenshot shows a 'New Time Off' form with the following fields and options:

- Type:** A dropdown menu with a magnifying glass icon.
- From:** A date field set to 09/12/2019 with a calendar icon.
- To:** A date field set to 09/12/2019 with a calendar icon.
- Reason:** A dropdown menu with a magnifying glass icon.
- Comment:** A text input field.
- Attachment:** A 'Choose File' button.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

## MOBILITY

The Time Off activity is where you can submit time off requests as well as view approved, denied and recalled time off requests

1. Click Menu
2. Click Time Off
  - a. You are brought to the current month's calendar view. You can see your existing time off requests and the pending or final status of those requests
3. To submit a new time off request, click the highlighted day in the calendar
4. In the Type field, click the magnifying glass
  - a. **ET Sched:** paid day off using hours in ET bank
  - b. **ET-PaidLeave:** Paid day off using hours in ET
  - c. **Special Request:** unpaid day off due to no ET hours in ET bank, or already using ET/Paid Leave up to FTE for week/pay period.
5. \*\*\*\*This step is for staff who do NOT have set schedules in WFM meaning their days/hours worked each week can change but they would like to be paid for their time off from their ET bank. This step is important if you do not have a schedule/shift in WFM.
  - a. Select the partial day checkbox
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  - c. In the comments field, you can enter any comments you would like the scheduler or supervisor to see when responding to your time off request
6. Click Apply Time Off
7. Click Submit Time Off
8. The request appears with a blue dot on the calendar
9. To cancel a time off request, select the highlighted day in the calendar
10. Click Cancel Time Off
11. In the confirmation screen, click Ok
12. The time off request no longer appears