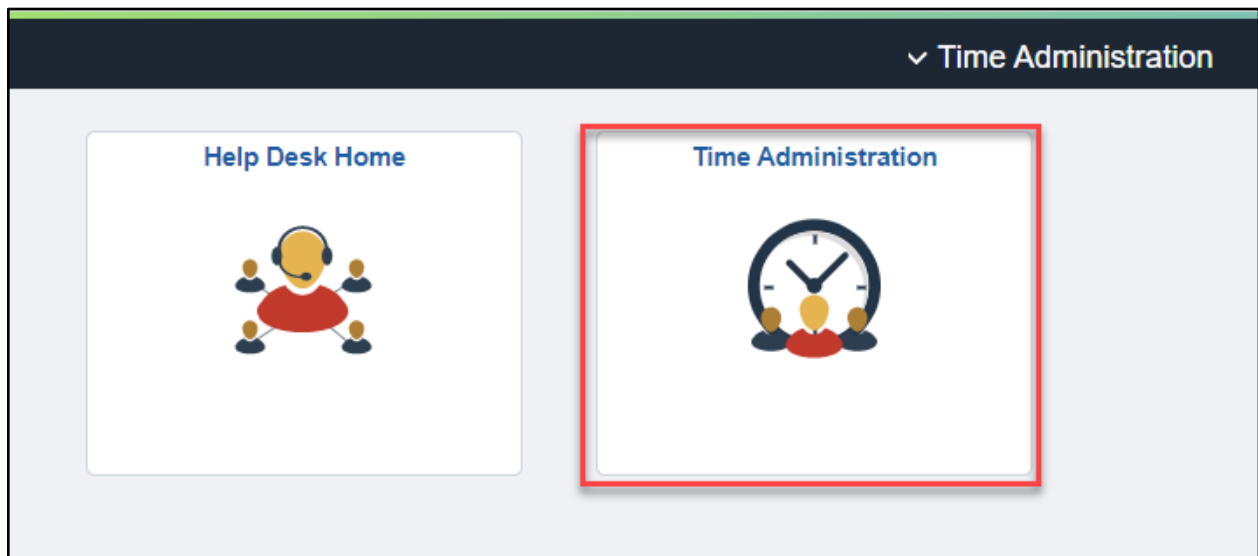


Paid Parental Leave (Time Administrator)

Once approved by GSA OHRM for Paid Parental Leave (PPL), a Time Administrator can enter a Paid Parental Leave Absence request in the system on behalf of an employee.

Enter Paid Parental Absence Request on behalf of the employee

1. From the Time Administration homepage, click on the Time Administration tile.



2. Click on Report Employee Time, enter the employee's information into the Employee Selection section. Click Get Employees.



Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Sheet Report

Report Time Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>
Taskgroup	<input type="text"/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

Change View

View By: Calendar Period Show Schedule Information

Date: 07/04/2021 [Previous Period](#) [Next Period](#)

[Load More Entries](#) [Load All](#) 100 of 12136 entries loaded

3. Select Employee and Click on Employee ID to be brought to their timesheet.

Employees For [redacted], Time Needing Approval From 07/04/2021 - 07/17/2021

1-1 of 1

[Time Summary](#) [Demographics](#)

Employee Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved	Denied Hours
[redacted]	[redacted]	Program Analyst	0.0	0.0	80.0			0.0	0.0

[Report Time](#)
[Approve Absence](#)

4. Select the Absence/OT tab to add an Absence Event.



Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Time Sheet Report

Employee ID: [Redacted]
 Information Technology, Special
 Empl Record: 0
 Earliest Change Date: 07/18/2021

Select Another Timesheet

*View By: Calendar Period
 *Date: 07/04/2021
 Scheduled Hours: 80.0
 Reported Hours: 80.0

From Sunday 07/04/2021 to Saturday 07/17/2021

Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Total	Time Reporting Code	Additional TRC	Labor Code	Task Code
			8.0	8.0			8.0	8.0	8.0	8.0	8.0			56.0	001-Regular Time	093		
	8.0													8.0	002-Holiday Observed			
		8.0	8.0											16.0	Annual Leave			

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	07/05/2021	Needs Approval	8.0	002	002-Holiday Observed	8.00	

5. Select Add Absence Event.

Absence Events

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>

[Add Absence Event](#)

6. Enter the Start Date and End Date of the Absence Event and Select Paid Parental Leave from the drop down menu. Select Submit.

Time Sheet Report

Save for Later **Submit**

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Select	Edit	*Start Date	End Date	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/08/2021	07/07/2021	3.00	Hours	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>
<input type="checkbox"/>	Edit	07/12/2021	07/12/2021	Hours	Details	New	Approval Monitor	Manager Absence Request	<input type="checkbox"/>

Absence Entitlement Balances



7. You can now view the Paid Parental Leave absence request on the employee's timesheet and adjust the hours of the regular schedule.

Timesheet

Employee ID: 00016260
 Empl Record: 0
 Earliest Change Date: 07/18/2021

Scheduled Hours: 80.0 Reported Hours: 80.0

From Sunday 07/04/2021 to Saturday 07/17/2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Additional TRC	Labor Code	Task Code
			8.0	8.0				8.0	8.0	8.0	8.0			48.0	001-Regular Time	093		
8.0														8.0	002-Holiday Observed			
		8.0	8.0											16.0	Annual Leave			
						8.0								8.0	Paid Parental Leave Adopt			

8. Go back to the Absence/OT tab and select the PPL request and Select Approve.

Absence Events

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	07/06/2021	07/07/2021	Annual Leave	16.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Edit	07/12/2021	07/12/2021	Paid Parental Leave Adopt	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Approval:

9. Go to the Reported Time Status tab and select all items needing approval by selecting Select All. Select Approve.



The screenshot shows the 'Report Employee Time' interface. At the top, there are 'Save for Later' and 'Submit' buttons. Below them are tabs for 'Reported Time Status', 'Summary', 'Absence/OT', and 'Exceptions'. The 'Reported Time Status' tab is active, displaying a table with the following data:

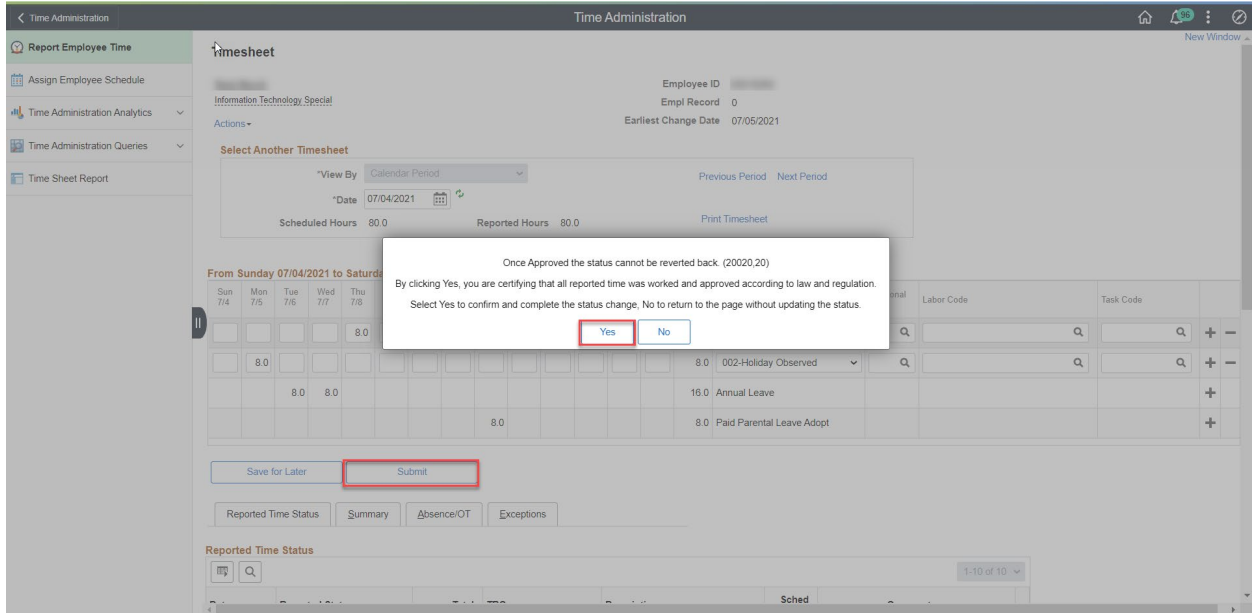
Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	07/05/2021	Needs Approval	8.0	002	002-Holiday Observed	8.00	
<input type="checkbox"/>	07/06/2021	Approved	8.0	040	Annual Leave	8.00	
<input type="checkbox"/>	07/07/2021	Approved	8.0	040	Annual Leave	8.00	
<input checked="" type="checkbox"/>	07/08/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/09/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/12/2021	Needs Approval	8.0	09958	Paid Parental Leave Adopt	8.00	
<input checked="" type="checkbox"/>	07/13/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/14/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/15/2021	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	07/16/2021	Needs Approval	8.0	001	001-Regular Time	8.00	

Below the table is an 'Approval' section with buttons: 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Approve' button is highlighted with a red box.

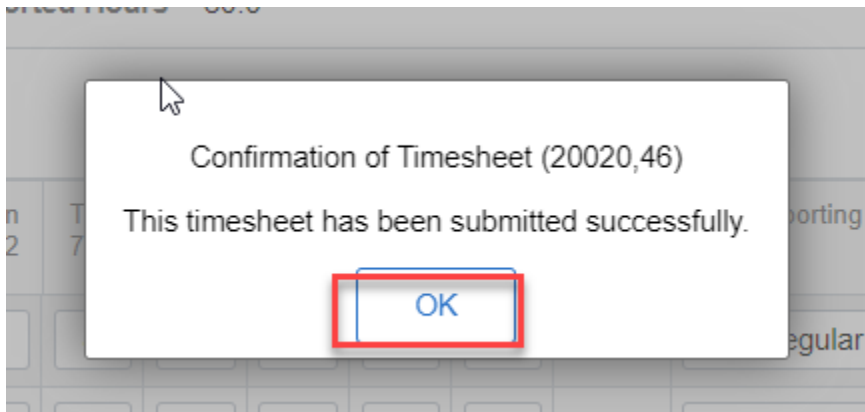
10. On the Approval Confirmation page, select Ok.

The screenshot shows the 'Approve Confirmation' dialog box. It features a blue checkmark icon and the text 'Selected transactions were successfully approved.' Below this text is an 'OK' button, which is highlighted with a red box.

11. Select Submit on the timesheet and select Ok to the pop up warning message.



12. Select Ok to the Confirmation of timesheet pop up message.



Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov



- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)