

eLAS Org Admin Training

Certifying Employee
Current Month Available Balances



Welcome to Training and Development

Three ways to certify

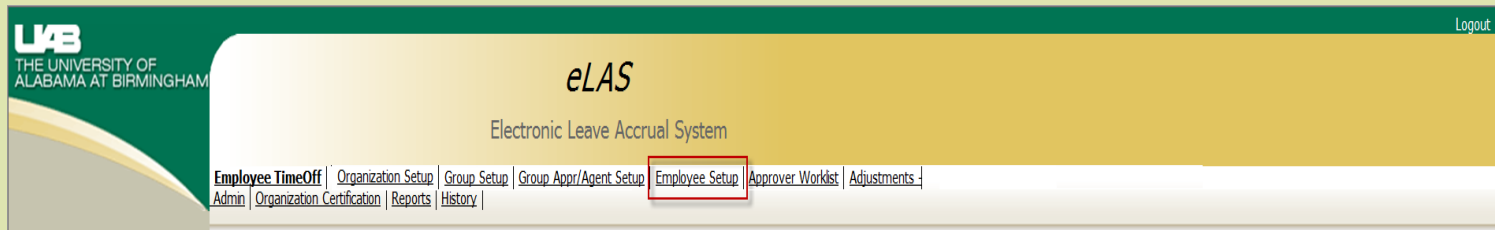
1. Employee can certify their Current Month Available Balances
2. Org Admin can certify an employee's Current Month Available Balances using the:
 - Organization Certification Screen
3. Certify Current Month Available Balances for all monthly paid employees within an Organization

1. Employee can certify their Current Month Available Balances

- Org Admin prompts an “**Off Cycle**” certification for the employee to certify their Current Month Available Balances

Prompting an “Off Cycle” certification:











- Click on the **Employee Setup** tab



On the Employee Setup Screen:

- Select the Organization Code
- Locate the employee's name in listing
- Click on edit icon next to employee's name

Select an Organization 45500000 Physics

Employee Setup										
Edit	Full Name	Blazer ID	Work Hours	Group #	FTE	Group Name	Assign To A Different Org	Open Certifications	Senior Admin	Faculty
	Bain, Amy	ABAIN	8	734	1	Default Group 455000000				
	Camata, Renato P	CAMATA	8	734	1	Default Group 455000000				Y
	Catledge, Shane Aaron	CATLEDGE	8	734	1	Default Group 455000000				Y
	Devore, Todd E	DEVORE	8	734	1	Default Group 455000000				Y
	Fedorov, Vladimir Vadimovich	VFEDOROV	8	734	1	Default Group 455000000				Y
	Gao, Shouguo	SGAO	8	734	1	Default Group 455000000				
	Harrison, Joseph G	JGHARRIS	8	734	1	Default Group 455000000				Y
	Hilton, David	DHILTON	8	734	1	Default Group 455000000				Y
	Kapoor, Rakesh	RKAPOOR	8	734	1	Default Group 455000000				Y
	Kawai, Ryoichi	KAWAI	8	734	1	Default Group 455000000				Y

On the Create/Edit Employee Record:

- Click in the Open Certifications “Yes” check box
- Click on Save

Create / Edit Employee Record

Undo Close **Save**

Name Harrison, Joseph G

FTE 1

Work Hours 8

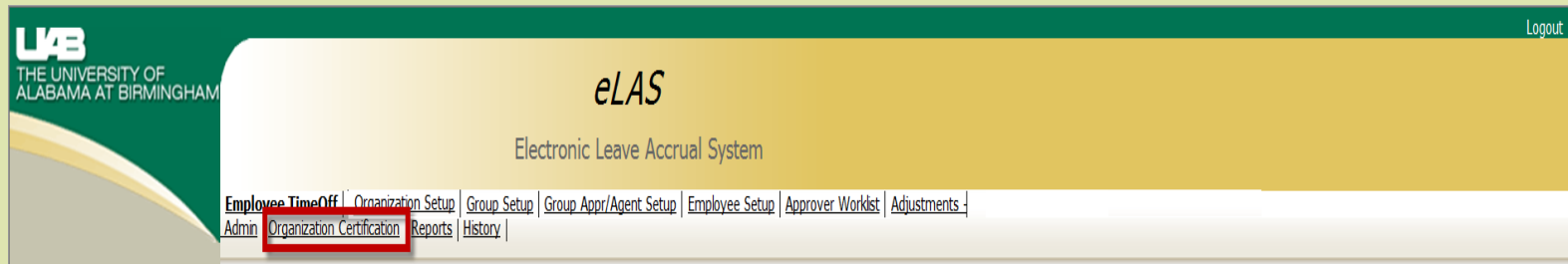
Group Name Default Group 455000000 ▾

Assign to Org ▾

Open Certifications Yes
(This option is most commonly used for off-cycle certifications, e.g. leaves, transfers, and terminations)

2. Org Admin can certify an employee's Current Month Available Balance using the:

- Organization Certification Screen
 - Click on the Organization Certification tab



Organization Certification Screen

- Click on the **View** link for the appropriate Organization Code to open **Organization Details** box

Organizations				
	Organization	Administration Level	Certification Complete	# Emps Not Certified
View	455000000	Administrator	N	33
View	114302000	Administrator	N	4

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Organization Details
Click on View to see details


Organization Certification Screen

- Click on the **Recertify** link next to the employee's name
- Review employee's **Current Month Available Balances** and Time Off History
- Click on red **Certify** button

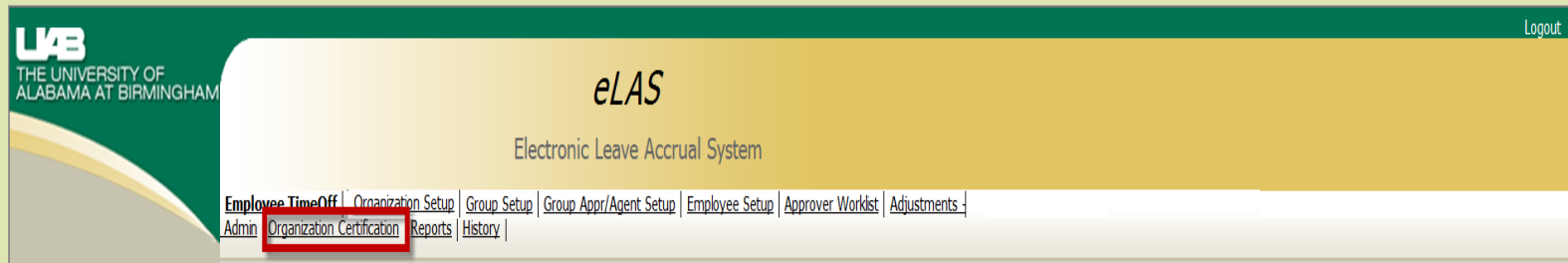
Employee Name	Organization	Alternative Work Schedule	Service Date	FTE	Vacation Rate	Sick Rate	Personal Holiday Rate
Harrison, Joseph G	Physics	N/A	01-SEP-1986	1	1.83	.83375	3

Balances	Vacation	Sick	Personal Holiday	Last Certification Date
Current Month Available Balances	28	58	1	01-JAN-2011
Last Certification Balances	0	0	3	01-JAN-2011
January 1st Balances	0	0	3	01-JAN-2011

By pressing the certify button you are verifying that your available balances are correct.



3. Certify Current Month Available Balances for all monthly employees within an Organization using the:
 - Organization Certification Screen
 - Click on the **Organization Certification** tab



Organization Certification Screen

- Click on the **View** link for the appropriate Organization Code to open **Organization Details** box
- Click on the **Certify Org to HR** button

Organizations										
	Organization	Administration Level	Certification Complete	# Emps Not Certified						
View	455000000	Administrator	N	33						
View	114302000	Administrator	N	4						

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Organization Details										
Certify Org To HR										
	Employee Certified	Blazer ID	Employee Name	Pending Docs	Organization	Last Cert Vac Balance	Last Cert Sick Balance	Last Cert PH Balance	Last Cert Date	Certification Cycle
Re-Certify	Y	ABAIN	Bain, Amy	0	455000000	0	0	3	01-JAN-2011	Annual
Re-Certify	Y	CAMATA	Camata, Renato P	0	455000000	0	0	3	01-JAN-2011	Annual
Re-Certify	Y	CATLEDGE	Catledge, Shane Aaron	0	455000000	0	0	3	01-JAN-2011	Annual
Re-Certify	Y	DEVORE	Devore, Todd E	0	455000000	0	0	3	01-JAN-2011	Annual
Re-Certify	Y	VFEDOROV	Fedorov, Vladimir Vadimovich	0	455000000	0	0	3	01-JAN-2011	Annual
Re-Certify	Y	SGAO	Gao, Shouguo	0	455000000	0	0	3	01-JAN-2011	Annual