eLAS Org Admin Training

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What is eLAS?

Electronic Leave Accrual System

- Web based application

- Manage/Track benefit time accruals & usage

- Monthly paid employees

New eLAS User Tasks

- Designate a person as the eLAS Org Admin
- Complete eLAS User Request/Approval Form
- eLAS Org Admin attend eLAS Admin Training
- Forward Approvers and Approval Levels to Organization Workflow Officer for WAM setup
- Verify accuracy of WAM setup for eLAS Doc Type
- Download and complete the eLAS Accrual Balance Upload Form. Email completed form to: HReLAS@uab.edu

WAM – eLAS Document Type

eLAS Time Off Request Approval Path

- Oracle WAM – eLAS Document Type

- Org Default Group – Approvers

- Approve/Reject Requests

eLAS Employee Time Off Screen

Create Time off Request

Time Off

Rows 15 ▾ Go

Create Time Off Request ?

Please Note:

1. All time off requests must begin and end in the same month

2. There is a six month entry limit for time off requests

Complete Time Off Request Form

eLAS
Electronic Leave Accrual System

Current Month Available Balances

Vac/Sick/PH displayed in days are based on work hours

	Days
Vac	19.85
Sick	20.15
PH	0

	Hours
Vac	158.8
Sick	161.21
PH	0

PH displayed in days only

CY Approved to EOM

	Days
Vac	6
Sick	8
PH	3

Create/ Edit Time Off Request

[Close] [Submit]

Request # New Request
Status New
Leave Type Vacation ▼
From Date [_____]
To Date [_____]
# of Days [____]

Comment [_____]

*Minimum value for days off is .5 days

Approvers and Org Admins | Calendar | 12 Month View | Leave Types

1. Select Leave Type from Drop Down
2. Enter From and To Date
3. Enter # of Days
4. Enter Comments if applicable
5. Click Submit
6. Request is sent into the approval path.

Please Note: Other links can be accessed from the request form

Informational Links

- **12-Month View:** offers a *projected* view through to the end of the current year.
- **Calendar:** displays requests that have been created and submitted for approval within an organization or work group.
- **Designated Holidays:** displays a list of the official UAB Designated Holidays for the current calendar year.
- **Leave Policies**: directs you to the **UAB You and UAB Handbook**.
- **Contacts**: displays who to contact if you experience issue with the *eLAS* system.

Links

- 12 Month View
- Calendar
- Designated Holidays
- Leave Policies
- Contacts
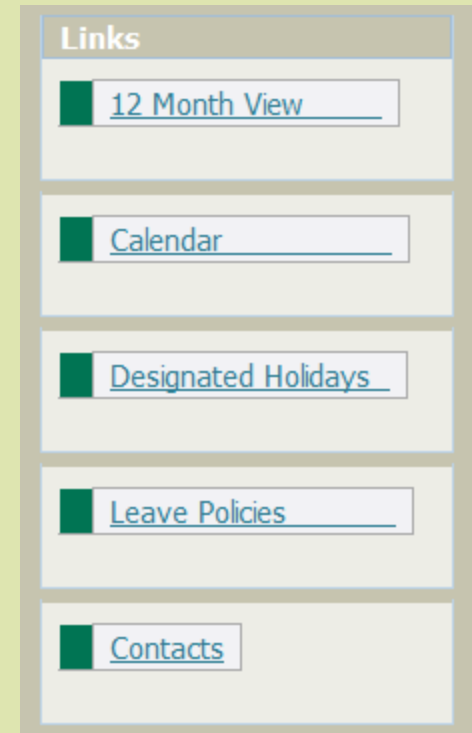
Organization SetUp Screen

Assign Organization Certification Cycle

- Monthly, Quarterly, Semi Annual, Annual

Create Administrator Record

- Assign/End

Group Setup Screen

Create Work/Approval Groups

eLAS Work Group Structure

Create Group(s)
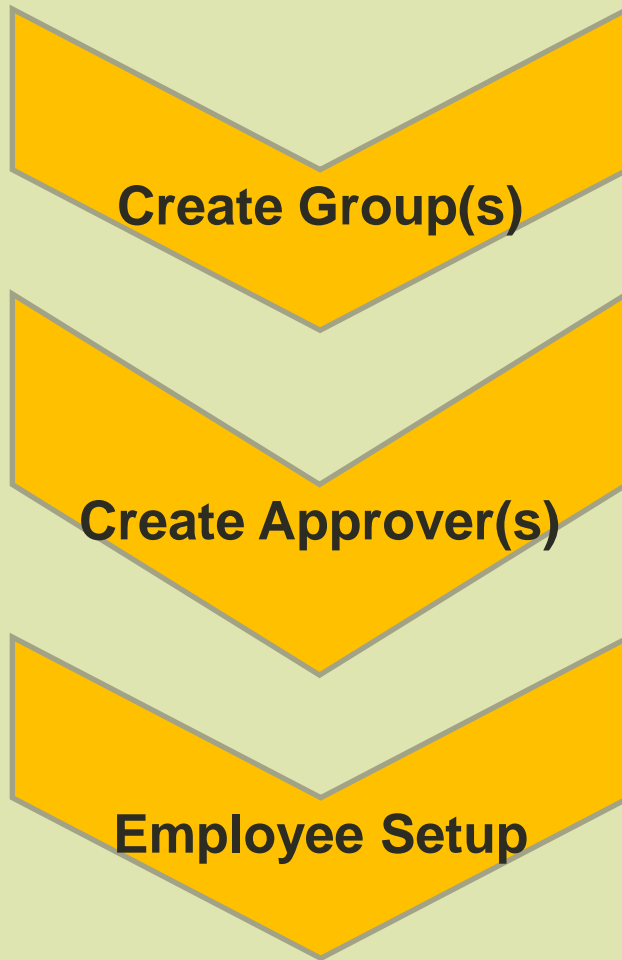
- Give each group a name

Create Approver(s)

- Assign Approver to Group

Employee Setup

- Assign Employee(s) to Group

Group Appr/Agent Setup Screen

Assign/End Date Approvers to Work Groups

Assign/End Date Agent Submitters

Electronic Leave Accrual System

Select an Organization 114302000 HRM Data Systems ▼

Group Approver Setup

Create Approver Record →

Edit	Group Name	Name	Blazer ID	Approval Level	End Date
📝	Default Group 114302000	Roser, Donald P	ROSERDPA	1	
📝	HRM-TECH-01	Roser, Donald P	ROSERDPA	1	

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Create/ Edit Group Approver Record

Undo Close Save

Group Name Default Group 114302000 ▼

Name Roser, Donald P - ROSERDPA - Level: 1 ▼

End Date [   ] 📅

Agent Submitter Setup

Create Agent Submitter Record →

Edit	Group Name	Name	Blazer ID	End Date
📝	Default Group 114302000	Aaron, Kimberly S	KAARON	
📝	HRM-TECH-01	Aaron, Kimberly S	KAARON	
📝	Default Group 114302000	Roser, Donald P	ROSERDPA	
📝	HRM-TECH-01	Roser, Donald P	ROSERDPA	

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Create/ Edit Agent Submitter Record

Undo Close Save

Group Name Default Group 114302000 ▼

Name McGlone, Carrie D - HALEY ▼

End Date [   ] 📅

Employee Setup Screen

Define Employee Work Hours

Assign Employee to Work Group

Assign Employee to Different Org for Approvals

Open "Off Cycle" Certification

eLAS

Electronic Leave Accrual System

Employee TimeOff | Employee TimeOff - Admin | Organization Setup - Admin | Organization Setup | Group Setup - Admin | Group Setup | Group Appr/Agent Setup | **Employee Setup** | Approver Worklist - Admin | Adjustments - A

Select an Organization   114302000 HRM Data Systems

1. Select Org
2. Click on Edit next to Emp
3. Create/Edit Employee Record

Employee Setup

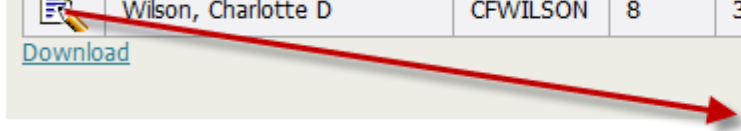| Edit	Full Name	Blazer ID	Work Hours	Group #	FTE	Group Name	Assign To A Different
📝	Aaron, Kimberly S	KAARON	8	374	1	Default Group 114302000	
📝	Davis, Elaine Renee	RGREGORY	8	374	1	Default Group 114302000	
📝	Ponder, Anthony L	APONDER	8	374	1	Default Group 114302000	
📝	Smith, Martin Clyde	MCSMITH	8	374	1	Default Group 114302000	
📝	Wilson, Charlotte D	CFWILSON	8	374	1	Default Group 114302000	114302000

Download

Create / Edit Employee Record

Undo   Close   Save

Name Wilson, Charlotte D

Work Hours 8

Group Name Default Group 114302000 ▾

Assign to Org 114302000 HRM Data Systems ▾

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

Administrative Screens

- Adjustments – Admin
- Organization Certification
- Reports

Adjustments – Admin Screen

- Employee Home Org can adjust current month available balances
- Enter correct/new Current month Available Balance(s)
- Select reason for adjustment
- Enter comments to explain adjustment and
- Initials of person entering adjustment

eLAS

Electronic Leave Accrual System

Employee TimeOff | Organization Setup | Group Setup | Group Appr/Agent Setup | Employee Setup | Adjustments -
Admin | **Organization Certification** | Reports | History |

Organizations

	Organization	Administration Level	Certification Complete	# Emps Not Certified
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	KAARON	Aaron, Kimberly S	0	114302000	24.69	4.36	0	11-JAN-2011	Annual
Re-Certify	Y	APONDER	Ponder, Anthony L	0	114302000	8.03	36.79	2	01-JAN-2011	Annual
Re-Certify	Y	ROSERDPA	Roser, Donald P	0	114302000	44	183.68	1	01-JAN-2011	Annual
Re-Certify	Y	MCSMITH	Smith, Martin Clyde	0	114302000	14.42	26.17	3	01-JAN-2011	Annual

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Organization Certification Screen

- Review employee certification dates
- Review employee balances as of last certification date
- Re-Certify employee's Current Month Available Balances
- Certify entire Org to HR

History Screen

- View Certification Balance History

- View Balance History

- Request History

Reports Screen

Reports - Approvers

Approver Reports	Report Description
Approvers and Requestors by Group by Approval Level	Displays requestors by approver, grouped by approval groups and by approver levels
Calendar Details List View	Displays a Calendar List View of timeoff requests, including approval status, leave type, and number of days. Filters include Timeoff Requestor, Approval Group and Date Range.
Employee History Print View by Year	Employee History Print View by Year. Filters include Organization, Employee Name, and Year.
Employee Year End Balances by Org	Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.
Requestor Current Balance with Time Off Details	Displays requestor balance and time-off details for a specific date range. This is a drillable report allowing you to drill to the request level details by requestor.

Reports - Organization Administrators

Organization Administrator Reports	Report Description
Accrual History by ORG	Displays accrual history details for timeoff requestors by Organization, details include accrual amounts and before and after balance values displayed in hours and days by requestor. Filters include Organization and Timeoff Requestor.
Approvers and Requestors by ORG by Group by Approval Level	Displays requestors by org by approver, grouped by approval groups and by approver levels
Calendar Details List View by ORG	Displays a Calendar List View of timeoff requests, including approval status, leave type, and number of days. Filters include Timeoff Requestor, Approval Group and Date Range.
Certification Details by ORG	Displays certification details for timeoff requestors by Organization, details include certification cycle and status by requestor. Filters include Organization and Timeoff Requestor.
Counts by Leave Type by Year by Employee	Displays counts by leave type by year. Additional filters include year and organization.
Employee History Print View by Year	Employee History Print View by Year. Filters include Organization, Employee Name, and Year.
Employee Year End Balances by Org	Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.
FTE Differences in Oracle/eLAS by ORG	Displays any Differences between Oracle and eLAS FTE by Employee by Organization. Filters include Organization.
Point in Time Balance History by Employee by Month by Year	Displays point in time balance history for a specific employee by month by year. An additional filter allows for the selection of Manual Adjustments only.
Requestor Current Balance with Time Off Details by ORG	Displays requestor balance and time-off details for a specific date range. This is a drillable report allowing you to drill to the request level details by requestor.
Terminated - Requestor Current Balance with Accrual History and Time Off Details by ORG	Displays a terminated requestor balance and time-off details for a specific date range by org. This is a drillable report allowing you to drill to the request level details by requestor.

eLAS Approver Worklist and Form

Logging Out

Training Options

- eLAS Online Documentation
  - [UAB - Human Resources - eLAS](#)
- Clinic – Every Thursday 2:00–3:30 (AB60)
- Instructor Led Classes offered through Organizational Learning and Development