

# 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

**WAM** Query Roles Reports Help/FAQ

Org Filter:  Find:

Use % as a wildcard.

UAB Organizations [Clear]

- 114000000 Office of Chief Human Res
- 114001000 HRM Consultants
- 114200000 HR Employee Relations, C
- 114201000 Employee Relations
- 114202000 Child Development Center
- 114203000 On the Job Injury Program
- 114300000 HRM Organizational Devel
- 114301000 Development & Training**
- 114302000 HRM Data Systems
- 114400000 HRM Employment Service:

HR

System

- ACF BANNER
- ACF ORACLE
- DISCLOSURE
- ELAS
- TRAVEL


| Organization | Document Type | Approver Name      | BlazerID | Lvl | Grp | Amt From | Amt To |
|--------------|---------------|--------------------|----------|-----|-----|----------|--------|
| 114301000    | ELAS          | Burks, Pamela Gray | PBURKS   | 1   |     |          |        |
| 114301000    | ELAS          | Hartley, Alyce     | AHARTLEY | 1   |     |          |        |
| 114301000    | ELAS          | Maner, Michael     | MRMANER  | 1   |     |          |        |

Showing 1 to 3 of 3 entries

# **eLAS** Time Off Request Approval Path

- Oracle WAM – eLAS Document Type
- Org Default Group – Approvers
- Approve/Reject Requests

# eLAS Employee Time Off Screen



## eLAS

Electronic Leave Accrual System

Logout

**Current Month 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      |

**CY Approved to EOM**

|      | Days |
|------|------|
| Vac  | 6    |
| Sick | 8    |
| PH   | 3    |

**Jan1st Balances**

|      | Days  |
|------|-------|
| Vac  | 10.82 |
| Sick | 20.65 |
| PH   | .422  |

**Links**

- Calendar
- 12 Month View
- Designated Holidays
- Leave Policies
- Approvers/Admins
- Contacts

**Navigation Task Tabs**

[Employee TimeOff](#) | [Employee TimeOff - Admin](#) | [Organization Setup - Admin](#) | [Organization Setup](#) | [Group Setup - Admin](#) | [Group Setup](#) | [Group Appr/Agent Setup](#) | [Employee Setup](#) | [Adjustments - Admin](#) | [Utilities](#) | [Organization Certification](#) | [Reports](#) | [History](#)

**System Alert Messages**

Select an Employee: Wilson, Charlotte D - CFWILSON

**Employee Demographics**

| Organization                              | Work Hours | Employee Name       | Employee Number | Alternative Work Schedule | Service Date |
|---|------------|---------------------|-----------------|---------------------------|--------------|
| HRM Organizational Learning & Development | 8          | Wilson, Charlotte D | 1034115         | N/A                       | 18-JUN-2006  |

| Vacation Rate | Sick Rate | PH Days/Rate | FTE |
|---------------|-----------|--------------|-----|
| 1.67          | .83       | 3            | 1   |

**Time Off**

Search:  Go Rows: 15 Actions

[Create Time Off Request](#) FAQs

**Create Time Off Request button**

| Current Year Request History |                  |             |             |           |            |                         |          |                     |             |                                  |  |  |
|------------------------------|------------------|-------------|-------------|-----------|------------|-------------------------|----------|---------------------|-------------|----------------------------------|--|--|
| Request #                    | Leave Type       | From Date   | To Date     | # of Days | # of Hours | Comment                 | Status   | Last Approved Level | Submit Date | Approval History                 |  |  |
| 511530                       | Personal Holiday | 12-OCT-2012 | 12-OCT-2012 | 1         | 8          | School Field Trip       | Approved | 1                   | 28-AUG-2012 | <a href="#">Approval History</a> |  |  |
| 518909                       | Vacation         | 07-SEP-2012 | 07-SEP-2012 | 1         | 8          | Funeral                 | Approved | 0                   | 11-SEP-2012 | <a href="#">Approval History</a> |  |  |
| 506148                       | Personal Holiday | 20-AUG-2012 | 20-AUG-2012 | 1         | 8          | First Day of School     | Approved | 0                   | 16-AUG-2012 | <a href="#">Approval History</a> |  |  |
| 498871                       | Personal Holiday | 03-AUG-2012 | 03-AUG-2012 | 1         | 8          | -                       | Approved | 0                   | 02-AUG-2012 | <a href="#">Approval History</a> |  |  |
| 496557                       | Sick             | 23-JUL-2012 | 23-JUL-2012 | .5        | 4          | -                       | Approved | 0                   | 25-JUL-2012 | <a href="#">Approval History</a> |  |  |
| 481800                       | Vacation         | 02-JUL-2012 | 02-JUL-2012 | 1         | 8          | -                       | Approved | 1                   | 20-JUN-2012 | <a href="#">Approval History</a> |  |  |
| 473636                       | Sick             | 01-JUN-2012 | 01-JUN-2012 | 1         | 8          | -                       | Approved | 0                   | 04-JUN-2012 | <a href="#">Approval History</a> |  |  |
| 473635                       | Sick             | 25-MAY-2012 | 31-MAY-2012 | 4         | 32         | -                       | Approved | 0                   | 04-JUN-2012 | <a href="#">Approval History</a> |  |  |
| 462596                       | Bereavement      | 27-APR-2012 | 30-APR-2012 | 2         | 16         | Sister In Law Passed    | Approved | 0                   | 25-APR-2012 | <a href="#">Approval History</a> |  |  |
| 462595                       | Sick             | 17-APR-2012 | 17-APR-2012 | .5        | 4          | -                       | Approved | 0                   | 25-APR-2012 | <a href="#">Approval History</a> |  |  |
| 445049                       | Vacation         | 06-APR-2012 | 06-APR-2012 | 1         | 8          | -                       | Approved | 1                   | 02-APR-2012 | <a href="#">Approval History</a> |  |  |
| 418701                       | Vacation         | 21-MAR-2012 | 23-MAR-2012 | 3         | 24         | Spring Break (children) | Approved | 1                   | 06-MAR-2012 | <a href="#">Approval History</a> |  |  |
| 419162                       | Sick             | 01-MAR-2012 | 02-MAR-2012 | 2         | 16         | -                       | Approved | 1                   | 07-MAR-2012 | <a href="#">Approval History</a> |  |  |

**Approval History**

Click Approval History Link

**Current Year Request History**




**Monthly Accrual Rates**


**FAQs**

**Informative Links**

# Create Time off Request

## Time Off

Rows



***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

## 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

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](#)

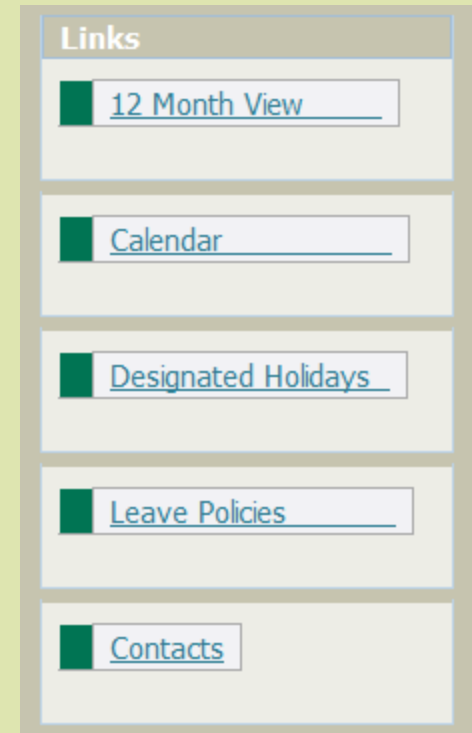
1. Select Leave Type from Drop Down
2. Enter From and To Date
3. Enter # of Days
4. Enter Comments if applicable
5. Click Submit
6. Request is sent into the approval path.

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.



# *Organization SetUp Screen*

## Assign Organization Certification Cycle

- Monthly, Quarterly, Semi Annual, Annual

## Create Administrator Record


- Assign/End

[Click Here to view the Organization Administration Task Flow](#)

Select an Organization

Administration: Organization Setup

Create Organization Record

| Edit   | Organization | Certificate Cycle | Activated Date | End Date |
|--|--------------|-------------------|----------------|----------|
|  | 114302000    | Annual            | 11-NOV-2010    |          |

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Administration: Organization Setup

Undo Close Save

Organization

Certification Cycle

End Date

Administration: Organization Administration

Create Administrator Record

| Edit   | Organization | Description      | Administrator       | Type          | Begin Date  | End Date |
|--|--------------|------------------|---------------------|---------------|-------------|----------|
|  | 114302000    | HRM Data Systems | Aaron, Kimberly S   | Administrator | 19-JAN-2011 |          |
|  | 114302000    | HRM Data Systems | Wilson, Charlotte D | Administrator | 04-FEB-2013 |          |
|  | 114302000    | HRM Data Systems | Mathews, Alfred V   | View Only     | 09-MAR-2012 |          |

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Create/ Edit Organization Record

Undo Close Save

Organization

Administrator

Type

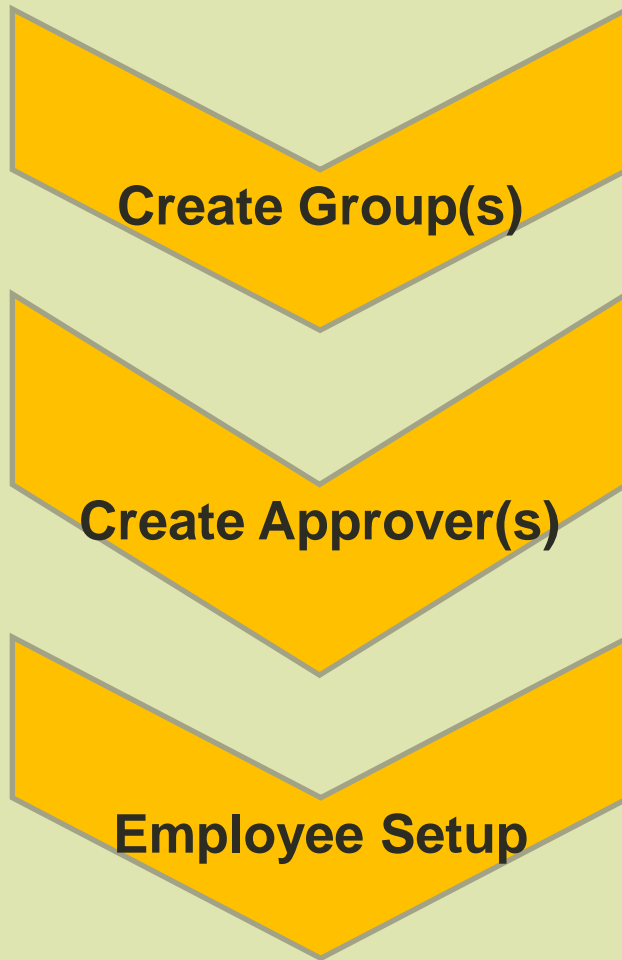
End Date

# *Group Setup Screen*



Create Work/Approval  
Groups

# eLAS Work Group Structure



- Give each group a name

- Assign Approver to Group

- Assign Employee(s) to Group

# eLAS

## Electronic Leave Accrual System

[Employee TimeOff](#) | [Employee TimeOff - Admin](#) | [Organization Setup - Admin](#) | [Organization Setup](#) | [Group Setup - Admin](#) | **[Group Setup](#)** | [Admin](#) | [Utilities](#) | [Organization Certification](#) | [Reports](#) | [History](#)

Select an Organization

### Group Setup

Rows

| <u>Organization</u>        | <u>Group</u>            | <u>Begin Date</u> |
|----------------------------|-------------------------|-------------------|
| 114302000 HRM Data Systems | Default Group 114302000 | 10-NOV-2010       |

### Create/ Edit Group Record

Organization

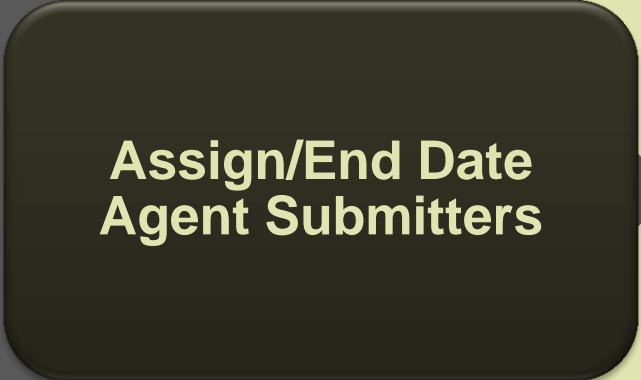
Group Name

End Date

# Group Appr/Agent Setup Screen



**Assign/End Date  
Approvers to Work  
Groups**



**Assign/End Date  
Agent Submitters**

# Electronic Leave Accrual System

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

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              |          |

1 - 2

### 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: McGone, 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**

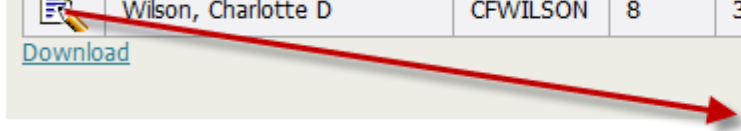
1. Select Org  
2. Click on Edit next to Emp  
3. Create/Edit Employee Record

Select an Organization

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

Work Hours

Group Name

Assign to Org

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

Select an Organization: 114000000 Office of Chief Human Resources Officer

Select an Employee: Whitt, Lauren - LWHITT

| Employee Name | Employee Number | Organization | Alternative Work Schedule | Service Date | Assignment Category | Work Hours | Payroll |
|---------------|-----------------|--------------|---------------------------|--------------|---------------------|------------|---------|
| Whitt, Lauren | 1057825         | 114000000    | N/A                       | 10-JAN-2011  | 01 Regular FT       | 8          | Monthly |

| Vacation Rate | Sick Rate | PH Rate | FTE |
|---------------|-----------|---------|-----|
| 1.25          | .83       | .92     | 1   |

**Balances**

| Balances                         | Vacation | Sick  | Personal Holiday |
|----------------------------------|----------|-------|------------------|
| Current Month Available Balances | 6.25     | 12.89 | 7.14             |
| Last Certification Balances      | 0        | 0     | 3                |
| January 1st Balances             | 0        | 0     | 3                |

**New Available Balances (Full Balance with Adjustments)**

Vacation:

Sick:

Personal Holiday:

Reason for Adjustment:

Comment:

# 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 |
|----------------------|--------------|----------------------|------------------------|----------------------|
| <a href="#">View</a> | 114302000    | Administrator        | N                      | 4                    |

1 - 1

### 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 |
|----------------------------|--------------------|-----------|---------------------|--------------|--------------|-----------------------|------------------------|----------------------|----------------|---------------------|
| <a href="#">Re-Certify</a> | Y                  | KAARON    | Aaron, Kimberly S   | 0            | 114302000    | 24.69                 | 4.36                   | 0                    | 11-JAN-2011    | Annual              |
| <a href="#">Re-Certify</a> | Y                  | APONDER   | Ponder, Anthony L   | 0            | 114302000    | 8.03                  | 36.79                  | 2                    | 01-JAN-2011    | Annual              |
| <a href="#">Re-Certify</a> | Y                  | ROSERDPA  | Roser, Donald P     | 0            | 114302000    | 44                    | 183.68                 | 1                    | 01-JAN-2011    | Annual              |
| <a href="#">Re-Certify</a> | 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

**Organizations**

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

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# *History Screen*

- View Certification Balance History
- View Balance History
- Request History

# Reports Screen

## Reports - Approvers

| Approver Reports  | Report Description  |
|---|---|
| <a href="#">Approvers and Requestors by Group by Approval Level</a> | Displays requestors by approver, grouped by approval groups and by approver levels  |
| <a href="#">Calendar Details List View</a>                          | 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. |
| <a href="#">Employee History Print View by Year</a>                 | Employee History Print View by Year. Filters include Organization, Employee Name, and Year.   |
| <a href="#">Employee Year End Balances by Org</a>                   | Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.                                   |
| <a href="#">Requestor Current Balance with Time Off Details</a>     | 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   |
|---|--|
| <a href="#">Accrual History by ORG</a>  | 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. |
| <a href="#">Approvers and Requestors by ORG by Group by Approval Level</a>                              | Displays requestors by org by approver, grouped by approval groups and by approver levels  |
| <a href="#">Calendar Details List View by ORG</a>   | 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.  |
| <a href="#">Certification Details by ORG</a>  | Displays certification details for timeoff requestors by Organization, details include certification cycle and status by requestor. Filters include Organization and Timeoff Requestor.  |
| <a href="#">Counts by Leave Type by Year by Employee</a>  | Displays counts by leave type by year. Additional filters include year and organization.   |
| <a href="#">Employee History Print View by Year</a>   | Employee History Print View by Year. Filters include Organization, Employee Name, and Year.  |
| <a href="#">Employee Year End Balances by Org</a>   | Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.  |
| <a href="#">FTE Differences in Oracle/eLAS by ORG</a>   | Displays any Differences between Oracle and eLAS FTE by Employee by Organization. Filters include Organization.  |
| <a href="#">Point in Time Balance History by Employee by Month by Year</a>                              | 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.   |
| <a href="#">Requestor Current Balance with Time Off Details by ORG</a>                                  | 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.   |
| <a href="#">Terminated - Requestor Current Balance with Accrual History and Time Off Details by ORG</a> | 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

**UAB**  
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

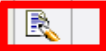
Logout

## eLAS

Electronic Leave Accrual System

[Employee TimeOff](#) | [Organization Setup](#) | [Group Setup](#) | [Group Appr/Agent Setup](#) | [Employee Group Setup](#) | **Approver Worklist** | [Adjustments](#) | [Admin](#) | [Organization Certification](#) | [Reports](#)

### Approver Worklist

|  | Request # | Employee Name  | Blazerid | Organization | Leave Type | From Date   | To Date     | # of Days | Status Type | Last Approved Level | Accrual Probation | History                      |
|--|-----------|----------------|----------|--------------|------------|-------------|-------------|-----------|-------------|---------------------|-------------------|------------------------------|
|  | 693       | eLAS Student 1 | ST1      | 999998001    | Vacation   | 06-JAN-2011 | 07-JAN-2011 | 2         | Pending     | 0                   |                   | <a href="#">Show History</a> |

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### History

[Click Show History Link](#)

#### Approver Worklist Record

[Undo](#) [Close](#) [Submit](#)

Name: eLAS Student 1  
Leave Type: Vacation  
From Date: 06-JAN-2011  
To Date: 07-JAN-2011  
# of Days: 2

Status:  Approved  
 Rejected

Comment:

Last Approved Level: 0

[Calendar](#) | [12 Month View](#)

# Logging Out

The screenshot displays the eLAS (Electronic Leave Accrual System) interface. On the left, the UAB logo and the text "THE UNIVERSITY OF ALABAMA AT BIRMINGHAM" are visible. The main header area contains the text "eLAS" and "Electronic Leave Accrual System". A navigation menu is located at the bottom of the header, listing various system functions. A red arrow points from the right side of the header to a "Logout" button, which is highlighted with a red border.

**UAB**  
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

*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](#) | [Adjustments - Admin](#) | [Utilities](#) | [Organization Certification](#) | [Reports](#) | [History](#)

Logout

# 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