eLAS Org Admin Training

Certifying Employee
Current Month Available Balances
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

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**Employee Setup**

<table>
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<tr>
<th>Edit</th>
<th>Full Name</th>
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<th>Work Hours</th>
<th>Group #</th>
<th>FTE</th>
<th>Group Name</th>
<th>Assign To A Different Org</th>
<th>Open Certifications</th>
<th>Senior Admin</th>
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</table>
On the Create/Edit Employee Record:

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

![Create / Edit Employee Record](image_url)
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

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Administration Level</th>
<th>Certification Complete</th>
<th># Emps Not Certified</th>
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<td>View 114302000 Administrator N 4</td>
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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
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