

A Message from Compliance regarding eLAS

eLAS: DID YOU KNOW?

- 1** eLAS **FAQs** have been updated!
These can be found on the eLAS home page (www.uab.edu/elas) or by clicking on the blue question marks on your time off page.
- 2** eLAS approver notifications are sometimes forwarded to your **junk email folder**.
If you are not receiving approval notifications please check your junk email first. Email HRelas@uab.edu for additional assistance, if necessary.
- 3** In order for time to be deducted from your available balance, a **time off request** must be submitted.
- 4** eLAS allows employees to submit time off requests **6 months** in advance.
- 5** **Organization Administrators** have many responsibilities, they may:
(a) create groups; (b) assign employee to groups; (c) add additional Organization Administrators and Approvers and; (d) run reports.
- 6** Accruals are added to employees available leave balance on the **first of the month**.
- 7** The **minimum amount of time** that a monthly paid employee can request is one-half day (.5), unless approved for FMLA.
- 8** If an employee doesn't take leave in a given month, **no action is required!**