eLAS Org Admin Training

Emily Finlen
Administrative System Instructor
UAB Human Resources
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
eLAS Time Off Request Approval Path

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

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
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
### Group Approver Setup

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Name</th>
<th>Blazer ID</th>
<th>Approval Level</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Group 114302000</td>
<td>Roser, Donald P</td>
<td>ROSERDPA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HRM-TECH-01</td>
<td>Roser, Donald P</td>
<td>ROSERDPA</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Create/ Edit Group Approver Record

- **Group Name**: Default Group 114302000
- **Name**: Roser, Donald P - ROSERDPA - Level: 1
- **End Date**: [Calendar Icon]

### Agent Submitter Setup

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Name</th>
<th>Blazer ID</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Group 114302000</td>
<td>Aaron, Kimberly S</td>
<td>KAARON</td>
<td></td>
</tr>
<tr>
<td>HRM-TECH-01</td>
<td>Aaron, Kimberly S</td>
<td>KAARON</td>
<td></td>
</tr>
<tr>
<td>Default Group 114302000</td>
<td>Roser, Donald P</td>
<td>ROSERDPA</td>
<td></td>
</tr>
<tr>
<td>HRM-TECH-01</td>
<td>Roser, Donald P</td>
<td>ROSERDPA</td>
<td></td>
</tr>
</tbody>
</table>

### Create/ Edit Agent Submitter Record

- **Group Name**: Default Group 114302000
- **Name**: McGone, Carrie D - HALEY
- **End Date**: [Calendar Icon]
Employee Setup Screen

- Define Employee Work Hours
- Assign Employee to Work Group
  Assign Employee to Different Org for Approvals
- Open “Off Cycle” Certification
**Select an Organization:** 114302000 HRM Data Systems

**Employee Setup**

<table>
<thead>
<tr>
<th>Edit</th>
<th>Full Name</th>
<th>Blazer ID</th>
<th>Work Hours</th>
<th>Group #</th>
<th>FTE</th>
<th>Group Name</th>
<th>Assign To A Different Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>Aaron, Kimberly S</td>
<td>KAARON</td>
<td>8</td>
<td>374</td>
<td>1</td>
<td>Default Group 114302000</td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Davis, Elaine Renee</td>
<td>RGREGORY</td>
<td>8</td>
<td>374</td>
<td>1</td>
<td>Default Group 114302000</td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Ponder, Anthony L</td>
<td>APONDER</td>
<td>8</td>
<td>374</td>
<td>1</td>
<td>Default Group 114302000</td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Smith, Martin Clyde</td>
<td>MCSMITH</td>
<td>8</td>
<td>374</td>
<td>1</td>
<td>Default Group 114302000</td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Wilson, Charlotte D</td>
<td>CFWILSON</td>
<td>8</td>
<td>374</td>
<td></td>
<td>114302000</td>
<td></td>
</tr>
</tbody>
</table>

**Create / Edit Employee Record**

- **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

### Organizations

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

### Organization Details

#### Certify Org To HR

<table>
<thead>
<tr>
<th>Employee Certified</th>
<th>Blazer ID</th>
<th>Employee Name</th>
<th>Pending Docs</th>
<th>Organization</th>
<th>Last Cert Vac Balance</th>
<th>Last Cert Sick Balance</th>
<th>Last Cert PH Balance</th>
<th>Last Cert Date</th>
<th>Certification Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Certify</td>
<td>Y</td>
<td>KAARON, Kimberly S</td>
<td>0</td>
<td>114302000</td>
<td>24.69</td>
<td>4.36</td>
<td>0</td>
<td>11-JAN-2011</td>
<td>Annual</td>
</tr>
<tr>
<td>Re-Certify</td>
<td>Y</td>
<td>APONDER, Anthony L</td>
<td>0</td>
<td>114302000</td>
<td>8.03</td>
<td>36.79</td>
<td>2</td>
<td>01-JAN-2011</td>
<td>Annual</td>
</tr>
<tr>
<td>Re-Certify</td>
<td>Y</td>
<td>ROSE, Donald P</td>
<td>0</td>
<td>114302000</td>
<td>44</td>
<td>183.68</td>
<td>1</td>
<td>01-JAN-2011</td>
<td>Annual</td>
</tr>
<tr>
<td>Re-Certify</td>
<td>Y</td>
<td>MCSMITH, Martin Clyde</td>
<td>0</td>
<td>114302000</td>
<td>14.42</td>
<td>26.17</td>
<td>3</td>
<td>01-JAN-2011</td>
<td>Annual</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Approver Reports</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvers and Requestors by Group by Approval Level</td>
<td>Displays requestors by approver, grouped by approval groups and by approver levels.</td>
</tr>
<tr>
<td>Calendar Details List View</td>
<td>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.</td>
</tr>
<tr>
<td>Employee History Print View by Year</td>
<td>Employee History Print View by Year. Filters include Organization, Employee Name, and Year.</td>
</tr>
<tr>
<td>Employee Year End Balances by Org</td>
<td>Employee Year End Balances including Dec 31, Jan 1 and Current Balances for the Current Year. Filters include Organization and Employee Name.</td>
</tr>
<tr>
<td>Requestor Current Balance with Time Off Details</td>
<td>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.</td>
</tr>
</tbody>
</table>

## Reports - Organization Administrators

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