

eLAS Org Admin Training

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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
- Download and complete the eLAS Accrual BalanceUpload Form. Email completed form to: HRIS@uab.edu
- 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

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

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

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

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	Approval History
518909	Vacation	07-SEP-2012	07-SEP-2012	1	8	Funeral	Approved	0	11-SEP-2012	Approval History
506148	Personal Holiday	20-AUG-2012	20-AUG-2012	1	8	First Day of School	Approved	0	16-AUG-2012	Approval History
498871	Personal Holiday	03-AUG-2012	03-AUG-2012	1	8	-	Approved	0	02-AUG-2012	Approval History
496557	Sick	23-JUL-2012	23-JUL-2012	.5	4	-	Approved	0	25-JUL-2012	Approval History
481800	Vacation	02-JUL-2012	02-JUL-2012	1	8	-	Approved	1	20-JUN-2012	Approval History
473636	Sick	01-JUN-2012	01-JUN-2012	1	8	-	Approved	0	04-JUN-2012	Approval History
473635	Sick	25-MAY-2012	31-MAY-2012	4	32	-	Approved	0	04-JUN-2012	Approval History
462596	Bereavement	27-APR-2012	30-APR-2012	2	16	Sister In Law Passed	Approved	0	25-APR-2012	Approval History
462595	Sick	17-APR-2012	17-APR-2012	.5	4	-	Approved	0	25-APR-2012	Approval History
445049	Vacation	06-APR-2012	06-APR-2012	1	8	-	Approved	1	02-APR-2012	Approval History
418701	Vacation	21-MAR-2012	23-MAR-2012	3	24	Spring Break (children)	Approved	1	06-MAR-2012	Approval History
419162	Sick	01-MAR-2012	02-MAR-2012	2	16	-	Approved	1	07-MAR-2012	Approval History

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Current Month Balances

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

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

FAQs

Employee Demographics

Monthly Accrual Rates

Create Time Off Request button

Create Time Off Request

FAQs


Approval History

Click Approval History Link

Informative Links

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Complete Time Off Request Form



eLAS

Electronic Leave Accrual System

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

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 #
Status

New Request
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

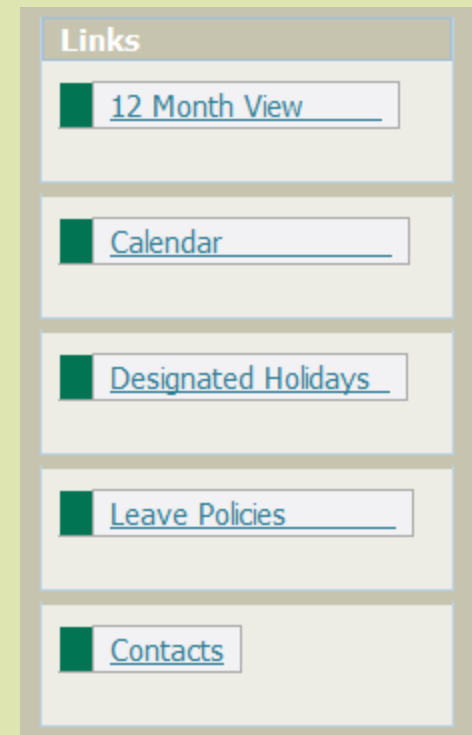
5. Click Submit

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.



Organization SetUp Screen

Assign Organization Certification Cycle

- Monthly, Quarterly, Semi Annual, Annual

Create Administrator Record

- Assign/End


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

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

Select an Organization 114302000 HRM Data Systems ▼

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 114302000 HRM Data Systems ▼

Certification Cycle Annual ▼

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 114302000

Administrator ▼

Type Administrator ▼

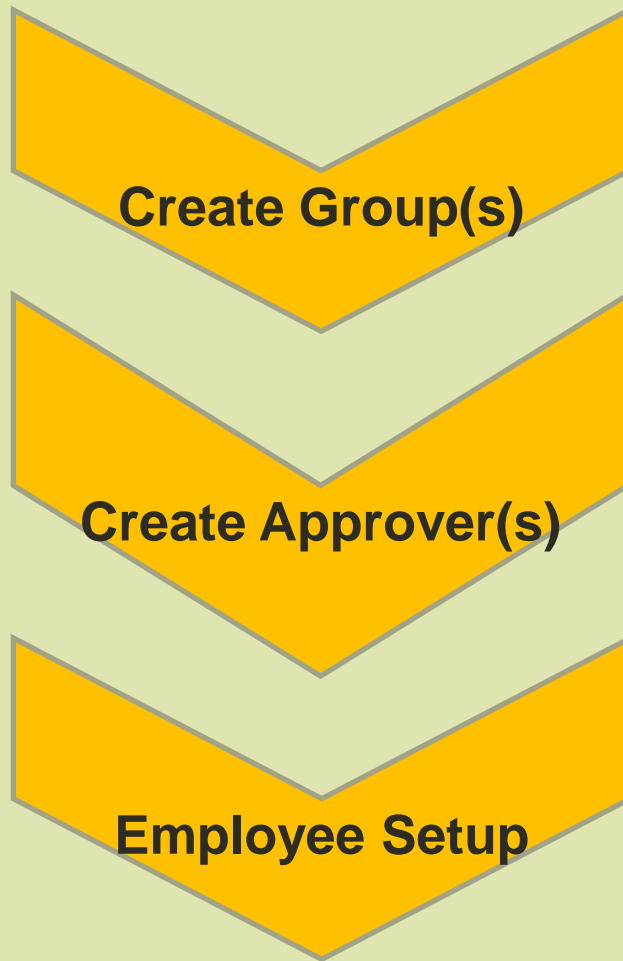
End Date View Only

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 114302000 HRM Data Systems ▼

Group Setup

 Rows 15 ▼ 

Create Group Record

<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 114302000 HRM Data Systems ▼

Group Name

End Date 

Group Appr/Agent Setup Screen



The diagram illustrates the setup process for the Group Appr/Agent Setup Screen. It features a large, light green arrow pointing to the right, which serves as a background for two rounded rectangular buttons. The first button, on the left, is dark green and contains the text 'Assign/End Date Approvers to Work Groups'. The second button, on the right, is dark gray and contains the text 'Assign/End Date Agent Submitters'. The buttons are positioned sequentially, suggesting a flow from left to right.

**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	


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Create/ Edit Group Approver Record

Undo Close Save





Group Name

Name

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

Name

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**

[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 - Admin](#)

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

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
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



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eLAS

Electronic Leave Accrual System

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Organizations

	Organization	Administration Level	Certification Complete	# Empls 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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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.

History Screen

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

eLAS Approver Worklist and Form




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		Show History

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