Mobius Leave Guide

Leave Entry and Approval

1. Employees submit all leave usage and requests through "Add Absence" under Time & Absences.
    a. All leave types may not display in the drop-down menu. If you do not see the leave type, start typing the name to find it in the drop-down (especially Sick Leave for Hybrid employees).
    b. Managers can submit leave on behalf of an employee using "Add Absence". Leave entered by a manager is auto-approved. Liaisons can enter leave on behalf of an employee through the Absences Records menu. Leave entered by a liaison through this menu is also auto-approved.
2. Managers will receive the leave request to approve and can approve through the email or directly in Mobius.
3. Once approved the employee receives notification that the leave was approved.
4. In the payroll period the leave is effective, the leave will be paid and processed as part of that payroll.
    a. Non-exempt employees will be able to see the leave when they open their timecard, **but the leave will display in the timecard even if it has not been submitted by the employee (saved status) or if still awaiting approval by the supervisor, so it is very important to make sure the leave is submitted and approved in order to be paid for the leave. Approving the timecard has NO IMPACT on the leave and does not approve the leave.**
    b. Exempt employees do not need to submit a timecard during the period including their leave; it will be processed as part of that payroll as long as it is approved.

- Click here for a guide on Entering Leave/Absences in Mobius as an Employee or Manager.
- For liaisons go to Absences > Absence Records. Once you bring up the employee, click on The Plus Button under Existing Absences and then follow the same steps as Employee or Manager.

Leave Type	Important Notes
Annual Leave	
Admin Leave (Paid & Unpaid)	Can only be entered by liaison; does not require HR approval
Bereavement Leave	Must be entered one day at a time
Civil Leave	Jury duty, summons, election work
Comp Used	
FMLA	Pre-Approval from HR needed before entering
Injury Leave	Pre-Approval from HR needed before entering
LWOP	
Military Paid Leave	If not currently enrolled, HR will need to enroll before entering
Personal Leave	Must be entered one day at a time
Sick Leave	Type in "sick" to see it display in the drop down menu
STD	Pre-Approval from HR needed before entering
SLG	Pre-Approval from HR needed before entering
Workers Comp Unpaid*	Can only be entered by liaison; does not require HR approval

*Used in lieu of LWOP when employee is being paid WC directly so the employee accrues leave

Leave Statuses

Status	Meaning
Awaiting Approval	Waiting for supervisor approval
Awaiting Withdrawal Approval	Employee initiated withdrawal request, awaiting manager approval
Completed	Approved and in the past
Denied	Denied
In progress	Approved and employee is currently on leave as of today
Saved	Employee created but did not submit for approval
Scheduled	Approved and in future
Withdrawn	Employee withdrew, and manager approved withdrawal

FMLA

For Annual, Sick, and Personal Leave used during FMLA, the corresponding FMLA leave type can be selected and it will track both the FMLA usage and the paid leave usage. If an employee is on LWOP and FMLA, the leave type FMLA Unpaid can be selected, and it will record both the LWOP and the FMLA.

Leave Type	Leave Type Entered in Absences During FMLA	Leave Usage that will be Recorded
Annual	FMLA Annual (Self) FMLA Annual (Family)	Annual Leave FMLA
Sick	FMLA Sick (Self) FMLA Sick (Family)	Sick Leave FMLA
Personal Days	FMLA Personal (Self) FMLA Personal (Family)	Personal Leave FMLA
LWOP	FMLA Unpaid (Self) FMLA Unpaid (Family)	LWOP FMLA

For all other leave types used during FMLA, there will need to be a leave entry for the paid leave used (or Worker's Comp Unpaid), and then an additional entry for **FMLA Leave Tracking** to also record the FMLA usage in the system.

Leave Type	Leave Types Entered in Absences During FMLA	Additional Leave Entry to Track FMLA
Comp Used	Comp Used Comp Used (GAP)	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking
Donation Sick Used	Donation Sick Used Donation Sick Used (GAP)	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking
STD	STD (Non-Work Related) - Incident 1 STD (Non-Work Related) - Incident 2 STD (Non-Work Related) - Incident 3 STD (Work Related) - Incident 1 STD (Work Related) - Incident 2 STD (Work Related) - Incident 3	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking

Leave Type	Leave Types Entered in Absences During FMLA	Additional Leave Entry to Track FMLA
SLG	Sick Leave Grant (SLG)	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking
Injury	Injury Leave	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking
Worker's Comp Unpaid*	Worker's Comp Unpaid	FMLA Leave Tracking (Self) FMLA Leave Tracking (Family) FMLA Military Caregiver Leave Tracking

* Used in lieu of LWOP when employee is being paid WC directly so the employee accrues leave

Short Term Disability (STD)

Mobius has been programmed to calculate the percentage of STD that an employee is eligible for. The leave entry for each day of STD must equal the full day's worth of hours, and the system will pay the applicable percentage of payment.

If the employee's STD is less than 100% and they need to supplement with additional leave, there will need to be an additional entry for the applicable number of hours of the other leave being used.

To track the FMLA, there would also need to be an additional entry of FMLA leave tracking hours equal to a full day.

Holidays and STD

Holidays count against the STD usage and eligibility periods. STD in the full day amount MUST be entered for paid holidays (even if the holiday is a "half day" holiday for exempt agencies).

If the employee is a non-exempt FT employee, you will need to reduce the pre-populated Holiday Pay on the timecard from a full day to only the number of hours needed to supplement the STD if the STD payment is less than 100%. If the STD payment is 100%, the Holiday Pay must be removed. If the adjustment is not done to the Holiday Pay the employee will be overpaid.

Sample:

Leave entries for employee who is eligible for STD at 60% and normally works 7.5 hrs/day

Hours	Leave Type	Note
7.5	STD (Non-Work Related) - Incident 1	This will pay 60% of the 7.5 hours
3	Sick Leave	This is the hours needed to cover the other 40% of pay
7.5	7.5 hrs FMLA Leave Tracking (Self)	This entry is required to track the FMLA usage