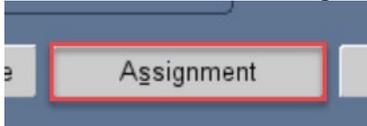
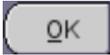
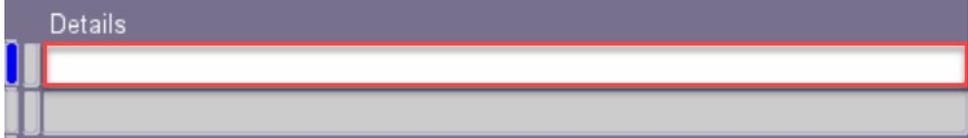
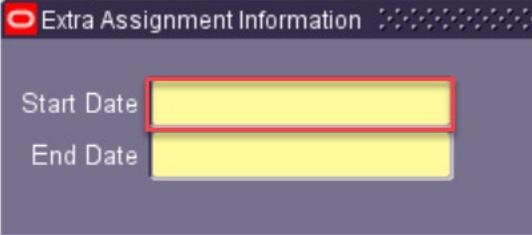
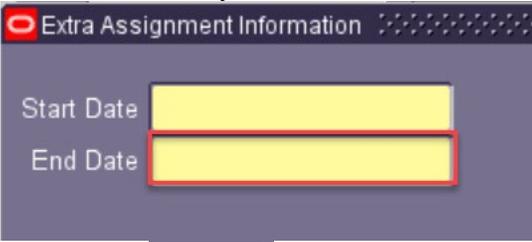


# Enter PTO Parental Approved Dates

<b>Purpose:</b>	To allow employees to record their accrued Parental PTO on their E-Time Report(s) during a period of approved Child Care Leave.
<b>Frequency:</b>	As needed, after the leave period begins.
<b>Materials:</b>	Approved dates for PTO Parental use.
<b>Background/ Prerequisites:</b>	<ul style="list-style-type: none"> <li>Employee must be eligible to accrue and use Parental PTO.</li> <li>Employee must have Parental PTO element added to the assignment.</li> <li>Verify employee's assignment is in Paid Leave status for the corresponding period and the FTE meets the requirements outlined in the Leave Administration Handbook.</li> </ul>
<b>Reference Materials:</b>	<ul style="list-style-type: none"> <li><a href="#">Leave Administration Handbook</a></li> <li><a href="#">Paid Time Off Plan Series I</a></li> <li><a href="#">Paid Time Off Plan Series II</a></li> </ul>

Action:	Step(s):
1. Navigate to Employee's Record	<ol style="list-style-type: none"> <li>Sign into the <a href="#">Oracle Business Applications</a></li> <li>Using an appropriate responsibility, access the Employee Record</li> </ol>
2. Navigate to the Employee's Assignment Screen	<ol style="list-style-type: none"> <li>On the People Screen select the Assignment button at the bottom of the screen to access the Assignment Screen.                      </li> </ol>
3. Navigate to the PTO Parental Approved Dates EIT	<ol style="list-style-type: none"> <li>On the bottom right-hand corner of the screen Select Others...                      </li> <li>From the Navigation Options pop-up, select PTO Parental Approved Dates.                      </li> <li>Select OK.                      </li> <li>Double-click in the blank white space under the Details section of the pop-up.                      </li> </ol>

	<p><b>Note:</b> <i>If the employee was previously approved to use PTO Parental, there may be dates populated. It is recommended to maintain this information for reporting.</i></p>
<p><b>4. Enter the Start Date</b></p>	<p>a. In the Start Date field of the Extra Information pop-up, enter the first day for PTO Parental use in DD-MMM-YYYY format.</p> 
<p><b>5. Enter the End Date</b></p>	<p>a. In the End Date Field of the Extra Information pop-up, enter the last day PTO Parental may be used in DD-MMM-YYYY format.</p>  <p>b. Select OK. </p> <p>c. Save the information. </p>
<p><b>Result:</b></p>	<ul style="list-style-type: none"> <li>Employee will be able to record Parental PTO on their E-time Report during the approved period.</li> </ul>
<p><b>Additional Considerations:</b></p>	<ul style="list-style-type: none"> <li>Monitoring PTO use after time reports have been approved to confirm accruals were charged correctly.</li> <li>Moving charges for PTO Parental use, after the first 30 consecutive calendar days, to the fringe benefit pool.</li> </ul>
<p><b>Questions?</b></p>	<ul style="list-style-type: none"> <li>Contact <a href="mailto:HRA@rfsuny.org">HRA@rfsuny.org</a></li> </ul>