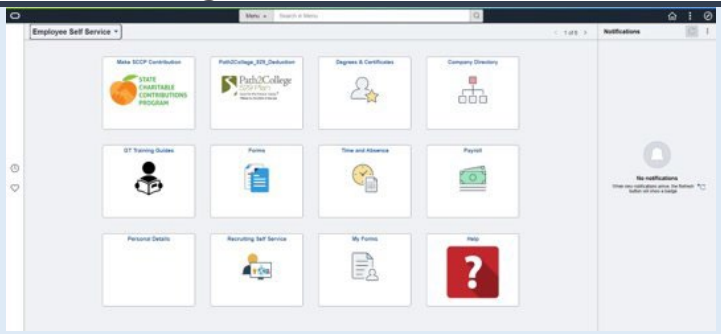
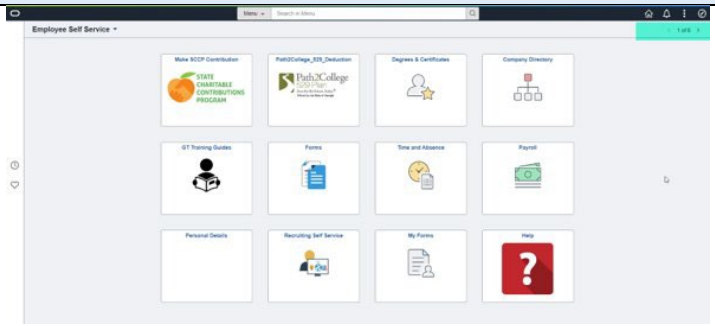
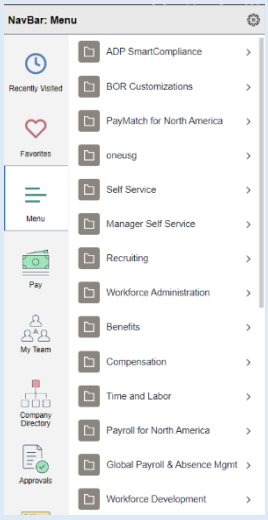
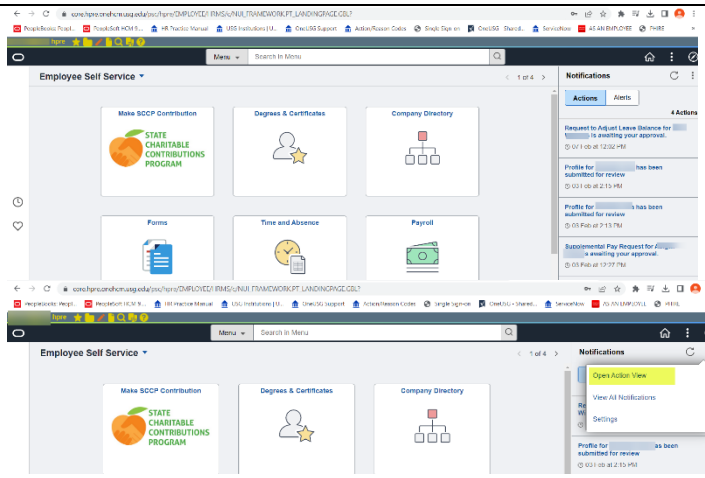
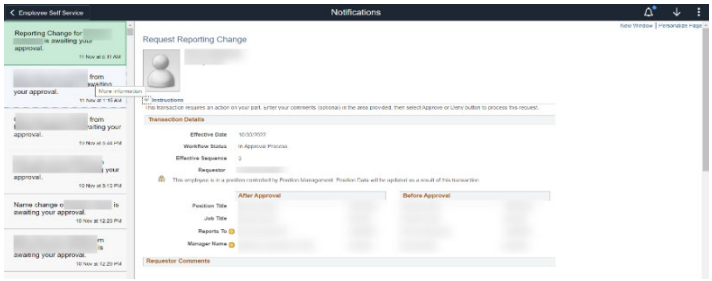
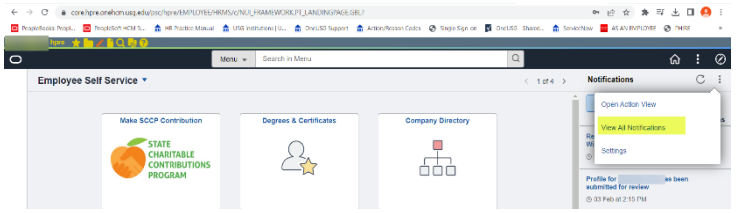
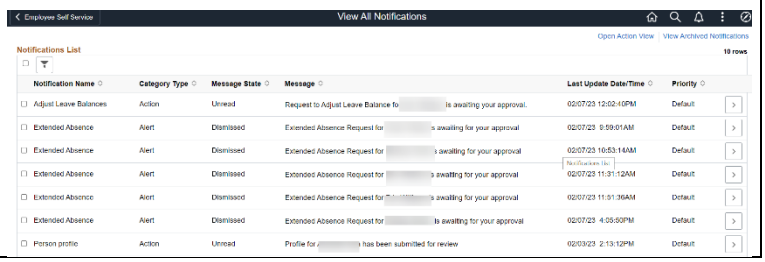
User Experience Changes

Modifications to User Experience Changes

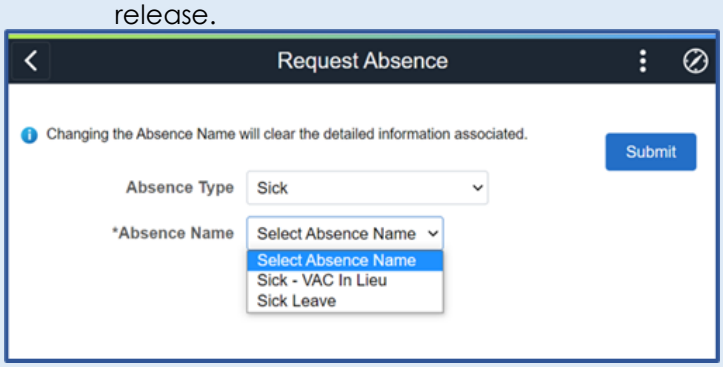
New Look on Landing Page	
Landing Page Notifications Can Be Hidden	
New NavBar Icons and Navigator Becomes Menu	

Notifications are now presented via panel instead of Bell	   

Module Specific Information
Absence Management

Modifications to Existing Processes

Medical/Non-FMLA Extended Leave	The current version of this production process does not include a "Forecasting" option. With this release, the process has been enhanced to include the ability to forecast. The forecast results should follow the standard SICK Leave Cascade (1. Sick, 2. Comp Time, 3. Deferred HOL, 4. Annual Leave/VAC, 5. Unscheduled HOL).
Sick – Vac in Lieu **(Formerly referred to as VAC in Lieu of Sick)** Fluid Home > Employee Self Service > Time and Absence > Request Absence • ***Sick – Vac in Lieu*** NAV > Employee Self Service > Time Management > Report Time > Request Absence • ***Sick – Vac in Lieu*** Fluid Home > Employee Self Service > Time and Absence > Extended Absence Request • ***FMLA Continuous Vacation*** • ***FMLA Intermittent Vacation*** • ***Medical/Non FMLA Vacation*** NAV > GP & ABS Mgmt > Payee Data > Maintain Absences > Absence Event • **EA – FMLA VIL** • **EA – MED/NON FMVIL** • **FMLA INTERM VIL** **CURRENT PRODUCTION SICK LEAVE CASCADE:** 1) Sick Leave 2) Comp Time 3) Deferred Holiday 4) Annual Leave/Vacation 5) Unscheduled HOL **CURRENT PRODUCTION VACATION CASCADE:** 1) Comp Time 2) Deferred Holiday 3) Annual Leave/Vacation 4) Unscheduled Holiday	**Issue:** Institutions requested that employees be provided additional Absence options to allow them (employees) to better manage Vacation and Sick leave balances, which will also allow them the ability to better manage year-end excess Vacation hour forfeitures. **Solution:** This release enhancement provides employee options for qualified Sick event (Regular or Extended) requests to leverage new VAC In Lieu of Sick (VIL) options. 1. The new VIL options are only available to Vacation eligible employees. 2. Allows supervisors/practitioners to appropriately document and track sick leave requests. Sick Leave is tracked as 'Sick Leave' even though the requested hours are taken from the employee's Annual Leave/VAC balance. Employees will be responsible for requesting the appropriate absence take. 3. Qualified sick requests will reduce our annual vacation liability and help reduce forfeitures at end of each CY while also helping institutions manage resource annual/vac leave time drain in December. The hours taken when Vac in Lieu requests are made will follow the **"VIL" Cascade Order** and deduct from employee balances in the following order: **1) Comp-Time** **2) Deferred HOL** **3) Annual Leave/Vacation** **4) Unscheduled HOL** **5) Sick Leave** **Other Important Highlights** • Use of Comp time before VAC supports current policy HRAP workweek and overtime which requires the use of comp time hours before annual leave hours are used. This practice will continue to reduce FY end comp liability payouts.

	• Supervisors and leave administrators are encouraged to manage comp time hours throughout the year to avoid end of year vacation leave forfeiting of leave or employees needing to take off at the end of year to avoid losing their annual/vacation leave impacting the ability to manage business operations. • If managed appropriately, this option provides more flexibility to our employees while potentially reducing annual/vacation leave payouts at termination and allowing TRS retirement employees to accumulate sick leave to apply to time worked
Sick – Vac in Lieu **(Regular Absence)**	1. A new **REGULAR SICK Absence**, **VAC In Lieu of Sick (VIL)** is being added with this release. 
FMLA Continuous Vacation ***ESS*** • ***FMLA Continuous Vacation*** ***ADMIN*** • **EA – FMLA VIL**	2. A **new EXTENDED Absence**, **FMLA Continuous VAC in Lieu (VIL)** option is being added with this release. This new 'VIL' event option will function the same as its non-VIL counterpart with one exception, the event will follow the VIL cascade.
FMLA Intermittent Vacation ***ESS*** • ***FMLA Intermittent Vacation*** ***ADMIN*** • **FMLA INTERM VIL**	3. A new **EXTENDED Absence**, **FMLA Intermittent VAC in Lieu of Sick (VIL)** option is being added with this release. This new 'VIL' event option will function the same as its non-VIL counterpart with one exception, the event will follow the VIL cascade.
Medical/Non FMLA Vacation ***ESS*** • ***Medical/Non FMLA Vacation*** ***ADMIN*** • **EA – MED/NON FMVIL**	4. A new **EXTENDED Absence**, **Medical Non-FMLA VAC in Lieu of Sick (VIL)** option is being added with this release. This new 'VIL' event option will function the same as its non-VIL counterpart with one exception, the event will follow the VIL cascade.