

# Submit Continuous FMLA in CV360



CloudVergent 360

## Lesson Objective:

Upon completion of the Submit Intermittent FMLA in CV360 lesson, you will be able to:

### Objective

- Submit and manage Intermittent FMLA leave requests accurately in CV360.



If an employee has an incorrect sick leave submitted, the original request must be withdrawn and validated before resubmitting leave with correct FMLA type. Payroll Coordinators may skip withdrawal step if employee already has an approved FMLA request.

FMLA leave must always be submitted using Advanced Mode to ensure it reflects correctly on Kronos timecard. Leave requests must follow Kronos rounding rules and match employee's scheduled workdays to avoid system errors.

For continuous FMLA across multiple pay periods, Payroll Coordinators must submit a separate FMLA entry for each pay period to prevent payroll issues. Extra care must be taken when submitting leave on observed holidays.

# FOCUS



## **Correct Classification of Leave:**

Ensure initial sick leave requests are properly validated and, if needed, withdrawn so that FMLA leave is processed under correct category in CV360.

## **Accurate Submission Procedures:**

Emphasize resubmitting FMLA leave using Advanced Mode to guarantee correct reflection on Kronos timecards.

## **Precision in Dates and Durations:**

Highlight importance of entering exact start and end dates, using only whole hour, 0.5 hour, or 0.25-hour increments to comply with Kronos rounding rules.

## **Timely and Compliant Entries:**

Stress submitting FMLA for each pay period individually, being mindful of holidays and restricted dates, and treating continuous FMLA as separate entries for each cycle.

# Navigation

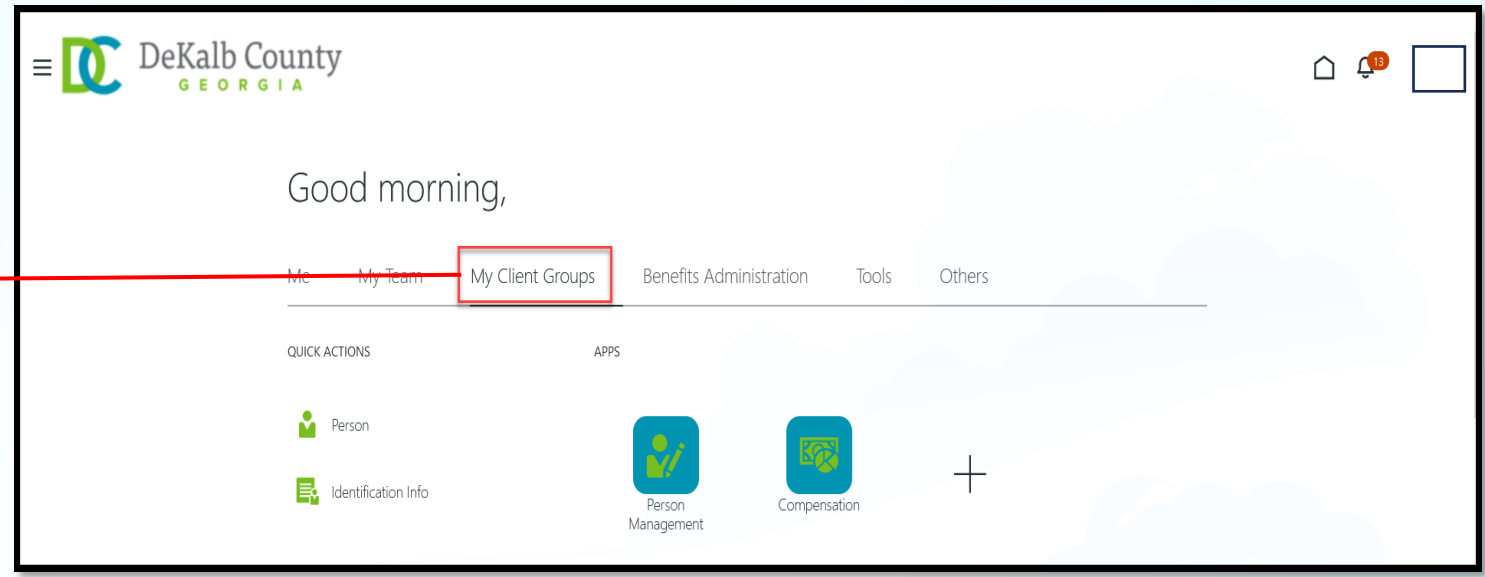


**My Client Groups →**  
**Person Management →**  
**Search →**  
**Panel Drawer →**  
**Absence Records**

# Submit Intermittent FMLA in CV360

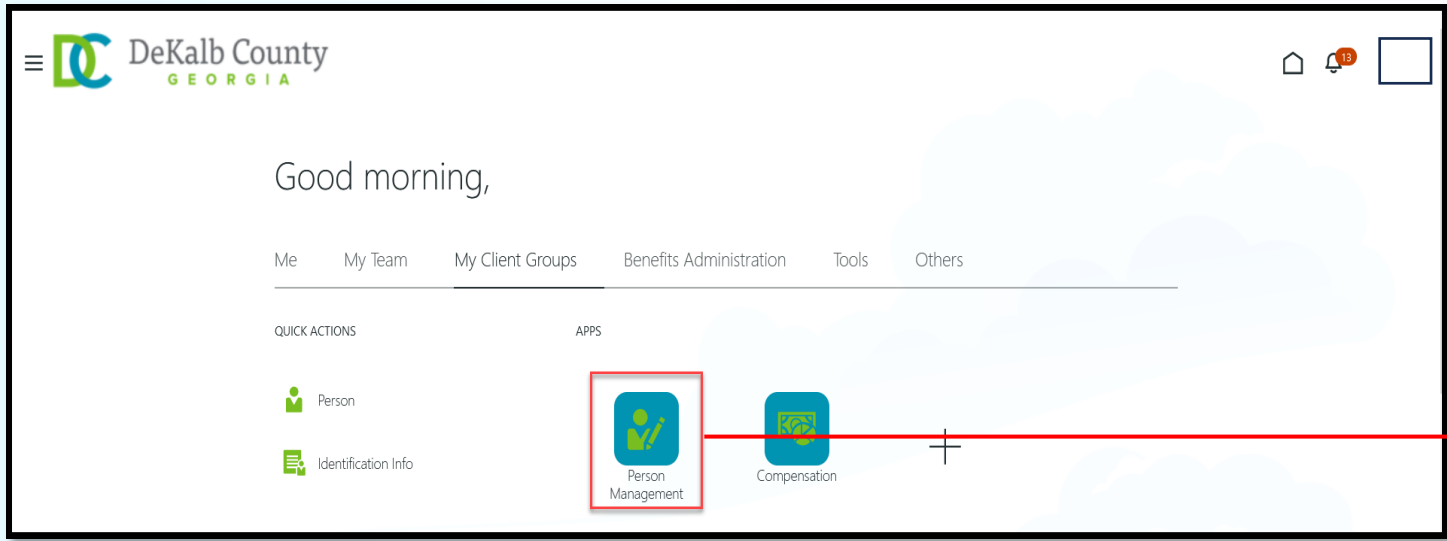
1

Select **My Client Groups** tab from CV360 homepage



2

Select **Person Management** tile within Apps area



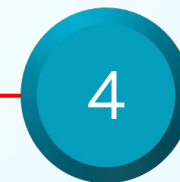
# Submit Intermittent FMLA in CV360



From Person Management:  
Search page, key in Name  
or Person Number of  
Employee



Employees may be searched  
by **Name, Person Number,  
National ID** or by **Keywords**



Select Search button

# Troubleshooting



Ensure search criteria (Name, Person Number, or National ID) are entered correctly.  
Inaccurate or incomplete input may result in no records being displayed.

# Submit Intermittent FMLA in CV360



Person Management: Search

Search Advanced Saved Search All People

\*\* Name  \*\* Keywords

\*\* Person Number    Include terminated work relationships

\*\* National ID  \* Effective As-of Date

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Lakethia Mccray	<input type="text"/>		03220 - SHERIFF'S ...	SO-JJTO - S...	Employee	32130 - Detention Serg...	Active - Payr...	

From Search Results section, select employee's name link



DeKalb County GEORGIA

Lakethia Mccray: Person Management Close

Person Number

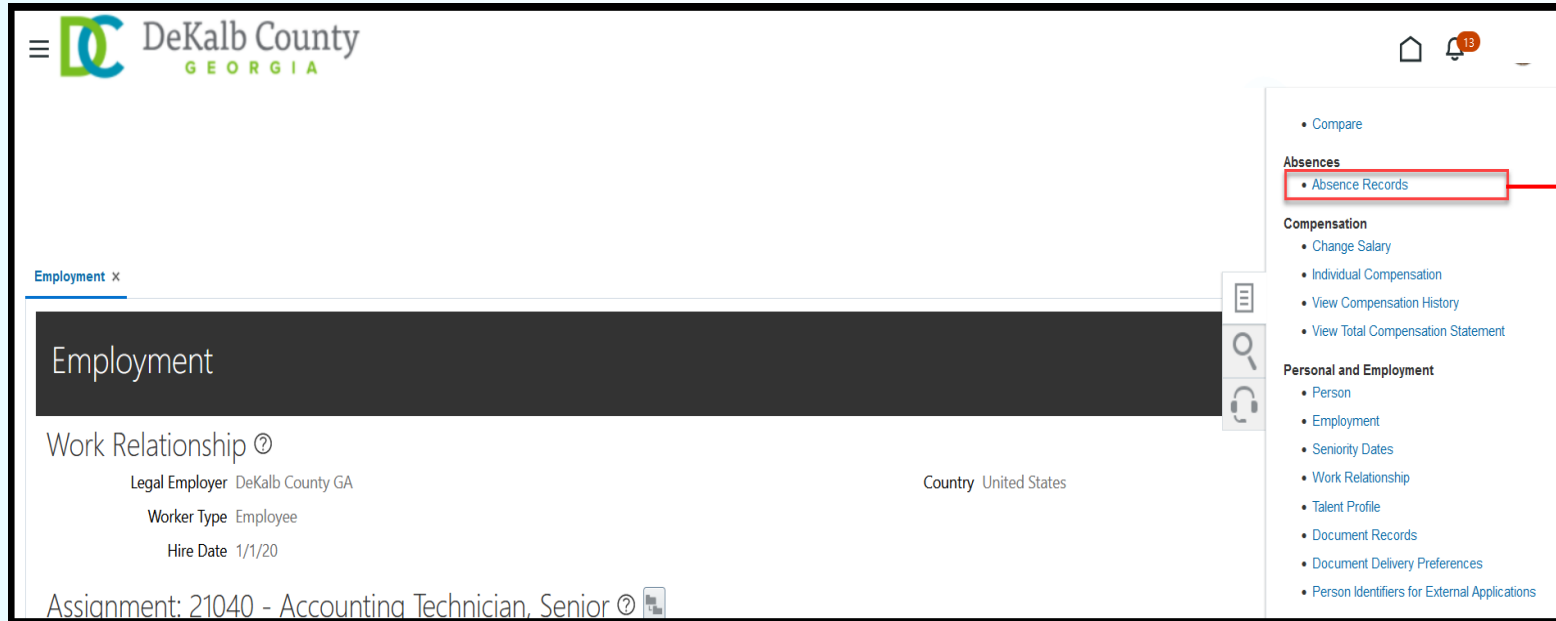
Employment x

Employment Done



From Employment page, select Panel Drawer icon

# Submit Intermittent FMLA in CV360



The screenshot displays the CV360 user interface for DeKalb County, Georgia. The top left features the county logo and name. The main content area shows an 'Employment' tab with details for a 'Work Relationship' at DeKalb County GA, including the worker type 'Employee' and hire date '1/1/20'. The assignment is identified as '21040 - Accounting Technician, Senior'. On the right, a panel drawer is open, listing various navigation options. The 'Absence Records' link under the 'Absences' section is highlighted with a red box. A red line connects this link to a blue circle containing the number '7'.

DeKalb County  
GEORGIA

Employment x

Employment

Work Relationship ⓘ  
Legal Employer DeKalb County GA  
Country United States  
Worker Type Employee  
Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences**
  - Absence Records
- Compensation**
  - Change Salary
  - Individual Compensation
  - View Compensation History
  - View Total Compensation Statement
- Personal and Employment**
  - Person
  - Employment
  - Seniority Dates
  - Work Relationship
  - Talent Profile
  - Document Records
  - Document Delivery Preferences
  - Person Identifiers for External Applications

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Once Panel Drawer opens,  
select **Absence Records** link  
from **Absences** section

# Submit Intermittent FMLA in CV360



Existing Absences ?

View ▾ + Add ⚙ Recalculate ▾ Time Period Last 6 months ▾ Type ▾ Status ▾ ⚙ Detach

Dates	Employer	Type	Assignment	Duration	Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	99150 - Gene...	10 Hours	Scheduled	

Administer

**Withdraw**

Withdrawn Record Deletion

Withdraw initial Sick Request submitted by the employee



Absences

Most Recent or Current Absence

Type Sick Leave  
Assignment 99150 - General Foreman  
Dates 6/18/22 - 6/18/22  
Status Completed  
Duration 10 Hours

Next Scheduled Absence  
None scheduled.

Warning

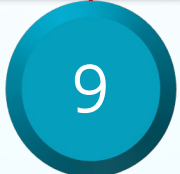
The selected record will be deleted. Do you want to continue?

OK Cancel

Existing Absences ?

View ▾ + Add ⚙ Recalculate ▾ Time Period Last 6 months ▾ Type ▾ Status ▾ ⚙ Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	99150 - Gene...	10 Hours	Scheduled		



Select "OK" to validate Absence Withdrawal

# Submit Intermittent FMLA in CV360



Type Sick Leave  
Assignment 99150 - General Foreman  
Dates 6/18/22 - 6/18/22  
Status Completed  
Duration 10 Hours

None scheduled.

▶ Pending Actions

◀ Existing Absences ⓘ

View ▾ + Add ⚙ Recalculate ▾ Time Period Last 6 months ▾ Type ▾ Status ▾ + Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	Sick Leave	99150 - Gene...	10 Hours	Withdrawn	✓	⌵



Validate Leave Withdrawn request. Some employees may use an alternate leave code in place of Sick Leave. Please reach out to FLMA-HRIS if you have questions about submitted leave request.

After validating leave withdrawal, Coordinators must resubmit leave with the proper FMLA type.



Payroll Coordinators may skip withdrawal step if employee previously requested (manager approved) FMLA leave through ESS.

# Submit Intermittent FMLA in CV360



DeKalb County  
GEORGIA

Babatunde Adeyemi: Person Management

Person Number  
052465

Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence  
None recorded.

Next Scheduled Absence  
None scheduled.

Pending Actions

Existing Absences

View **Add** Recalculate Time Period Last 6 months Type Status Detach



Select **Add** button from Existing Absences section

# Submit Intermittent FMLA in CV360

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Select Advanced Mode button from the Existing Absences section

Absence Administration ⓘ

Save Submit Cancel

\*Absence Type Annual Leave

Advanced Mode

\*Assignment 46050 - Police Officer, Mas

46050 - Police Officer, Master

9008 - Polling Place Security Guard \*

Basic Mode

Single day

\*Start Date m/d/yy

\*End Date m/d/yy

Duration 0 Hours

\*Start Date Duration Hours

\*End Date Duration Hours

Details Plan Use Action Items

Comments

Add Attachment None +

Legislative Information

Descriptive Information

Context Segment

Employees may have multiple jobs associated with their employment record. Select appropriate Assignment to submit the leave request.



Payroll Coordinators must select **Advanced Mode** button before entering leave for employee. The leave request will not reflect on Kronos timecard in Basic Mode.

# Submit Intermittent FMLA in CV360



Absence Administration ⓘ

Save Submit Cancel

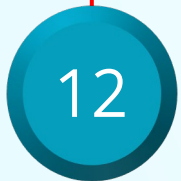
\*Absence Type  Basic Mode

Assignment 46050 - Police Officer, Master

Advanced Mode

View ▾ **+ Add** + Add Range of Dates Add Weekly Recurrences Delete

*Start Date	Duration	*Job or Assignment or ID
No data to display.		
Total	0 Hours	



Select Add button

# Submit Intermittent FMLA in CV360



\*Absence Type

Assignment 46050 - Police Officer, Master

Advanced Mode

View ▾ + Add + Add Range of Dates Add Weekly Recurrences ✕ Delete

*Start Date	Duration	*Job or Assignment or ID
<input type="text" value="7/20/22"/>	<input type="text" value="10"/>	Ho1 46050 - Police Officer, Master
Total		10 Hours

Rows Selected 1

[Details](#) [Plan Use](#) [Action Items](#)

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Key in appropriate Start Date & End Date



The Duration field will auto populate. Coordinators have option to change absence duration.



Absence submissions in CV360 are limited to whole hour, 0.5 hour, and 0.25-hour increments (to align with Kronos rounding rules).



Users may receive an error message if leave request is submitted for a day that does not match their Kronos schedule. Ensure you are requesting leave for a scheduled workday.

# Submit Intermittent FMLA in CV360



Select Submit button



Absence Administration

Save Submit Cancel

\*Absence Type  Basic Mode

Assignment 46050 - Police Officer, Master

Advanced Mode

View + Add + Add Range of Dates Add Weekly Recurrences Delete

*Start Date	Duration	*Job or Assignment or ID
7/20/22	<input type="text" value="10"/>	Hot 46050 - Police Officer, Master
Total		10 Hours

Rows Selected 1



Select Save button to save Absence request and submit later.

# Troubleshooting



Payroll Coordinators may receive an error message if leave request was submitted in Basic Mode. If Error message appears, select ok, and resubmit request in Advance Mode.

# Submit Intermittent FMLA in CV360



▲ Absences

Most Recent or Current Absence

Type: Holiday Bank With Pay - Taken  
Assignment: 46050 - Police Officer, Master  
Dates: 6/29/22 - 6/29/22  
Status: Completed  
Duration: 10 Hours

Next Scheduled Absence: None scheduled.

► Pending Actions

▲ Existing Absences ⓘ

View ▾ + Add ⚙ Recalculate ▾ Time Period: Last 6 months ▾ Type: ▾ Status: ▾ + Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
7/20/22 - 7/20/22	DeKalb County GA	FMLA	46050 - Polic...	10 Hours	Scheduled	✓	⌵



The status of Absence request will display under Existing Absences section.

# Submit Continuous FMLA in CV360

Absences

Most Recent or Current Absence

Type Sick Leave  
Assignment 80620 - Industrial Maintenance TechIII  
Dates 7/1/22 - 7/1/22  
Status Completed  
Duration 1 Hours

Next Scheduled Absence  
None scheduled.

Pending Actions

Existing Absences ?

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
8/8/22 - 8/19/22	DeKalb County GA	FMLA	80620 - Indu...	80 Hours	Scheduled	✓	⌵
7/25/22 - 8/5/22	DeKalb County GA	FMLA	80620 - Indu...	80 Hours	Scheduled	✓	⌵
7/20/22 - 7/22/22	DeKalb County GA	FMLA	80620 - Indu...	24 Hours	Scheduled	✓	⌵

- In this continuous leave example, employee has requested continuous FMLA through multiple (3) pay periods.
- Payroll coordinators must submit FMLA for each pay period. This will prevent payroll issues downstream.
- Be mindful of submitting FMLA leave on observant holidays e.g., Labor Day, Thanksgiving Break, Christmas Break.

## Conclusion



- Learners can now identify and validate when to withdraw initial sick requests, or skip this step if FMLA is already approved. They know to use Advanced Mode for Intermittent FMLA, enter dates and durations accurately, and use correct time increments.
- Learners can recognize and fix schedule mismatches, and properly manage continuous FMLA by submitting leave separately for each pay period, including on holidays.
- These skills ensure compliance with CV360 processes and accurate reflection in Kronos. Mastery of these steps supports smooth payroll operations and prevents processing errors.