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AGNR Administrative Service

The College of Agriculture and Natural Resources Administrative Service Office provides assistance in all fiscal matters pertaining to the College Academic Programs, state-wide programs of Maryland Cooperative Extension, the Agricultural Experiment Station and University of Maryland Eastern Shore Extension Administrator with a combined budget of approximately \$54 million and 680 FTE positions. The College receives funding from state, federal and local governments including contract and grant awards.

Budget & Finance

- **ARES**
- **FRS Web**
- **AGNR Payroll**
- **FRS Account Lookup**
- **Academic Affairs**
- **Forms**
- **Travel Services**
- **ELF**
- **Financial Information**

AGNR developed its own faculty leave system based on the campus system but expanded to allow us to better assist you in managing leave and timekeeping for:

- Contractual faculty and less than 100% faculty
- Accommodate observance of holidays for our County Extension Offices and allow rare cases of working a holiday by campus based faculty.
- More flexibility in managing additional leave types.
- Account for summer appointment leave
- Better manage compensatory time for Extension field faculty

- **PHR Production Menu**
- **PHR Time Entry**
- **Faculty Leave System (FLS)**
- **Warehouse on the Web**
- **AGNR Contracts & Grants**
- **Fiscal Officers' Meetings**
- **Policies**
- **Professional Development**
- **Handbooks & Manuals**

Faculty Leave System (FLS) is can be entered through the AGNR Administrative Services web site or URL <https://fls.umd.edu/>

Faculty timesheets like staff are now on a bi-weekly basis.

Home > Administrative Service > FLS

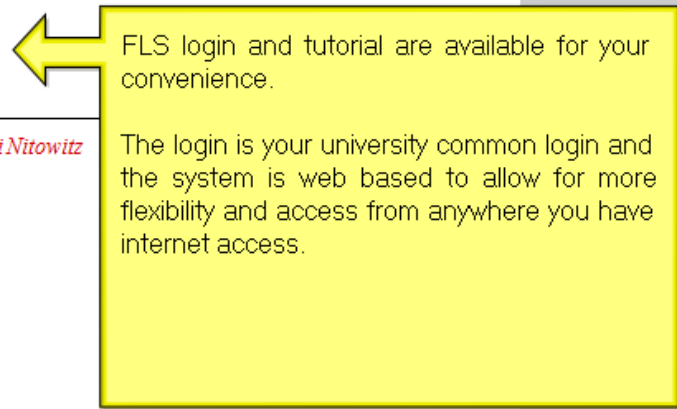
Faculty Leave System

search our college...

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 - WOW
 - AGNR Contracts Grants
 - Monthly Fiscal Meetings
 - Forms, Just Forms

- [Login Page for FLS](#)
- [FLS Tutorial](#)

For more information, contact [Patti Nitowitz](#)
Last updated: 01/7/2009



FLS login and tutorial are available for your convenience.

The login is your university common login and the system is web based to allow for more flexibility and access from anywhere you have internet access.

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University of Maryland Common Login



COMMON LOGIN

Directory ID
- OR -
U ID

Directory Password

Login

The Common Login allows the entry of EITHER your Directory ID or U ID. The same password is used for both.

OIT will never ask you to put your password into an e-mail message, but scammers will. Do not share your password with others!

To find out your Directory ID, go to the [Search By UMID](#) page.

To set your Directory password, go to the [Set Password](#) page.

If you experience login problems, go to the [Help](#) page.

Enter University directory ID and password to sign into the FLS system.

NOTICE: Unauthorized access to this computer system is prohibited by the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University of Maryland System is also subject to the Electronic Communications Privacy Act, 18 U.S.C. §§ 876-877. 4. Anyone using this system acknowledges that the University of Maryland System is not responsible for any damage to your computer system or data that may occur while using this system. For more information, see the privacy policy available at <http://www.umd.edu/aup>.

By logging in to this/these application(s) I agree to the terms of use.

"Main Menu" is where a faculty user would have several options. The main option is to:

Complete Timesheet - this is what you would click on to go to the current, previous or next timesheet.

Timesheets are bi-weekly and completed every two weeks.

Main Menu

- [Request Adjustment to Submitted Timesheet](#)
- [Request a Holiday Move](#)
- [Complete Timesheet](#)
- [Archived Pay Periods \(Grid Layout\)](#)
- [Leave Balance History](#)

Leave Hours Available as of December 18, 2008
 Annual: 497.31 Sick: 163.86 Holiday: 32.00 Personal: 4.00 Comp Time: 2.00

December 2008

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Holiday	2	3 Work: 8.00	4 Work: 8.00	5 Work: 8.00	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Work: 8.00	23 Work: 8.00	24	25 Christmas Day Holiday: 8.00	26 President's Day Holiday: 8.00	27

The calendar is a visual tool to show you holidays, time you have entered, current pay period and current day.

Leave balances are also displayed on this screen.

The "Main Menu" also has links for:

- Requesting an adjustment to a submitted and approved timesheet
- Request to move a holiday if you have to work it
- Review Archived timesheets
- Create a leave balance report for specific periods

Supervisors would have a "Workgroup Administration" section that would be used to go in and review/approve timesheets for those they supervise.

Supervisors would click on:

- Approve Timesheets Submitted

Logged in as: Patti Nitowitz (Faculty)



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Leave Hours Available as of December 18, 2008

Annual: 497.31 Sick: 163.86 Holiday: 32.00 Personal: 4.00 Comp Time: 2.00

- You have 4.00 hours of Comp Time that will expire on 12/23/2008
- You have 16.00 hours of Holiday that will expire on 12/31/2008
- You have 8.00 hours of Holiday that will expire on 12/31/2008
- You have 8.00 hours of Holiday that will expire on 12/31/2008
- You have 8.00 hours of Personal that will expire on 12/31/2008

Instructions

Faculty timesheets are submitted bi-weekly now. Complete your time entry, type in any notes at the bottom of the screen that will be needed by your supervisor. Leave balances include leave accrued for the current pay period but do not reflect leave you have entered as used for this current pay period.

Timesheet for Patti Nitowitz Pay Period 14 From: 12/21/2008 To: 01/03/2009

View:

Pay Period 14 - Week 1 - From: 12/21/2008 To: 12/27/2008						
Week 1	Sunday December 21st	Monday December 22nd	Tuesday December 23rd	Wednesday December 24th	Thursday December 25th	Friday December 26th
Hours Worked	-	8.00 <input type="button" value="+"/> <input type="button" value="-"/>	8.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	-	-
Administrative Leave	-	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	-	-
Annual	-	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	-	-
Comp Time	-	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	-	-
Holiday	-	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	8.00	8.00
Jury Duty	-	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>	-	-

Time sheets are completed by clicking on the day and appropriate entry box, putting hours worked or hours of leave taken by type.

The "+" and "-" boxes can be used to enter time incrementally. Time entered is in a decimal based entry. I.E. 4 hours 30 minutes is 4.50

Holidays will be automatically populated.

Administrative Leave	-	-	0.00	-	-	-	-
Annual	-	-	0.00	-	-	-	-
Comp Time	-	-	0.00	-	-	-	-
Holiday	-	8.00	0.00	8.00	8.00	8.00	-
Jury Duty	-	-	0.00	-	-	-	-
Leave w/out Pay	-	-	0.00	-	-	-	-
Personal	-	-	0.00	-	-	-	-
Sabbatical Leave	-	-	0.00	-	-	-	-
Sick	-	-	0.00	-	-	-	-
Earned Comp Time	0.00	0.00	-	0.00	0.00	0.00	-
Totals	0.00	8.00	0.00	8.00	8.00	8.00	-

Timesheet Comments

comments added will go forward with timesheet.

Save Hours Only Save Hours And Submit Timesheet

Notes are entered on the timesheet when appropriate.

Extension Field Faculty entering "Comp Time Earned" for doing a program on a weekend or holiday should enter the program information in the comments section.

Time can be entered partially and you can click on "Save Hours Only"

Once you have completed your timesheet, submit to your supervisor by clicking on "Save Hours and Submit Timesheet"

Logged in as: Patti Nitowitz (Faculty)



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Main Menu

- [Request Adjustment to Submitted Timesheet](#)
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December 2008

December 2008 GO

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Click on "Request a Holiday Move" to change the date you are observing an upcoming holiday if required to work that holiday.

Once you have obtained supervisor approval the hours of holiday leave will be moved to the date requested.

Logged in as: Patti Nitowitz (Faculty)



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Request Holiday Move

Select a holiday to move
Thanksgiving Break

This holiday accrues on
Friday November 28th, 2008

This holiday is observed on
Friday November 28th, 2008

Select a new date for this holiday
Dec 18 2008

Select the holiday you are requesting to move by clicking on the drop down. Holiday's included in the drop down are previous and current pay period holidays.

Once selected it will show you the University accrued date and your holiday observance date based on whether you are a on the UM or County holiday observance schedule.

Enter the date you would like to take your holiday leave and "submit request".

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← Leave Balance History and detailed information can be obtained by clicking on "Leave Balance History".

Supervisors would access this for themselves and the faculty they supervise by click on a "Reports" link at the top of the screen next between "Main Page" and "Help".

Individual User Leave Balance History Report

Report Filters

Date Range - From: Jan 1 2008 To: Dec 18 2008

Holiday
 Annual
 Administrative Leave
 Jury Duty
 Sick
 Personal
 Leave w/out Pay
 Sabbatical Leave
 Comp Time

Leave Balances for Patti Nitowitz From 12/20/2008 To 11/09/2008

Generated 12/18/2008 10:03 AM

		Holiday	Annual	Sick	Personal
Pay Period: 2009 - 13	Balance	32.00	497.31	163.86	4.00
From: 12/07/2008	Used	0.00	0.00	0.00	0.00
To: 12/20/2008	Earned	0.00	6.77	4.62	0.00
Pay Period: 2009 - 12	Balance	32.00	490.54	159.24	4.00
From: 11/23/2008	Used	0.00	0.00	0.00	0.00
To: 12/06/2008	Earned	16.00	6.77	4.62	0.00
Pay Period: 2009 - 11	Balance	16.00	483.77	154.62	4.00
From: 11/09/2008	Used	0.00	8.00	0.00	4.00
To: 11/22/2008	Earned	0.00	6.77	4.62	0.00

Leave balance reports can be created for specific time periods and specific leave categories.

Click "Run Report" to create the report. Information is displayed from oldest to most current pay period submitted and approved.

Supervisors would have a drop down box to select whether they would like to create a report for themselves or a particular employee.

Request Adjustment to Submitted Time Sheet

Select a pay period to adjust
Current Pay Period: 12/07/2008 - 12/20, ▾

Adjustment Requested
Used 4 hours sick leave on 12/9 but submitted timesheet without entering sick leave.

Note: Adjustments requested can be of two types: Leave or Hours Worked adjustments. Leave adjustments once approved need to be forwarded on to the FLS administrator. Hours Worked adjustments where a pay check has already been issued can only be adjusted by correcting hours worked on a subsequent timesheet.

Requesting an adjustment for a submitted and approved timesheet is done on this screen reached from the Main Page.

A faculty would select the pay period they are requesting an adjustment, enter text on adjustment requested and "submit request" to their supervisor.

Once approved by the supervisor it would be sent to the payroll administrator in the AGNR Administrative Services Office.

Adjustments will normally deal with leave not recorded or recorded incorrectly.

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University of Maryland Common Logout



University of Maryland Common Logout

Logout Successful!

You have successfully logged off from the University of Maryland System. In order for you to access a secured function, you will need to log on again.

- [ARES Home](#)
- [UM Home](#)
- [Testudo](#)
- [Time Entry](#)
- [FLS Home](#)

Once you have completed your timesheet or as a supervisor approved timesheets submitted, please make sure you logout of the system since the common login allows access to other programs you have access to.

Many of these contain confidential information.

Questions can be directed to George Boker, gboker@umd.edu