

MOLLE
Methods **O**n **L**ine **L**eave **E**ntry

LOG ON - Username
Password

System goes to Main Screen

- Options are
1. Post Leave
 2. Employee
 3. Substitute
 4. Reports
 5. Notes
 6. Log Out

OPTION 1

Post Leave – Select date you wish to key in entries.

TYPE

1. Present – This should be used when an employee is at school
2. Sick – This should be used if an employee is absent due to sickness
3. Jury – This is when an employee has a Jury Duty Summons or has to go to court on a school matter. This is not to be used if the employee has a personal court matter.
4. Annual – Vacation leave for qualifying 12 month employees
5. Personal – This is when an employee may need to go to court on a personal matter or have other personal business and will not be at school.
6. Military – When an employee is out for military reasons.
7. Sabbatical – When an employee is on sabbatical leave.
8. Admin – Special circumstances (i.e. Leave with Pay)
9. Workers Comp – Use when an employee is out due to a work related injury
10. LWOP – Leave Without Pay – When an employee has run out of sick days
11. Professional – Use when an employee is out professionally (should get Professional Leave Form back from employee)

AMT - You have the option of keying the employee in as a full day or half day, if you use the ½ option a pop up screen will appear. It will allow you to change the leave entry type, (example ½ Professional ½ sick) or put another sub in for the other part of the day if two Subs were needed for the same employee for the same day.

SUBSTITUTE – You can key in the ID number given by the sub if you are sure the number is correct. However, you can go to the magnifying glass and can look up the employee by name, from a pop up box. Please be sure to check for more than one employee with the same last name (the last four digits of their ID and social are the same.)

EXCUSED - You also have an option to put a ✓ in the box when the teacher brings you a doctors excuse. (This is very important to change, to excused if you get an excuse, it may make a difference in the teacher's pay.) You also have this feature which may be ✓ on the pop up screen for ½ subs. After you have entered the appropriate data on each employee at your school/site, you must click on **POST**, at the bottom of the screen. If you had anyone out on Professional Leave, you will get another screen which allows you to key in:

- a) Fund Number – Must have it to properly pay sub
- b) Account Number – Must have to properly pay sub
- c) Check Number – If school is paying for sub and there is no Professional Leave Form, you must put the check number in this spot or errors will show when you run reports.

OPTION 2 – EMPLOYEE

Lookup – a listing of employees at your site. Pick the employee you wish to look up and select submit. This will give you the date which the information listed below is through as well as basic employee information (employee number, name, address and phone number). This screen also gives you the amount of leave the employee has left in:

1. Sick
2. Personal
3. Extended Medical Leave Balance
4. Annual Balance

If an employee wants to know how much leave they have left you can go to this screen and let them know that as of the date listed at the top of the screen.....you have the following leave options and days left. This does not include anything after the above-mentioned date.

OPTION 3 – SUBSTITUTE

Lookup – If you click lookup, a pop up box will appear. Go to the magnifying glass and it will give you an option to put an employee name. Click on the selected substitute. Basic information will appear - name, address and phone number. It will not allow you to put a name in at this point, you must have the employee number.

Time Worked – This feature does not work

OPTION 4 – REPORTS

1. **Non attendance** – leave employee number blank unless you are wanting a report for a specific employee. Otherwise, just type in the dates you want the reports to print for and it will give you an alphabetical listing of employees, showing:
 - a) School Name
 - b) Date of Report
 - c) Employee
 - d) Date of Absence
 - e) Description of absence (sick, professional, jury, etc)
 - f) Full day or ½ day
 - g) Excused - Y=Yes N=No (If you have received a doctors note you should go back to Post Leave and make changes on that screen.
 - h) Substitute – gives the name of the person who worked for that employee on a specific date

This report should be run approximately every other week.

THIS REPORT SHOULD ALSO BE RUN AND GIVEN TO THE EMPLOYEE THE FIRST DAY OF THE NEW MONTH FOR THEM TO REVIEW FOR ERRORS.

If there is an error in the posting process the employee can get the information and get back with your prior to the end of the month. (i.e. you have the employee out sick, when they were out on professional leave. If you give them the report they will have a chance to get the Professional Leave Form to you prior to the end of the month, or maybe they took their child to the doctor and got a doctor's statement but forgot to turn it in to you, you can go back and make changes on the Post Leave screen showing an excuse turned in or it was professional.)

2. ***Proof of Documentation** – This report should be run and checked against employees for which doctors' excuses have been received. Be sure to look for more than one date on the excuse. **Doctor's notes should be sent to the Central Office attached to this form.**
- 3.

*** Monthly Recap** – This report shows every employee who was out for the entire month. This report gives the following information:

- a) Employee Number
- b) Employee Name
- c) Date of Absence
- d) Type of Leave
- e) Full or ½ day
- f) Excused Y=Doctor Note N=No Doctor Note
- g) Substitute ID Number
- h) Substitute Name

This report should be reviewed and must have Principal's signature prior to submitting to payroll for checks to be issued. Please refer to Tangipahoa Parish Payroll Calendar for dates that MOLLE will be pulled. All changes should be made and all errors cleared up prior to the pull in date.

4. *** Professional Leave** – This report gives you a listing of employees who were out on Professional Leave for that month. This report gives the following information:

- a) Start Date
- b) Employee Number
- c) Employee Name
- d) Sub ID Number
- e) Sub Name
- f) Fund
- g) Account
- h) Rate
- i) Amount

This information is transferred from the Post Leave Screen. It is very important that any changes be made as soon as possible to keep from forgetting them.

Be sure to check the fund and account numbers on this report with the Professional Leave Forms and make any corrections prior to sending the report to Central Office. If the fund and account numbers are not correct this will cause someone not to get paid properly.

SEND PROFESSIONAL LEAVE FORMS TO CENTRAL OFFICE, DO NOT KEEP THEM AT YOUR SITE , COPY THEM FOR YOUR REFERENCE.

5. *** Vacancy Recap** - This report shows any vacancy at your school and who filled that vacancy on a particular day. (Not all schools will have vacancies)

6. *** Leave Entry Status** – This report shows any errors at your school. You can view/print this report at any time of the month. If you have any errors, try to get them cleared up as soon as possible so at the end of the month you are not scrambling to get everything done in a short period of time.

6. **Sign In Sheet** – You can print sign in sheets for your site. You cannot make changes on this sheet. All changes need to be done at the Central Office. However, if things change at your site, please be sure to call if you have questions.

**THE ABOVE REPORTS CAN BE VIEWED/PRINTED
AT ANY TIME. PLEASE FEEL FREE TO VIEW/PRINT
ON A DAILY BASIS.**

OPTION 5 – NOTES – This is a pop up which gives you information about employees at your site, which will help your posting into MOLLE. Some of the information it may offer are:

- a) Leave Type (Straight Leave with Pay, Straight Leave without Pay, Sabbatical, Sick Leave, Extended Medical).
- b) Date Leave will begin
- c) Date Leave will end

It is very important that you check this screen. This will assist you in posting and answering questions you have.

OPTION 6 – LOGOUT – This takes you out of MOLLE completely and back to the Log On Screen. You may choose File – Exit at this point or use the X in the top right corner to close out.

Should you have any questions, or need assistance, please contact Cindy Holton at 748-2412 or email her at CYNTHIA.HOLTON@TANGISCHOOLS.ORG

*** THESE REPORTS SHOULD BE SENT TO CENTRAL OFFICE AT THE END OF THE MONTH.**

Methods

O_n

Line

Leave

Entry

USER GUIDE

MEMO

To: Principals
Date: August 8, 2005
RE: MOLLE User Guide
From: Cindy Holton – MOLLE Contact Person

Attached is a user guide for MOLLE. You may want to review the guide and become familiar with the procedures for using MOLLE. You will want to give a copy of this guide to the MOLLE user at your school/site. Please have them review it, as there are several changes from the way it has been done in the past and what reports/information is to be sent to Central Office.

If you or your MOLLE contact person needs any additional help, please give me a call at 748-2412 or email me at CYNTHIA.HOLTON@TANGISCHOOLS.ORG.