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Fw: URGENT - push backs

From: Sabina Burton (burtons@uwplatt.edu)
Sent: Sun 6/28/15 8:09 AM
To: Roger Burton (rogerburton@plattevillerealestate.net); "sabinaburton "
(sabinaburton@live.com)

From: Sabina Burton
Sent: Tuesday, April 7, 2015 10:34 AM
To: Jane B Laufenberg
Subject: Re: URGENT - push backs

I hope I'll be back after April 17, at least part time.. I still have to undergo some medical test to determine. My doctor said to wait until we have the tests back.

I entered the missing week from March.

Sabina

From: Jane B Laufenberg
Sent: Tuesday, April 7, 2015 10:28 AM
To: Sabina Burton
Subject: RE: URGENT - push backs

Thanks so much Sabina! I just see one week missing: 3/23 - 3/27/15. Please enter that one and you'll be all caught up.

Are you planning on coming back to work after April 17?

Take care,

Jane

Jane B. Laufenberg

Human Resources/Payroll Dept.

UW-Platteville

Ullsvik Hall 2300

1 University Plaza

Platteville, WI 53818

608-342-1176

Fax: 608-342-1179

From: Sabina Burton
Sent: Tuesday, April 07, 2015 10:23 AM
To: Jane B Laufenberg
Subject: Re: URGENT - push backs

Ok, I did it week by week all through April 17. Hope it works this time :)

Sabina

From: Jane B Laufenberg
Sent: Tuesday, April 7, 2015 10:03 AM
To: Sabina Burton
Subject: RE: URGENT - push backs

Hi Sabina - Sorry to hear you have not recovered. Best wishes to you!

I saw your requests. I need you to change the dates to do one week at a time. Right now, when you span over the weekends, the system is charging you for your Saturday and Sundays that why the numbers didn't match what you wanted to take. Please change the first Push back for January to the first week you were off (be sure not to span over holidays either). You will need to do them each week.

I've pushed back all of your requests. Please do new requests for the rest of the weeks you are off. You are on a medical leave so you need to enter sick leave for Spring break as well.

Let me know if you have any questions.

Thanks!

Thank you and have a GREAT day!

Jane

Jane B. Laufenberg

Human Resources/Payroll Dept.

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From: Sabina Burton
Sent: Tuesday, April 07, 2015 9:27 AM
To: Jane B Laufenberg
Subject: Re: URGENT - please reply

Hello Jane,

Sorry for the delay. I had another endoscopic surgery on 3/30 that revealed that I have not yet recovered.

I re-input the sick leave requests this morning and hope I did it correctly.

I can resubmit today if necessary. Sorry for causing you extra work.

Kind regards,

Sabina

From: Jane B Laufenberg
Sent: Tuesday, April 7, 2015 8:50 AM
To: Sabina Burton
Cc: John A Lohmann
Subject: URGENT - please reply

Hello Sabina - We show on your FMLA paperwork a date of 3/30/15 for an end date of your leave. Are you back to work? If not, can you please let us know your plans right away.

We also need you to make corrections to your push backs for January and February and add more leave requests doing one week per request -- see notes below on how to do that. March report was due on April 5. Please get these corrections and new requests done as soon as possible. If you need help, please call me. I'd be glad to work with you to get these updated.

Thank you and have a GREAT day!

Jane

Jane B. Laufenberg

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From: Jane B Laufenberg
Sent: Friday, April 03, 2015 11:43 AM
To: Sabina Burton
Subject: RE: push back
Importance: High

Hi Sabina -- Please make these corrections ASAP using the information below.

Thank you and have a GREAT day!

Jane

Jane B. Laufenberg

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Fax: 608-342-1179

From: Jane B Laufenberg
Sent: Wednesday, February 11, 2015 2:04 PM
To: Sabina Burton
Subject: push back
Importance: High

Hello Sabina -- I had to push back your leave for January - please read below.

When entering, please **don't span through weekends or over holidays**. Basically, they have to be entered each week. If you are unsure of your date of return, please go month by month (entering at the latest by the 5th of the following month). Or if you want to enter them all now and get them done that works. I can always go in and void requests if you don't end up needing all of the time. Just let me know what your plan is, if you can.

Other reminders when reporting leave, please:

* Select Sick Leave UNC - not HOURLY sick leave

* Select **Hours Per Day** in the Entry Type field

* Enter Number of hours per day

* Click on the Calculate button to bring hours into the duration box. Check to be sure this number is correct based on the number of days.

* Click on Submit

Thank you and have a GREAT day!

Jane

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