

## **Paid Family Leave (PFL)**

The code used to report a Paid Family Leave absence is PFI. The PFI code should be entered by the department timekeeper when an employee requests time away under Paid Family Leave, even while awaiting for an approval. If the PFL approval is received for a block of time over two weeks, Leave Administration will ensure that the codes have been entered. Paid Family Leave may only be taken in full-day increments, therefore the PFI code will be noted by entering "1" in the Amount/Hours Column to represent one day of PFI.

Paid Family Leave payments come directly from Hartford. To prevent duplicate payments from both the UR and Hartford, the PFI code must be entered prior to the T&L due date for each pay period where there is a Paid Family Leave. These codes will prevent UR payments for these leave days.

Employees may supplement their PFI time with vacation or PTO. Because Paid Family Leave is granted in full-day increments but the benefit paid is a portion of the employee's salary (50% in 2018, 55% in 2019, 60% in 2020 and 67% in 2021 as determined by NY State); the system is programmed to calculate the amount of vacation or PTO time to be used. The program allows up to 1/5 of the standard weekly hours multiplied by the yearly PFL percentage (50% in 2018, 45% in 2019, 40% in 2020 and 33% in 2021). The timekeeper should add a row and enter an estimated time for vacation or PTO into T&L on a PFI day. Upon clicking the save button the system will identify the calculated hours to use for vacation or PTO. If the amount of time entered is less than the percentage allowed, no system message will display. Vacation or PTO time must be entered by the Timekeeper.

Vacation and sick time are not accrued while a staff member is out on a Paid Family Leave. Banks stop accruing in the first full pay period the employee is out on leave and resume accruing during the first pay period the staff member returns to work, regardless of when in the pay period they return.

Holiday — If a person is out of work on a holiday, they will not receive holiday pay, but they will receive Paid Family Leave benefits, based on the PFI code entered in T&L.

An employee on Paid Family Leave may also be eligible for Family Medical Leave concurrent to the Paid Family Leave. In these cases the FML code should be entered on a separate line in addition to the PFI code; the appropriate hours should be entered based on the standard schedule. The FML code should be entered by the Timekeeper. Any question as to the employee's eligibility for Family Medical Leave can be directed to the FMLA Coordinator at x5-5250.

## ENTERING THE PFL CODE (2 Methods)

### **METHOD ONE: USING THE TIME ENTRY SCREEN**

1. From the menu on the left or at the top, select *Time Entry – Timekeeper*
2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.
3. Select *Get Empl ID*, *Get Group ID*, or *Get All Employees* and enter appropriate criteria.
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose desired employee.

Favorites ▾ Main Menu ▾ > Time Entry - Timekeeper Home || Add to Favorites

Report Time

Select Employee

Reporting Method: Time and Labor Entry Date: 10/06/2013

Employee Entry Search

Get EmplID EmpID

Get Group ID Group ID BA100 🔍

Get All Employees

Opt out of 15.5 hr PeopleCode Msg

Use Criteria for Future Search

Get Employees

6. On the first day of absence, use the lookup (magnifying glass) to select the correct *Time Reporting Code (PFI)*. Instead of entering hours for PFL simply enter "1." Note, when two or more actions must occur in the system a new row is needed for each time code: choose the applicable nonwork time code (PTO, Vacation) and input the appropriate FML code on the same day (if applicable). For FMLA enter the accurate amount of hours based on the standard schedule. Each code needs its own row.
7. Click *Save* when completed.

Punch and Elapsed Time Detail													Personalize	Find	First 1-20 of 20	Last
		Date	Day	In	Out	TRC	Amount Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)			
1	+	12/16/2017	Sat													
2	+	12/17/2017	Sun													
3	+	12/18/2017	Mon			PFI	1.000000					UR DE				
4	+	12/18/2017	Mon			FML	8.000000					UR DE				
5	+	12/18/2017	Mon			VSA	4.000000					UR DE				
6	+	12/19/2017	Tue													

Enter "1" for PFI days

**METHOD TWO: USING THE ELAPSED TIME ENTRY SCREEN**

1. From the menu on the left or at the top, click *Manager Self-Service > Time Management > Report Time > Elapsed Time Entry*.
2. Select Criteria (Time Reporter Group, Empl ID, or Last Name) by using the lookup (magnifying glass) or type in your selection.
3. Change the date if necessary. (Default date is today).
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose employee.

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	BA100
Empl ID	
Last Name	

Get Employees

Clear Criteria

Save Criteria

Change View

\*View By Week

Date 05/21/2014

Show Schedule Information

Previous Week Next Week

Employees For Susan Silver, Totals From 05/19/2014 - 05/25/2014

Personalize Find 1-16 of 16

Last Name	First Name	Employee ID	Empl Record
Blue	Bonnie	201068	0
Brown	Becky	201073	0
Burgundy	Betty	201078	0

6. After the employee is chosen, click on *View By* and choose *Calendar Period*. This will give you the appropriate time period (salaried or hourly) for the employee.
7. On the first day of absence, use the lookup (magnifying glass) to select the correct *Time Reporting Code (PFI)*. Instead of entering hours for PFL simply enter "1." Note, when two or more actions must occur in the system, a new row is needed for each time code: choose the applicable nonwork time code (PTO, Vacation) and input the appropriate FML code on the same day (if appropriate). For FMLA enter the accurate amount of hours based on the standard schedule. Each code needs its own row.

8. Click *Submit*, then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.

From Monday 12/18/2017 to Sunday 12/24/2017 ?

Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23	Sun 12/24	Total Time	Reporting Code	*Taskgroup		
				1.0				PFI - Paid Family Leave Intermittent	UR DEFAULT	Q	+ -
				8.0				FML - Family Medical Leave Tracking	UR DEFAULT	Q	+ -
				4.0				VHA - Vacation	UR DEFAULT	Q	+ -

Submit      Apply Schedule