

## **FMLA (SEE BELOW)**

### **Family Medical Leave Act (FMLA)**

The code used to track an FMLA absence is FML and should be entered by the Timekeeper. Family Medical Leaves run concurrently with other leaves such as Workers' Compensation or Short-Term Disability or it may be taken separately from other leaves either in a block of time or intermittently.

University Policy 358 establishes the parameters around Family Medical Leaves. The University will grant eligible employees up to 12 weeks of guaranteed Family Medical Leave without pay during a qualifying 12-month period for qualified reasons.

When a request for Family Medical Leave is made by an employee or the supervisor is aware of a Family Medical Leave-qualified reason, Leave Administration should be notified and will obtain the appropriate documents and notify the employee and their department of the approved Family Medical Leave. Any question as to the employee's eligibility for Family Medical Leave can be directed to the FMLA Coordinator at x5-5250.

Departments must maintain a record in HRMS of the staff member's time out under FMLA using the FML code in Time Entry/Elapsed Time screens as described below. In addition, time reporting in HRMS should be PTO (if applicable), sick time (if an employee is absent for his or her own serious illness), or vacation time. All PTO/Sick or vacation time will be paid out during the regular pay period cycles for the first 12 weeks of the leave or until exhausted.

## ENTERING THE FML 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.

6. On the first day of absence, use the lookup (magnifying glass) to select the correct *Time Reporting Code*. Note, two actions must occur in the system: choose the applicable nonwork time code (Sick, PTO, Vacation) until banks have been exhausted (or when employee returns to work) and input the appropriate FML code on the same day, using the same amount of hours. Once leave banks are exhausted, use FML code only. System will “flash.” Enter the number of hours taken under the *Amount Hours* column heading.
7. Click *Save* when completed.

Punch and Elapsed Time Detail													
		Date	Day	In	Out	TRC	Amount /Hours /Units	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)
1	+ -	10/06/2013	Sun			31					31		
2	+ -	10/07/2013	Mon			VHA	8.0000					UR DEF	
3	+ -	10/07/2013	Mon			FML	8.0000					UR DEF	
4	+ -	10/08/2013	Tue			VHA	8.0000					UR DEF	
5	+ -	10/08/2013	Tue			FML	8.0000					UR DEF	
6	+ -	10/09/2013	Wed			VHA	8.0000					UR DEF	
7	+ -	10/09/2013	Wed			FML	8.0000					UR DEF	
8	+ -	10/10/2013	Thu			FML	8.0000					UR DEF	
9	+ -	10/11/2013	Fri			FML	8.0000					UR DEF	
10	+ -	10/12/2013	Sat			31					31		

Vacation/Sick /PTO exhausted beginning on Thursday

**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	

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

Time Summary	Demographics		
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. Enter hours as appropriate; tab to the *Time Reporting Code* column and use the drop-down box to enter appropriate code (s). Note, two actions must occur in the system: choose the applicable nonwork time code (Sick, PTO, Vacation) until banks have been exhausted (or when employee returns to work) and input the appropriate FMLA code on the same day, using the same amount of hours. Once leave banks are exhausted, use FML code only. 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.

\*Date 04/03/2016 [refresh icon]

Reported Hours 0.000000

From Sunday 04/03/2016 to Saturday 04/09/2016 [help icon]

Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total	Time Reporting Code	*Taskgroup
	8.000000	8.000000	8.000000					VHA - Vacation Hourly	UR DEFAULT
	8.000000	8.000000	8.000000	8.000000	8.000000			FML - Family Medical Leave Reporting	UR DEFAULT

Submit [Schedule]

[Return to Select Employee](#)  
[Manager Self Service](#)

Vacation/Sick/PTO exhausted beginning on Thursday