**Paid Family Leave (PFL) Time and Labor Instructions**

The code used to report a Paid Family Leave absence is PFL (for blocks of time) or PFI (for intermittent time). The PFL code will be entered by the Leave Administration team after the approval is received from Aetna. The department timekeeper enters the PFI code when an employee has an approved intermittent leave under Paid Family Leave. Paid Family Leave may only be taken in full day increments, therefore the PFL or PFI codes will be noted by entering ‘1’ in the Amount/Hours Column to represent one day of PFL or PFI.

Paid Family Leave payments come directly from Aetna. To prevent duplicate payments from both the UR and Aetna, the PFL or PFI codes 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 PFL or 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 an approved PFL or 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 PFL or 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 or PFL 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 x55250.

**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.

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.

**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.

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.