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.

![Image of Time Entry Screen]

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.
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.

Vacation/Sick/PTO exhausted beginning on Thursday
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.