


Once an employee has been placed on an approved FMLA leave of absence, it is the department's responsibility to track their FMLA usage via the FMLA tracking log, and the FML tracking code in PeopleSoft. The proper way to enter Payroll will be shown below, depending on an Employee's pay status.


Medical or Parental Leave with Pay – Full Paid Leave

- Employee has enough accrued leave to remain in full pay status. Enter in the leave used, and use another line to enter in FML use for the time off, up to 480 hours. It is the department's responsibility to track the time used.

View By: Time Period *Date: 03/29/2013  << Previous Time Period Next Time Period >>

Reported Hours: 160.00 Hours Scheduled Hours: 80.00 Hours


From Friday 03/29/2013 to Thursday 04/11/2013

Timesheet 

Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Total	Time Reporting Code	Taskgroup	Reported Time Source		
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	FML - FMLA Leave	PSNONTASK	Online	-	+
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	S - Sick Leave Taken	PSNONTASK	Online	-	+


Medical or Parental Leave with Pay – Partially Paid Leave

- Employee has elected to use enough leave to cover their benefits during their leave. Enter in the leave used, and use another line to enter in Leave Without Pay for the remainder of the 80 hours. A final line will be used to enter FML hours for the time off, both paid and unpaid, up to 480 hours. It is the department's responsibility to track the time used.

View By: Time Period *Date: 03/29/2013  << Previous Time Period Next Time Period >>

Reported Hours: 160.00 Hours Scheduled Hours: 80.00 Hours

From Friday 03/29/2013 to Thursday 04/11/2013

Timesheet 

Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Total	Time Reporting Code	Taskgroup	Reported Time Source		
8.00			2.00				8.00			2.00				20.00	A - Annual Leave - Taken	PSNONTASK	Online	-	+
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	FML - FMLA Leave	PSNONTASK	Online	-	+
			6.00	8.00	8.00	8.00				6.00	8.00	8.00	8.00	60.00	LWO - Leave Without Pay	PSNONTASK	Online	-	+

Medical or Parental Leave with Pay – Intermittent Leave

- Enter the time that the employee is out of the office (such as for doctor’s visits or physical therapy, or any other reason.) Another line will be used to enter FML hours for the time used that refers to the approved leave, up to 480 hours. It is the department’s responsibility to track the time used via the FMLA tracking log.

Example 1: Employee has visits to the doctor on 4/5/13, and took a half day on 4/8/13 for personal reasons. Only include the day they go to the doctor, and record this on the FMLA tracking log.

View By: Time Period *Date: 03/29/2013 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 20.00 Hours Scheduled Hours: 80.00 Hours

From Friday 03/29/2013 to Thursday 04/11/2013

Timesheet

Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Total	Time Reporting Code	Taskgroup	Reported Time Source
							4.00			4.00				4.00	A - Annual Leave - Taken	PSNONTASK	Online
							8.00							8.00	FML - FMLA Leave	PSNONTASK	Online
							8.00							8.00	S - Sick Leave Taken	PSNONTASK	Online

Submit

Example 2: Employee has physical therapy appointments, and has temporarily flexed their work schedule with supervisory approval from 9-5 to 8-4 while they are in PT. Although the employee isn’t missing any time, the change will still be recorded as FMLA hours, and subtracted from their 480 hour entitlement via the FMLA tracking log.

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Reported Hours: 10.00 Hours Scheduled Hours: 80.00 Hours

From Friday 03/29/2013 to Thursday 04/11/2013

Timesheet

Fri 3/29	Sat 3/30	Sun 3/31	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Total	Time Reporting Code	Taskgroup	Reported Time Source
1.00			1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	10.00	FML - FMLA Leave	PSNONTASK	Online

Submit

Medical or Parental Leave without Pay

You are unable to enter any type of leave for an employee on leave without pay, including the FML tracking code. You should use the FMLA tracking log for these types of leave to ensure a proper record of FMLA usage is kept.