

Quick Reference Guide for Managers / Proxies

FMLA

FMLA PAY CODES FOR ETE TIME RECORDS

New HRIS pay codes will automatically decrement from new FMLA leave plans while also decrementing from other related leave plans. Going forward, when an employee is approved for FMLA, he/she (or their supervisor or proxy) will begin tracking FMLA leave with new pay codes in Employee Time Entry (ETE).

FMLA INTERMITTENT – when you using intermittent leave for FMLA, please make sure to use one of the FMLA pay codes listed below. Example, if you are taking two hours of sick leave for a Dr. visit (and work a regular eight hour day), enter 6 hours of pay code 100 and two hours of 310E

FMLA CONTINUOUS – when you are planning to take FMLA for an extended period of time, your supervisor or payroll department will enter your time records. Please contact them for questions.

FMLA Eligible Pay Codes

- 300E - FMLA Annual Leave Taken
- 308E - FMLA Donated Leave
- 310E - FMLA Sick Leave
- 311E - FMLA Sick Leave Family
- 320F - FMLA Holiday
- 322E - FMLA Reserved Holiday
- 330E - FMLA Comp Leave
- 340E - FMLA Bereavement Leave
- 630E - FMLA Industrial Leave
- 640E - FMLA Hours / LWOP

How to ENTER / SAVE / SUBMIT FMLA Time Records

1. Verify your **EIN** and the correct Pay Period appears
2. Under Week 1, select **Update** under the Function Code (FC)
3. Select **Pay Code** – make sure the pay code contains an **“F”**
4. Enter your **Hours** for time worked or leave taken in the hours field
5. Repeat Steps 2 – 4 for Week 2
6. Click **Save**
7. Once your hours are entered accurately for Week 1 and Week 2, and you are ready for your manager to approve, click **Submit**.
8. Read the Certification Acknowledgement and then click **Accept**

NOTE: Once you **Submit** your time record, you will not be able to modify unless you contact your Manager and he / she rejects your time record.

How to APPROVE Employee Time Records

1. On the Employee Time Summary page, view a specific employee’s time record, by clicking the **“X”** under the Function Code (FC) corresponding to the employee’s name
2. Click Time Entry Form button
3. Review the Employee’s Time Records for Week 1 and Week 2
4. Click Approve
5. Read the Certification Acknowledgement and then click Accept
6. To return to the Employee Summary page, click Back on the top toolbar

NOTE: Once you **Approve** the time record, you will not be able to modify unless you reject the time record.

How to REJECT Employee Time Records

1. On the Employee Time Summary page, view a specific employee's time record by clicking the "X" under the Function Code (FC) corresponding to the employee's name
2. Click Time Entry Form button
3. Click Reject – remember, you will reject time records for both Week 1 and Week 2
4. To return to the Employee Summary page, click Back on the top toolbar

How to CHANGE/UPDATE Employee Hours (specific line item)

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the "X" under the Function Code (FC) corresponding to the employee's name
2. Click Time Entry Form button and the time records for that pay period will appear
3. Verify the Time Card Status (located in the upper right hand corner) displays Missing, Entered, or Rejected. If the time record is not in one of these statuses, you will not be able to modify the time record.
4. Select Update under the Function Code (FC) corresponding to the line item you want to change / update and then make the necessary changes
5. Click Save
6. Repeat these steps for each line item

How to DELETE Employee Time Records (specific line item)

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the "X" under the Function Code (FC) corresponding to the employee's name
2. Click Time Entry Form button
3. The time records for that pay period will appear
4. Verify the Time Card Status (located in the upper right hand corner) displays Missing, Entered, or Rejected. If the time record is not in one of these statuses, you will not be able to delete the time record.
5. Select Delete under the Function Code (FC) corresponding to the line item you want to delete
6. Click Save

If necessary, add a new line item to replace the deleted line item by selecting **Update** under the Function Code (FC) and adding the appropriate pay code and hours

NOTE: To make a correction on a pay code, you must follow the directions above and delete the entire line. The system will not allow you to change the pay code field only.

How Enter a Comment

1. Verify your EIN and the correct Pay Period appears
2. Click on the Day of the week you want to enter a comment (e.g. Monday, Tuesday, etc.)
3. The Time Entry Comment (ZS35.4) form will appear
4. Select Update under the under the Function Code (FC)
5. Enter Comment
6. Click Save
7. Click Back
8. Click Inquire on the Employee Time Entry (ZS35.3) form
9. An asterisk "*" will appear to denote a comment has been entered

Pay Code Listing for All Employees:

Pay code	Description	Usage
100	Regular Pay	Regular Hours worked <= 40 in a week
100A	Staff Development	Training Hours worked during the regular work day
106	Board or Commission Salary	Earnings from Board or Commission Meetings
107	Temporary Employee Salary	Hours worked by Temporary employees
107A	Temporary Employee Salary No Retirement	Hours worked by Temporary employees
110	Telecommuting Pay	Approved Hours worked away from the office*
112	Governor's Mentor Program	Tracking Hours for the program (No Pay)*
300	Annual Leave	Vacation Hours Taken
300F	FMLA Annual Leave Taken	<u>FMLA</u> Vacation Hours Taken
308	Donated Leave Taken	Donated Hours Taken*
308F	FMLA Donated Leave	<u>FMLA</u> Donated Hours Taken*
310	Sick Leave Taken	Sick Hours Taken
310F	FMLA Sick Leave	<u>FMLA</u> Sick Hours Taken
311	Sick Leave Family	Family Sick Hours Taken (40 Sick Hours per calendar year)*
311F	FMLA Sick Leave Family	<u>FMLA</u> Family Sick Hours Taken (40 Sick Hours per calendar year)*
320	Holiday Pay	Holiday Hours Taken on the State Observed date*
320F	FMLA Holiday	<u>FMLA</u> Holiday Hours Taken on the State Observed date*
340	Bereavement Leave Taken	Approved Hours Taken (24 to 40) (Out of State)*
340F	FMLA Bereavement Leave	<u>FMLA</u> Approved Hours Taken (24 to 40) (Out of State)*
350	Civic Duty	Approved Hours for Jury Duty, Testifying for State, Voting *
355	Paid Leave of Absence	Approved Hours for Organ/Bone Donation, National Disaster Medical
360	Education Leave Taken	Education Hours Taken*
370	Recognition Leave Awarded	Recognition Hours Taken within 1 year of award*
375	Admin Leave – Investigation	Paid Admin Leave during State Investigation
376	Admin Leave – Emergency	Paid Admin Leave/State Mandated Emergency

Pay Code Listing for All Employees (CONT):

Pay code	Description	Usage
380	Military Leave Taken	Using Federally allotted Hours (240 in 2 consecutive years)*
630	Industrial Leave Without pay	Tracking Industrial Leave (Hours-No Pay)
630F	FMLA Industrial Leave	Tracking <u>FMLA</u> Industrial Leave (Hours-No Pay)
640	Leave without Pay	Tracking Leave (Hours-No Pay)
640F	FMLA Hours / LWOP	Tracking <u>FMLA</u> Leave (Hours-No Pay)
641	Leave without Pay-Unauthorized	Tracking Leave (Hours-No Pay)*

Additional Pay Codes for EXCLUDED Employees:

102	Excluded Employee Extra Hours	Hours worked in excess of normal schedule (No Pay)*
105	Partial Day Absence	Hours not worked in normal schedule (Paid)*

Additional Pay Codes for EXEMPT/NON EXEMPT Employees:

101	Regular in Excess of 40 Hours	Portion of Overtime Hours paid at straight time or time and one-half*
321	Holiday Leave Earned	Reserving Holiday Hours to use in future week or pay period
322	Reserved Holiday Leave Taken	Reserved Holiday Hours
322F	FMLA Reserved Holiday Leave Taken	<u>FMLA</u> Reserved Holiday Hours
330	Compensatory Time Taken	Comp Hours Taken*
330F	FMLA Comp Leave	<u>FMLA</u> Comp Hours Taken*
800	Comp Time Earned	Reserving Hours Worked over 40 as Comp Leave*

Attendance Code Listing for All Employees*

DB	Bone Marrow Donor Leave -5 Days	Tracking Leave Taken as a Result of a Bone Marrow Donation
DT	Organ Transplant Donor Leave-30 Days	Tracking Leave Taken as a Result of an Organ Donation
ND	National Disaster Medical Leave	Tracking National Disaster Medical Leave Training or Differential
MD	Military Differential	Tracking Payments Made to Supplement Amount Paid by the Military
ML	Military Leave Exceeded	Tracking After 240 Hours of Military Leave have been exhausted
IN	Industrial	Tracking Leave Hours for Industrial Leave
SW	Suspension without Pay	Tracking Leave without Pay for a Suspension
FR	Agency Designated Furlough	Tracking Hours for Furlough that are Agency Specific

FMLA Attendance Codes – *these are based on your agency requirements and are used ONLY to enhance the FMLA pay codes. Contact your HR department for further information.*

DC	FMLA Self Bone Marrow Donor	Tracking <u>FMLA</u> as a Result of a Bone Marrow Donation
DU	FMLA Self Organ Transplant Donor	Tracking <u>FMLA</u> as a Result of an Organ Donation
FS	FMLA Self	Tracking Approved Leave Hours under Family & Medical Leave Act
FF	FMLA Family	Tracking Approved Leave Hours Taken to Care for a Family Member
FY	FMLA Family Exigency	Tracking Approved Leave Hours Taken for an Urgent Family Situation
FZ	FMLA Family Service Member Caregiver	Tracking Approved Leave Hours to Care for a Family Service Member
IS	FMLA Self Industrial	Tracking Leave Hours for Industrial Leave also approved as <u>FMLA</u>

*** Contact your Agency regarding eligibility/use**