

# FMLA / Parental Leave Time Entry Instructions

FMLAT (Family Medical Leave Taken) time reporter code must be reported along with a corresponding leave code: (Sick for qualifying sick events, Vacation, Compensatory, Personal Holiday, Leave Without Pay). Never report FMLAT along with hours physically worked.

The appropriate FMLA override reason code is required for all FMLA time entry

1. FMADP - FMLA adoption of a child
2. FMBTH – FMLA birth of a child
3. FMFOS – FMLA foster care of a child
4. FMSIC – FMLA serious illness of a child
5. FMSIE – FMLA serious illness of the employee
6. FMSIP – FMLA serious illness of a parent
7. FMSIS – FMLA serious illness of a spouse
8. FMLQE – FMLA for a qualifying exigency

## Table of Contents

- [Intermittent FMLA](#)
- [Continuous FMLA](#)
- [FMLA Leave During A Holiday Week](#)
- [PARLV](#)
- [PARLV/FMLA](#)



## Intermittent FMLA (Elapsed Timesheet)

◀ **19 August - 25 August 2022** ▶  
 Weekly  
 Scheduled 40.00 | Reported 16 Hours

View Legend Submit

Time Reporting Code / Time Details	19-Friday	20-Saturday	21-Sunday	22-Monday	23-Tuesday	24-Wednesday	25-Thursday
	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 8	Scheduled 8 Reported 8
Regular Hours Worked	8.00					8.00	8.00
Family Medical Leave				8.00	8.00		
Leave Without Pay				8.00	8.00		
Comments							

**Time Details**

\*Taskgroup  No Reporting

Override Reason Code

## Continuous FMLA (Elapsed Timesheet)

◀ **19 August - 25 August 2022** ▶  
 Weekly  
 Scheduled 40.00 | Reported 16 Hours

View Legend Submit

Time Reporting Code / Time Details	19-Friday	20-Saturday	21-Sunday	22-Monday	23-Tuesday	24-Wednesday	25-Thursday
	Scheduled 8 Reported 16	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 8
Family Medical Leave	8.00			8.00	8.00	8.00	8.00
Vacation Leave Taken	8.00			8.00	8.00	8.00	8.00
Comments							

**Time Details**

\*Taskgroup  No Reporting Override Reason Code

## FMLA leave during a holiday week (Elapsed Timesheet)

◀ 2 September - 8 September 2022 ▶  
Weekly  
Scheduled 40.00 | Reported 32 Hours

View Legend Submit

Time Reporting Code / Time Details	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday
Scheduled 8 Reported 16	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	
Leave Without Pay					8.00	8.00	+ -
Sick Leave Taken -	8.00						8.00 + -
Family Medical Le: <input type="text" value="FMSIE"/>	8.00			8.00	8.00	8.00	8.00 + -
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Time Details**

\*Taskgroup  No Reporting Override Reason Code

During a holiday week, if the employee is on FMLA leave for the entire week, report FMLAT on the holiday according to their FTE (full-time equivalent rate).

## Unpaid Parental Leave (Elapsed Timesheet)

◀ **26 August - 1 September 2022** ▶

Weekly

Scheduled 40.00 | Reported 40 Hours

View Legend Submit

---

\*Time Reporting Code / Time Details

	26-Friday	27-Saturday	28-Sunday	29-Monday	30-Tuesday	31-Wednesday	1-Thursday		
Scheduled	8	OFF	OFF	8	8	8	8		
Reported	8	0	0	8	8	8	8		
Sick Leave Taken - S	8.00			8.00	8.00	8.00	8.00	+	-
Comments									

**Time Details**

---

\*Taskgroup  No Reporting

Override Reason Code

Unpaid Parental Leave is reported by selecting a type of leave (Sick is permitted for the first 6-8 weeks following birth, Vacation, Compensatory, Personal Holiday, Leave Without Pay) and then pairing it with the override reason code PAREN.

## Unpaid Parental Leave / FMLA (Elapsed Timesheet)

◀ **26 August - 1 September 2022** ▶  
 Weekly  
**Scheduled 40.00 | Reported 40 Hours**

View Legend Submit

Time Reporting Code / Time Details	26-Friday	27-Saturday	28-Sunday	29-Monday	30-Tuesday	31-Wednesday	1-Thursday
Scheduled 8 Reported 16	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 16
Sick Leave Taken - St	8.00			8.00	8.00	8.00	8.00
Family Medical Leave	8.00			8.00	8.00	8.00	8.00
Comments							

**Time Details**

\*Taskgroup  No Reporting Override Reason Code

**Time Details**

\*Taskgroup  No Reporting Override Reason Code

When an employee is approved for FMLA and Parental Leave (paid or unpaid) at the same time, both leave types must be entered on the timesheet. As with the previous examples, the appropriate override codes should be paired with FMLA and the type of leave selected.