



**Human Resources**  
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## 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

### Intermittent FMLA (Elapsed Timesheet)

From Friday 03/16/2007 to Thursday 03/22/2007

Timesheet

Fri 3/16	Sat 3/17	Sun 3/18	Mon 3/19	Tue 3/20	Wed 3/21	Thu 3/22	Total	Time Reporting Code	Override Reason Code
8.000				3.000			11.000	Leave Without Pay (\$0) - LWOHP	
			8.000	5.000	8.000	8.000	29.000	Regular Hours Worked - REGHP	
8.000				3.000			11.000	Family Medical Leave Taken - FMLAT	FMSIE

Submit

### Continuous FMLA (Elapsed Timesheet)

From Friday 04/22/2011 to Thursday 04/28/2011

Timesheet

Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Total	Time Reporting Code	Override Reason Code
8.000			8.000	8.000	8.000	8.000	40.000	Vacation Leave Taken - VACHT	
8.000			8.000	8.000	8.000	8.000	40.000	Family Medical Leave Taken - FMLAT	FMSIE

Submit

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

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).

From Friday 05/25/2007 to Thursday 05/31/2007

Timesheet

Fri 5/25	Sat 5/26	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Total	Time Reporting Code	Override Reason Code
				8.000	8.000		16.000	Leave Without Pay (\$0) - LWOHP	
8.000						8.000	16.000	Sick Leave Taken - SCKHT	
8.000			8.000	8.000	8.000	8.000	40.000	Family Medical Leave Taken - FMLAT	FMSIE

Submit

Official Holidays are on : 2007-05-28. Holiday hours will be created by Time Administration.

PARLV (Parental Leave) time reporter code must be reported along with a corresponding leave code: (Sick for qualifying sick events, Vacation, Compensatory, Personal Holiday, Leave Without Pay). Do not report PARLV along with hours physically worked.

**PARLV (Elapsed Timesheet)**

From Friday 07/09/2010 to Thursday 07/15/2010

Timesheet

Fri 7/9	Sat 7/10	Sun 7/11	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Total	Time Reporting Code	Override Reason Code
4.000			8.000	6.500	8.000		26.500	Leave Without Pay (\$0) - LWOHP	
4.000			8.000	6.500	8.000		26.500	Parental Leave (unpaid) - PARLV	
4.000						9.500	13.500	Regular Hours Worked - REGHP	

Submit

**PARLV / FMLA (Elapsed Timesheet)**

When an employee is approved for FMLA and Parental Leave at the same time, both leave types must be entered on the timesheet.

From Friday 04/15/2011 to Thursday 04/21/2011									
Timesheet									
Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Total	Time Reporting Code	Override Reason Code
1.000			1.000	1.000	1.000	1.000	5.000	Leave Without Pay (\$0) - LWOHP	
8.000			8.000	8.000	8.000	8.000	40.000	Parental Leave (unpaid) - PARLV	
7.000			7.000	7.000	7.000	7.000	35.000	Vacation Leave Taken - VACHT	
8.000			8.000	8.000	8.000	8.000	40.000	Family Medical Leave Taken - FMLAT	FMBTH

Parental Leave time reporting code is used as a tool to track Parental Leave hours used by an employee and will reflect a negative leave balance since Parental Leave is granted for a 6 month time period rather than for a specific number of hours.

<u>Plan Type</u>	<u>Balance</u>
Sick	3.700
Vacation	19.937
Family and Medical Leave Act	224.000
Parental Leave	-60.000

