

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

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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 ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 8.00 | 8.00 | <input type="text"/> | + | - |
| Sick Leave Taken - ▼ | 8.00 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 8.00 | + | - |
| Family Medical Le: ▼ | 8.00 | <input type="text"/> | <input type="text"/> | 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 Reported 8 | Scheduled OFF Reported 0 | Scheduled OFF Reported 0 | Scheduled 8 Reported 8 | Scheduled 8 Reported 8 | Scheduled 8 Reported 8 | Scheduled 8 Reported 8 |
| Sick Leave Taken - S | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 |
| Comments | | | | | | | |

Time Details

| | | | | | |
|------------|-----------|--------------|----------------------|-------|-------------------------|
| *Taskgroup | NOPROJECT | No Reporting | Override Reason Code | PAREN | Parental Leave (Unpaid) |
|------------|-----------|--------------|----------------------|-------|-------------------------|

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 |
| 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.