

Entering New Sick Leave (FMLA) Pay Codes into Timecards

*Note-If on approved INTERMITTENT FMLA, employees must always designate their time off as FMLA by verbally telling their Supervisor (when calling out sick or leaving early sick) or in writing when requesting time off for a FMLA appointment. HR will continue to do timecards for employees who are on CONTINUOUS FMLA.

1. Click RECORD TIME AWAY FROM WORK as you normally would.

TIME CARD LIST

Time Card #	Assignment	Pay Period	From/To	Status
151925		202004	26-Jan-2020 - 08-Feb-2020	Open

[Submit My Time Card](#) [Go to Time Card History](#)


TIME CARD

Schedule	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 01	Sun 02	Mon 03	Tue 04	Wed 05
Generated - Scheduled Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00

Update My Time Card | Summary | View Requests

I WANT TO...

[Add More Time](#) [Clear My Changes \(by Day\)](#) [Bank My Overtime](#)

[Record Time Away From Work](#) 



TIME CARD


2. Click the magnifying glass next to Leave Type.


Enter Leave Hours Dialog / Away From Work


Record time away from work

LEAVE REQUEST


* Leave Type :  

* From : 

* To : 

* Leave Code : 

Time :

Reason : 

Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.

[OK](#) [Cancel](#)

3. Click FMLA Leave and then OK.

SEARCH FOR: Leave Type

Search

Leave Type :

Leave Type	
<input type="checkbox"/> BEREAVEMENT	Bereavement Leave
<input type="checkbox"/> CATASTROPHIC	Catastrophic Leave
<input type="checkbox"/> COMP	Comp Time Leave
<input checked="" type="checkbox"/> FMLA	FMLA Leave
<input type="checkbox"/> JURY/COURT	Jury Duty/Court Lea
<input type="checkbox"/> LWOP	Leave without pay
<input type="checkbox"/> MANAGEMENT	Management
<input type="checkbox"/> MILITARY	Military Leave
<input type="checkbox"/> PARENTAL	Parental Leave
<input type="checkbox"/> SICK	Sick Leave
<input type="checkbox"/> VACATION	Vacation Leave

4. The Leave Code will default to FMLA SICK SELF. Click the magnifying glass next to it to change it.

Enter Leave Hours Dialog / Away From Work

Record time away from work

LEAVE REQUEST

* Leave Type :


* From :

* To :

* Leave Code :

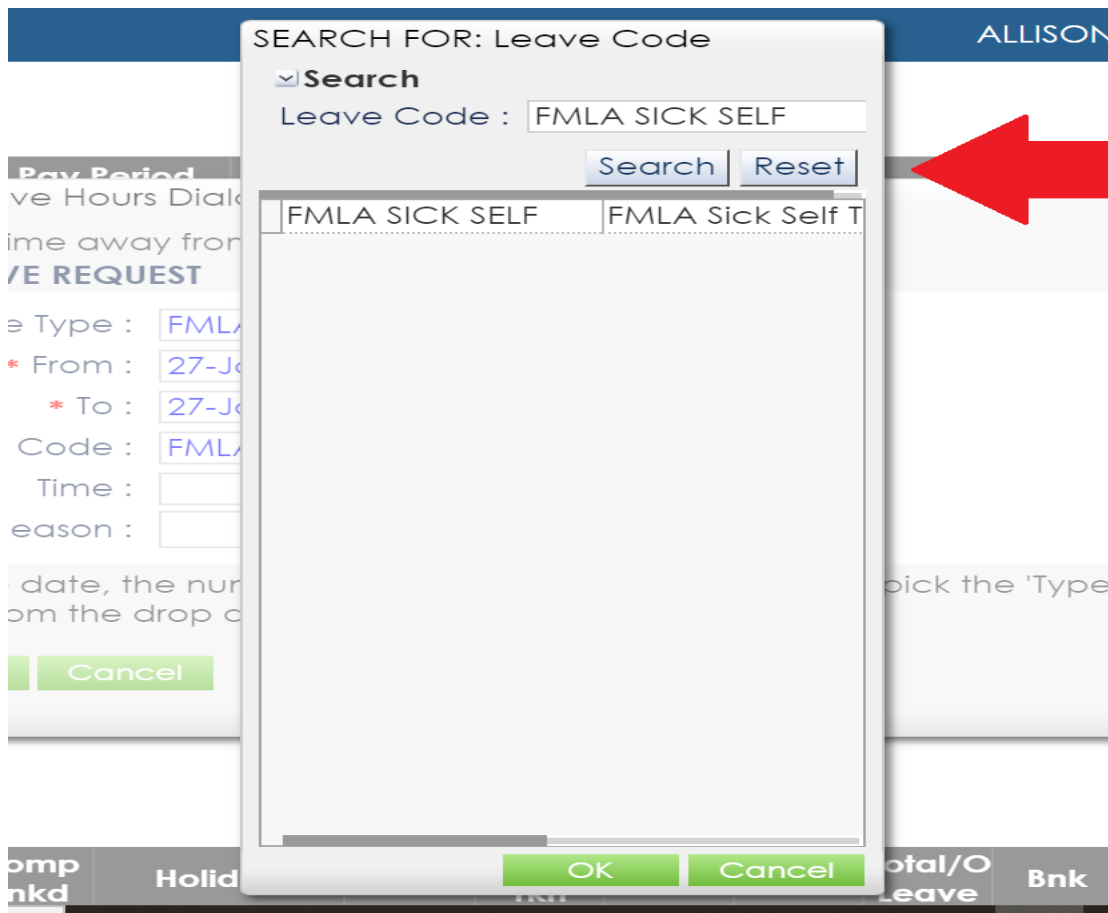
Time :

Reason :

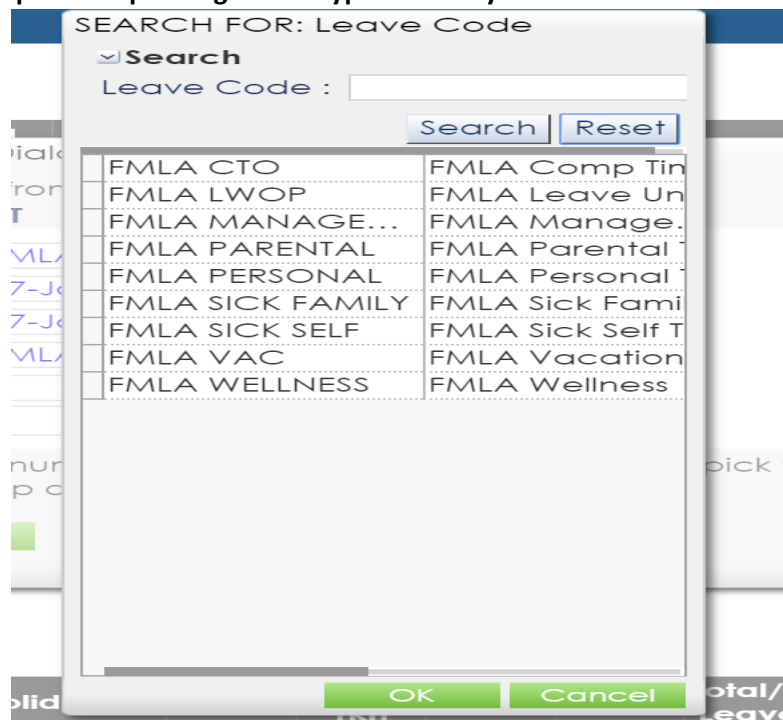


Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.

5. Click RESET to see the other available FMLA leave options.



6. Click one of the FMLA options depending on the type of leave you would like to use and then OK.



7. Once you have made a selection, the screen will look like this. Click OK.

Assignment Pay Period From/To Status

Enter Leave Hours Dialog / Away From Work

Record time away from work

LEAVE REQUEST

* Leave Type : FMLA

* From : 27-Jan-2020

* To : 27-Jan-2020

* Leave Code : **FMLA SICK FAMILY**

Time : 8.000000

Reason :

Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.

OK Cancel

8. The summary of your LEAVE TIME TAKEN will be on the right hand side of your timecard under ADDITIONAL INFO.

Update My Time Card Summary View Requests

I WANT TO...

Add More Time Clear My Changes (by Day) Bank My Overtime

Record Time Away From Work

TIME CARD

View Details :

Date	Reg	Lv	Comp Bnkd	Holiday	OT	Sick Tkn	Vac Lv	CTO Lv	Total/O Leave	Bnk	Premium(s)	Additional Info
27-Jan-2020	>.0000	>8.00		.00	>.00				>8.00	>	>	FMLA
28-Jan-2020	>8.0000	>.00		.00	>.00				>.00	>	>	>
29-Jan-2020	>8.0000	>.00		.00	>.00				>.00	>	>	>
30-Jan-2020	>8.0000	>.00		.00	>.00				>.00	>	>	>
31-Jan-2020	>8.0000	>.00		.00	>.00				>.00	>	>	>
03-Feb-2020	>8.0000	>.00		.00	>.00				>.00	>	>	>

9. Submit timecard as you normally would.