



# FMLA Pay Codes - Intermittent and Block LOA

- ❖ Please use these pay codes when entering hours for an employee who has qualified for FMLA.
- ❖ **Payroll will enter time for Block leaves only. The employee is responsible for entering pay codes on Intermittent FMLA absences.**

Intermittent Self - Employee		Intermittent Family	
ISFS	FMLA Self Sick - Intermittent	ISFF	FMLA Family Sick - Intermittent
IFSV	FMLA Self Vacation - Intermittent	IFFV	FMLA Family Vacation - Intermittent
IFSU	FMLA Self Unpaid - Intermittent	IFFU	FMLA Family Unpaid - Intermittent

Self - Employee		Family	
SFS	FMLA Self Sick - Block	SFF	FMLA Family Sick - Block
FSV	FMLA Self Vacation - Block	FFV	FMLA Family Vacation - Block
FSU	FMLA Self Unpaid - Block	FFU	FMLA Family Unpaid - Block

# Calculating FMLA Hours Worked (FMLA Qualifying Hours)

*This report is used to determine if an employee has worked 1250 hours to qualify for FMLA, in the 12 months prior to leave.*

- 1) Reports > Timekeeper Rpts - UCIMC Custom Reports > FMLA Hours Worked (FMLA Qualifying Hours)
- 2) Select employee by pressing ... input Last Name, First Name or Code (ID #), press "Search" then folder icon
- 3) API automatically fills dates back 365 days from current date (date is editable); "Request Report"

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Report Favorites

**Report - FMLA Hours Worked (FMLA Qualifying Hours)**

Specify the following report parameters:

Entity UCIMC	Employee ...
Vice President	Start Date* 03/31/2014
Associate Vice President	End Date* 03/31/2015
Director	FMLA Type* Federal
Manager	Show Employee Detail* No
Supervisor	
Department	
Unit	

**3** Request Report

Enter your Employee search criteria.

Last Name	Code
First Name	

Search

# FMLA Hours Worked (FMLA Qualifying Hours) Results

A more detailed report is available if you put "Yes" on the "Show Employee Detail" section on the previous screen.

Total Monthly Hours	
Federal Hours	
March 2014	0.00
April 2014	134.00
May 2014	85.00
June 2014	104.60
July 2014	171.10
August 2014	190.40
September 2014	121.60
October 2014	78.70
November 2014	0.00
December 2014	59.30
January 2015	137.30
February 2015	160.00
March 2015	71.60
<b>Totals</b>	<b>1313.60</b>

## Family Leave (FMLA Pay Code Hrs)

This report is used to track FMLA hours already used during the calendar leave year.

- 1) Reports > Timekeeper Rpts - UCIMC Custom Reports > Family Leave (FMLA Pay Code Hrs)
- 2) Select employee by pressing ... input Last Name, First Name or Code (ID #), press "Search" then folder icon
- 3) Start Date is the beginning of the year and the End Date can be entered up to the current date.

Report - Family Leave (FMLA Pay Code Hrs)

Specify the following report parameters:

Entity: UCIMC

Employee: [Dropdown Menu Icon] 2

Vice President

Associate Vice President

Director

Manager

Supervisor

Department

Unit

Request Report

Start Date\*: 01/01/2015 3

End Date\*: 03/31/2015

Enter your Employee search criteria:

Last Name [?] Code [?]

First Name [?]

Search Page 2 of 5

# Family Leave (FMLA Pay Code Hrs) Results

March 31, 2015 14:56

This report shows family leave between 01/01/2015 and 03/31/2015.

Entity: UCIMC - University of California - Irvine Medical Center Department: [REDACTED]

Employee Code: [REDACTED]

Date	Submitted		Paid	
	Pay Code	Hours	Pay Code	Hours
02/06/2015	SFF	8.00	SFF	8.00
02/09/2015	SFF	8.00	SFF	8.00
03/11/2015	SFF	8.00	SFF	8.00
03/12/2015	SFF	8.00	SFF	8.00
03/23/2015	SFS	8.00	SFS	8.00
03/24/2015	SFS	8.00	SFS	8.00
03/25/2015	SFS	8.00	SFS	8.00
03/26/2015	SFS	8.00	SFS	8.00
03/27/2015	SFS	8.00	SFS	8.00
		72.00		72.00

Pay Code Totals			
Submitted		Paid	
Pay Code	Hours	Pay Code	Hours
SFF	32.00	SFF	32.00
SFS	40.00	SFS	40.00

## Where To Enter FMLA Start Date On API

- ❖ Employee > General button > Parameters tab > Benefits Monitor card > Benefits Standard Date 1

Employee Navigator

Employee Actions

Employee Sections

- General
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- Locations
- Monthly View
- Phones
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- Retro Jobs
- Roles
- TCS
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Parameters

Category - Benefits Monitor

Benefits Standard Date 1 Type 1 Family Leave Start Date  
12/15/2014

Benefits Standard Date 2 Type 2 Family Leave Start Date

Category - Schedule Process

Save

# Exceptions Generated

*If FMLA Start Date Is Not Entered*

The screenshot shows a table of exceptions with columns for date, time, and type. A blue callout bubble points to the first row, which has a description of 'Type 1 Family Leave Start Date does not exist'. Below the table, an 'Exceptions' summary table shows the same entry with a 'Created' date of 04/08/2015 16:07. A red oval highlights the 'Description' and 'Created' columns in the summary table.

IN	OUT	IN	OUT	IN

Posted	Description	Type	Created
03/29/2015	Type 1 Family Leave Start Date does not exist	Calculation	04/08/2015 16:07

*Employee Not Qualified for FMLA*

The screenshot shows an 'Exceptions' summary table with one entry: 'Family Leave Hours Worked Requirement not met', created on 04/15/2015 08:34. A red oval highlights the 'Description' and 'Created' columns.

Posted	Description	Type	Created
03/29/2015	Family Leave Hours Worked Requirement not met	Calculation	04/15/2015 08:34

*Employee Has Used 480 FMLA Hours/Pay Code Needs to be Changed*

The screenshot shows an 'Exceptions' summary table with one entry: 'Family Leave Hours Submitted exceeded Type 1 Available Family Leave Hours', created on 04/10/2015. A red oval highlights the 'Description' and 'Created' columns.

Posted	Description	Type
04/10/2015	Family Leave Hours Submitted exceeded Type 1 Available Family Leave Hours	Calculation

## Employee Eligibility

To be eligible for FMLA leave, an employee **must**:

- have worked for the employer 12 months (need not be consecutive); AND
- have worked at least 1,250 hours over the previous 12 months prior to leave

❖ **If the employee has exhausted FMLA hours, please contact Human Resources.**

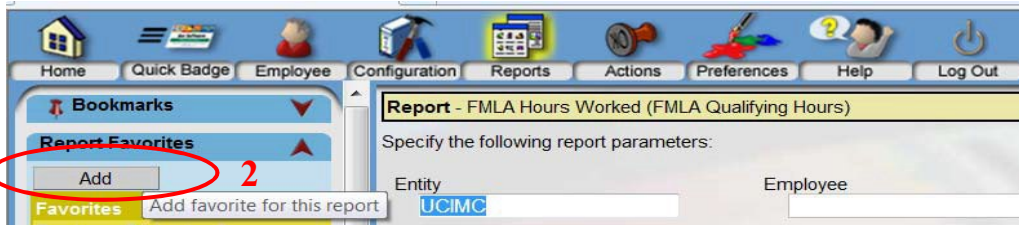


# Report Favorites List in API

The **Report Favorites** list allows users to quickly access the reports that they generate most often. When a report is included in the list, the user just needs to click on the name of the report to either open the set up screen for that report or to automatically generate the report, using on default settings. *Note: These default settings are also set up when adding report favorites.*

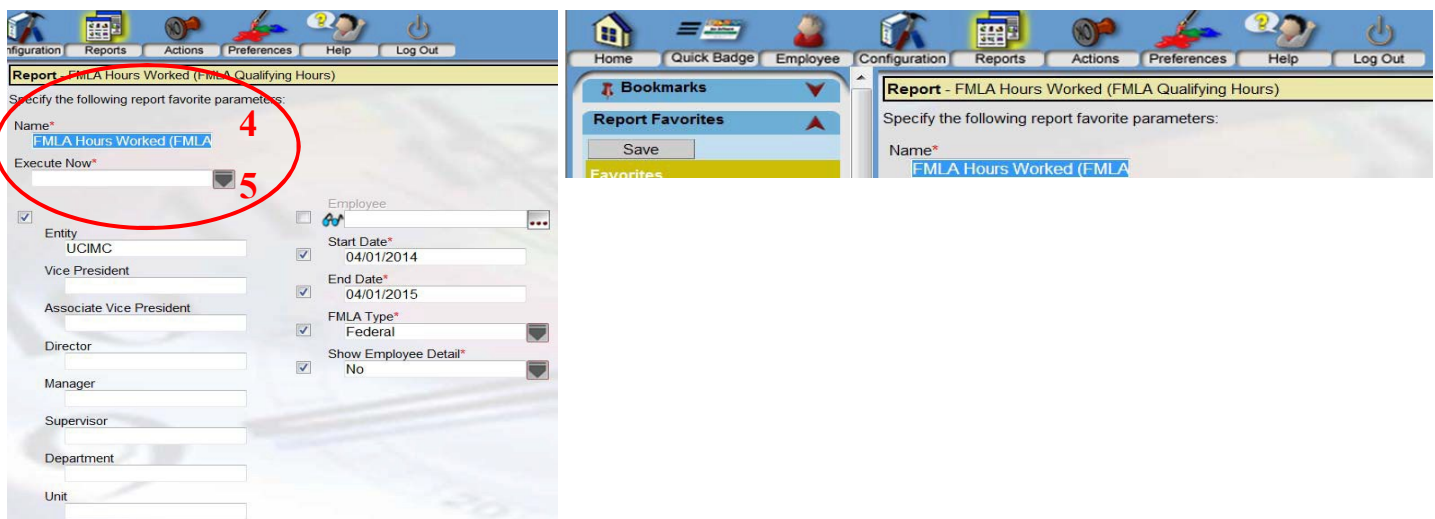
To add a report to the *Report Favorites* list, complete the following steps:

1. From the **Reports** section, open the report by clicking on the folder to the left of the report name.
2. In the Report Favorites box in the left pane, click on the **Add** button.



3. A screen is displayed to fill in some of the parameters of the report. *Note: The fields displayed depend on the report selected.*

4. Enter the Name of the favorite report. The field defaults to the name of the report, but this can be modified. Each favorite report must have a unique name, so if different versions of the report with different parameters are set up, the name must be modified.



5. In the Execute Now field, indicate whether the report should be created immediately when the report is selected from the Favorite Reports box in the left pane.

If **Yes** is selected, the report is immediately generated, using the default parameters. The set up screen will not display. *Note: If there are dates included in the configuration, it is not recommended this option is chosen.*

If **No** is selected, the report opens to the set up screen. The user can then add missing parameter values or update the defaulted values before running the report.

6. To run the report, click on the name of the report in the Report Favorites box in the left pane. If the Execute Now value was set to Yes, the report is immediately generated. If this value was set to No, the report set up screen is displayed to enter the parameters for the report (e.g. date range, Employee, etc.)

7. To change the order the reports appear, go to the Preferences section>My Preferences card>Report Favorites. The order of the reports can be modified by changing the Sort Order numbers.



**Note:** The parameters on a saved *Report Favorites* entry cannot be edited. The report must be removed from this list and a new Report Favorite record must be created.

Check box for self or family member.

Check 1st box for self. Check 1st & 2nd box for family member.