



Leave Code Changes and New FMLA and Workers' Compensation Time Types

11/6/2012

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Agenda

- Background
- Effective Date for New Processes
- Policy Updates
- Changes
 - P-1 Types
 - Leave Codes
 - Time Types
 - Time Reporting
- Reports
- Questions and Answers

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Why Change?



- Allow better tracking
- Provide FMLA usage at aggregate level
- Allow agency and employee to see FMLA used
 - HRIS Employee Information Screen
 - PAYL
 - PRIE Hours
- Effective October 26, 2012 pay period
 - Programming in production October 31

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Policy Updates

- Managers & Supervisors Manual updates to
 - 6.85 – Donated Leave for Employee
 - Removed “Document Processing” section at end
 - 6.87 – Donated Leave for Family Member
 - Removed “Document Processing” section at end
 - 6.90 – Family and Medical Leave Act
 - Replaced discontinued leave codes in Section XIX with new codes
 - Added hyperlinks to forms

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P-1 Type Changes

- Keep
 - 520 – Return from Leave
 - 521 – Annual Return from Leave of Absence
- New
 - 501 – Leave of Absence (replaces 500 & 510)
 - 502 – Leave Correction (used to fix errors)
 - 274 – FMLA Leave Used Correction (to update balances at start of new FMLA leave period and to correct etn)
- Discontinue
 - 500 – Leave of Absence With Pay
 - 510 – Leave of Absence Without Pay

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Leave Code Changes

- Keep
 - 00 – Active
 - 40 – Military Leave With Pay
 - 41 – Military Leave Without Pay
 - 50 – Leave Without Pay
 - 53 – FMLA for Family Member
 - 54 – Medical Leave Without Pay
 - 56 – Return from Leave
 - 59 – Temporary Layoff

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Leave Code Changes

- **New**
 - 44 – Educational Leave (with or without pay)
 - 57 – Medical Intermittent Leave (Employee only)
- **Discontinued (DAS will make leave code corrections in HRIS on or around 10/31)**
 - 42 – Educational Leave With Pay
 - 43 – Educational Leave Without Pay
 - 55 – Medical Leave Without Pay (Over 4 Months)
 - 58 – Catastrophic Illness Leave With Pay (Intermittent Use)

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HRIS Time Reporting Changes

- **Renamed:**
 - 231 – IUP PERSONAL LEAVE (was PR-PERS REASONS)
 - 260 – WC EE SICK LEAVE (was INJURY LEAVE)
 - 330 – OTHER REG TIME (was OTHER LEAVE)
- **Discontinued:**
 - 247 – MATERNITY LEAVE
- **New Time Types**
 - FMLA
 - Workers' Compensation

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HRIS FMLA Time Types

- Each leave type used for FMLA has time code
 - No FMLA time code if FMLA does not apply (regular hours worked, funeral leave, union leave, etc.
 - Current time sheet edits apply to new codes

070		ROT WRKD/NOT PD			
200		SCHED VACATION	Y	900	FMLA SCHED VAC
205		UNSCH VACATION	Y	901	FMLA UNSCH VAC
206		VACATION	Y	902	FMLA VACATION
207	New	VAC IN LIEU/SCK	Y	903	FMLA VAC/SICK
			Y	904	FMLAMC VACATION
210		SCHED SICK LV	Y	910	FMLA SCHED SICK
219		MEMO			
220		UNSCH SICK LV	Y	911	FMLA UNSCH SICK
221		SICK LEAVE	Y	912	FMLA SICK
230		SCHED FMLY CARE	Y	913	FMLA SCH FAMCARE
			Y	914	FMLAMC FAM CARE
231	Renamed	IUP PERSONAL LV	Y	925	FMLA IUP PERSNL
		Renamed from PR-PERS REASONS			
			Y	926	FMLAMC IUP PERS
232		UNSCH FMLY CARE	Y	915	FMLA UNSCHD FAM
233		FAMILY CARE LV	Y	916	FMLA FAMILY CARE
235		SCHED ADOPT LV	Y	920	FMLA SCHD ADOPT
237		UNSCH ADOPT LVE	Y	921	FMLA UNSCH ADOPT
238		ADOPTION LEAVE	Y	922	FMLA ADOPTION
239	Renamed	ADOPTION LV-NC	Y	923	FMLA ADOPTION-NC
240		SCHED FUNERL LV			
245		UNSCH FUNERL LV			
246		FUNERAL LEAVE			
247	Discontinue	MATERNITY LEAVE			
250		HOLIDAY	Y	950	FMLA HOLIDAY

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HRIS Workers' Compensation Time Types

- New time codes for workers' compensation leave
- Corresponding FMLA time code for each workers' compensation time code
 - Time sheet edits apply

260	Rename	WC EE SICK LEAVE	Y	930	FMLA WC SICK LV
		Renamed from INJURY LEAVE			
261	New	WC EE VACATION	Y	931	FMLA WC VACATION
262	New	WC EE COMP TIME	Y	932	FMLA WC COMP TK
263	New	WC EE HOL COMP	Y	933	FMLA WC HOLCOMP
264	New	WC EE BANKD HOL	Y	934	FMLA WC BANKHOL
265	New	WC EE IUP PERS	Y	935	FMLA WC IUP LV
266	New	WC STATE PD HRS	Y	936	FMLA WC STATE PD
267	New	WC MED APT PD	Y	937	FMLA WC MED APT
268	New	WC LWOP	Y	938	FMLA WC LWOP

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Reports

- Reports for departments
 - Leave by PP
 - Leave during FY
- Report for DAS
 - FMLA used by department

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Actions Required

- Personnel Assistants:
 - Enter type 274 P1s to update FMLA leave:
 - Used since 7/1/12 for all FMLA except Military Caregiver
 - Used since date of first use for Military Caregiver FMLA
 - HRIS will track usage for rest of fiscal year
 - Provide suggestions for improvement
- Personnel Assistants (PAYN):
 - Enter 274 P1s each pay period to reflect FMLA hours used

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Resources

- HRIS Table of Codes
- Leave Code Definitions and Pay
- Instructions for P1 types 274, 501 & 502
- Time Reporting Manuals
- HRIS Time Type List
- PAYN Instructions for FMLA and Military Caregiver FMLA Leave
- Managers and Supervisors Manual

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For Assistance

- P1s and Leave Codes:
 - Elise Mullen
 - Elaine Barker
- Time Reporting
 - Michelle Wendel
 - Jean McPherson
- Workers' Compensation:
 - Lisa Elliott
- Leave Policies
 - Sheryl Jensen

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Questions



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