

HRIS Time Types for FMLA

902 FMLA Vacation	931 FMLA WC Vacation	943 FMLAMC Comp Time Taken
904 FMLAMC Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
912 FMLA Sick Leave	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
914 FMLAMC Family Care Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
916 FMLA Family Care Leave	935 FMLA WC IUP Personal Leave **	951 FMLA Banked Holiday Taken
925 FMLA IUP Personal Leave **	936 FMLA WC State Paid Hours *	952 FMLAMC Banked Holiday Taken
926 FMLAMC IUP Personal Leave **	937 FMLA WC Medical Appointment *	961 FMLA Medical Leave W/O Pay
930 FMLA WC Sick Leave	938 FMLA WC Leave Without Pay	962 FMLA Authorized Leave W/O Pay
	942 FMLA Comp Time Taken	964 FMLAMC Leave Without Pay

* Only time types available to non-permanent employees

** Time type available to those employees in the IUP Social Services bargaining unit

Time Types above & FMLA information below excerpted from:

HUMAN RESURCE INFORMATION SYSTEM – TIME REPORTING SYSEM MANUAL

Modified January 2018

Policies and Procedures related to the determination of FMLA covered leave.

Please work with the Human Resources Associate in your department to determine if a leave event should be FMLA covered. Additional FMLA resources can be found at

https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Policy-FMLA.pdf

Leave Codes

Special leave codes and timesheet time types are to be used for employees who are on FMLA covered workers comp leave. It is critical that the time type hours are recorded properly on HRIS timesheet entries. This will allow tracking of the FMLA hours used for each employee and will also provide the ability for DAS-HRE to capture those hours for all departments on the central HRIS system for analysis and reporting purposes.