

ENTERING TIME AND LEAVE FOR APPROVED PAID FAMILY LEAVE TIME

EMPLOYEE GUIDE

This instruction guide describes the process for entering time and leave for employees who are on an approved continuous leave under Paid Family Leave, and the process for making adjustment to time and leave to correct retroactive entries. **USE THIS INSTRUCTION GUIDE FOR**

- ✓ Entering time and leave during a designated Paid Family Leave using Timesheet

NAVIGATION TIME REPORTING CODES (TRC)

Use the following navigation to navigate to the New Timesheet in myUFL: the employer-paid period of Paid employees can choose in

2. Click **Main Menu** Timesheet:
3. Click **My Self Service** 1. **FFL – FMLA Family**
4. Click **Time Reporting** 2. **PFL – Family Leave**
5. Click **Report Time**
6. Click **Timesheet**

Time Reporting Codes have been created for Family leave, 1. Click **Navbar** from which eligible

Leave Used
Used

HOW TO USE THE TRCs

The new Time Reporting Codes (TRC) are to be used with established TRCs as outlined below:

FMLA QUALIFYING

1. **FFL** – FMLA Family Leave Used
 - a. To be used if the leave is FMLA designated, up to the total amount of Paid Family Leave awarded
2. **FAL** (FMLA Vacation) or **FLH** (FMLA LWOP) or **FSK** (FMLA Sick)
 - a. To be used up to your FMLA available hours, once Paid Family Leave is exhausted
3. **VAC, SCK** or **LWP**
 - a. To be used once FMLA is exhausted

NON-FMLA QUALIFYING

1. **PFL** – Family Leave Used
 - a. To be used if the leave is not FMLA designated, up to the total amount of Paid Family Leave awarded
2. **VAC, SCK** or **LWP**
 - a. To be used once PFL is exhausted

PROCESS FOR PAID PARENTAL LEAVE

1. Confirm the correct workweek is displayed on the page (first Friday of the current UF pay period is the default)

- a. If it is not, **refresh** the date by entering the correct date and clicking on the **Refresh Timesheet** button
2. Enter the leave hours
 - a. **Remember!** Total hours cannot exceed 8 hours per day, unless your workday is regularly scheduled for an amount greater than 8 hours per day
3. Click the **Time Reporting Code** drop down menu
4. Select the appropriate TRC code (**FFL** or **PFL**) up to the approved amount of hours and FMLA designation
5. Click the **Add a New Row** icon if you need to enter more than one TRC (i.e. sick leave, vacation leave, etc.)
6. If needed, add other types of leave or time worked using the appropriate **TRC**
7. Click **Submit**
8. Review the confirmation screen and click **OK**
9. Confirm correct leave and work hours appear in the **Time Reporting Code** and **Quantity** fields

The screenshot shows the UFHR Timesheet interface. At the top, there is a 'Select Another Timesheet' section with a dropdown menu for 'View By' set to 'Week', a date field for 'Date' set to '01/11/2021', and a 'Reported Hours' field showing '40.00'. Below this is a table for entering hours and TRC codes for each day of the week. The table shows 8.0 hours for Monday, Tuesday, and Friday, and 8.0 hours for Thursday. The TRC codes are FFL - FMLA Family Leave Used, TMS - 115-Regular TEAMS (S), and SCK - 195-Sick Leave Used. A 'Submit' button is visible below the table. At the bottom, there is a 'Reported Time Status' section with a table showing a total of 0.000000.

Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Sun 1/17	Total	Time Reporting Code
8.0	8.0	8.0						FFL - FMLA Family Leave Used
			8.0					TMS - 115-Regular TEAMS (S)
				8.0				SCK - 195-Sick Leave Used

The screenshot above shows Paid Family Leave, Regular Time, and Sick Leave entered via the Timesheet. Check that the Reported Hours do not exceed 40.

PROCESS FOR PAID MEDICAL LEAVE

1. Confirm the correct workweek is displayed on the page (first Friday of the current UF pay period is the default)
 - a. If it is not, **refresh** the date by entering the correct date and clicking on the **Refresh Timesheet** button
2. Enter the leave hours
 - a. **Remember!** Total hours cannot exceed 8 hours per day, unless your workday is regularly scheduled for an amount greater than 8 hours per day
3. Click the **Time Reporting Code** drop down menu
4. Select the appropriate TRC code (**FFL** or **PFL**)

- a. **Remember!** There is a Benefit Waiting period of 80 hours prior to accessing Paid Medical Leave.
You may use sick leave, vacation leave, or leave without pay for these 80 hours
5. Click the **Add a New Row** icon if you need to enter more than one TRC (i.e. sick leave, vacation leave, etc.)
6. If needed, add other types of leave or time worked using the appropriate **TRC**
7. Click **Submit**
8. Review the confirmation screen and click **OK**
9. Confirm correct leave and work hours appear in the **Time Reporting Code** and **Quantity** fields

The screenshot shows the 'Select Another Timesheet' interface. At the top, there is a 'View By' dropdown set to 'Week' and a 'Date' field set to '01/11/2021'. Below this is a table for the week of Monday 01/11/2021 to Sunday 01/17/2021. The table has columns for each day and a 'Total' column. The 'Total' column shows 8.0 hours for each day. To the right of the table is a 'Time Reporting Code' column with dropdown menus for 'SCK - 195-Sick Leave Used', 'VAC - 185-Vacation Used', and 'FFL - FMLA Family Leave Used'. Below the table are 'Submit' and 'Apply Schedule' buttons. At the bottom, there is a 'Reported Time Status' section with a table showing the total hours reported as 0.000000.

The screenshot above shows a portion of the 80 hours required prior to accessing the Paid Medical Leave. In this example, Sick Leave and Vacation Leave are used to cover the 80-hour benefit waiting period requirement. Remember to check that the Reported Hours do not exceed 40.

NOTES

- Each week will typically have more than one row
- To make changes to your time, navigate as above. Enter the desired week in the **Date** box and click **Refresh Timesheet** button or click **Previous Week** until you arrive at the correct workweek. Corrections can only be made within 30 days, after that period you would need to check with your Supervisor for procedure.

BEST PRACTICES

- Record your time every day
- To delete a time entry, click the **Delete** row icon

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing
Help Desk 352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UFHR Benefits Leave Administration
352-392-2477 benefits.hr.ufl.edu
benefits@ufl.edu