How to Record FMLA/ Personal Leave of Absence in Paylocity

Supervisors are responsible for recording, updating, and approving employees' timecards with the appropriate earnings code and hours when an employee is on FMLA and/or Leave of Absence (LOA). Web Time must be updated as follows:

- 1. Supervisors must utilize all available sick time available prior to utilizing either personal or vacation time
- 2. After all sick time is exhausted, supervisors are to utilize personal time
- 3. After all sick and personal time is exhausted, supervisors are to utilize vacation time
- 4. Supervisors are to enter "*Related to FMLA*" or "*Related to approved Personal Leave of Absence*" in the notes section when utilizing sick, personal, and/or vacation time. When a note has been entered and saved, an icon will appear next to the entry. This will provide HR/Payroll with the ability to identify benefit time utilized for either FMLA or LOA as opposed to other usage.
- 5. Once all benefit time is exhausted, the leave will go into an unpaid status. This means the employee will no longer receive pay from EBCAP. Supervisors must continue to record "FMLA" or "Leave without Pay (LWOP)" in Web Time. For example, if an employee is on FMLA and he/she is scheduled to work an eight hour day, the supervisor is to record eight hours of FMLA for each day. Supervisors cannot record zero hours of either FMLA or LWOP. The system will save this entry however hours will not be recorded. Supervisors are to continue recording FMLA in Web Time as this provides HR/Payroll with a running total of the hours the employee has utilized. HR/Payroll then reports the hours utilized to BASIC (EBCAP's 3rd party FMLA administrator) who tracks and notifies EBCAP when the employee has reached the maximum (13) weeks allowed (on a rolling calendar year**).

Please note the following:

- 1. Employees on FMLA or LOA must exhaust all sick, personal, and/or vacation time. For ex: employee is on FMLA in December, however he/she has a vacation scheduled for June. The employee may not save benefit time for future use.
- 2. Employees on FMLA or LOA do not receive pay for hours coded "FMLA" or "Leave without Pay"
- 3. Employees on FMLA or LOA do not accrue sick or vacation hours
- 4. Employee on FMLA or LOA do not receive holiday pay
- 5. Employees on FMLA/LOA are required to pay his/her insurance premium for medical, dental, vision, and/or FSA as coverage will continue while the employee is out of work. BASIC (3rd party administrator) will invoice the employee directly to obtain his/her payment.

Intermittent Leave

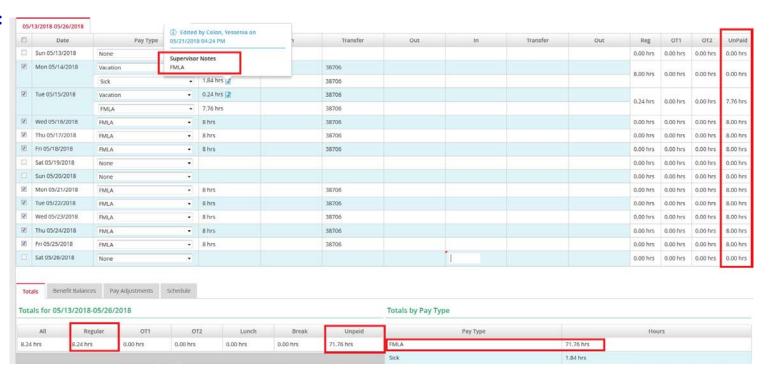
Supervisors are required to complete the instructions listed above for employees on intermittent FMLA. HR/Payroll will report all utilized FMLA intermittent hours to BASIC who will notify EBCAP when the employee has reached the maximum weeks allowed.

Please refer to the examples on the next page.

^{**}Rolling calendar year definition - https://www.dol.gov/whd/regs/compliance/whdfs28h.pdf

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FMLA Example:



Intermittent FMLA Example:

