


## 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 3<sup>rd</sup> 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 (3<sup>rd</sup> 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>

## How to Record FMLA/ Personal Leave of Absence in Paylocity

### FMLA Example:

05/13/2018-05/26/2018		Edited by Colon, Yessenia on 05/21/2018 04:24 PM		Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	UnPaid
<input type="checkbox"/>	Sun 05/13/2018	None							0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input checked="" type="checkbox"/>	Mon 05/14/2018	Vacation	Supervisor Notes FMLA		38706				8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
		Sick	1.84 hrs		38706							
<input checked="" type="checkbox"/>	Tue 05/15/2018	Vacation	0.24 hrs		38706				0.24 hrs	0.00 hrs	0.00 hrs	7.76 hrs
		FMLA	7.76 hrs		38706							
<input checked="" type="checkbox"/>	Wed 05/16/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Thu 05/17/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Fri 05/18/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input type="checkbox"/>	Sat 05/19/2018	None							0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Sun 05/20/2018	None							0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input checked="" type="checkbox"/>	Mon 05/21/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Tue 05/22/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Wed 05/23/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Thu 05/24/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input checked="" type="checkbox"/>	Fri 05/25/2018	FMLA	8 hrs		38706				0.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs
<input type="checkbox"/>	Sat 05/26/2018	None							0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals for 05/13/2018-05/26/2018								Totals by Pay Type	
All	Regular	OT1	OT2	Lunch	Break	Unpaid	Pay Type	Hours	
8.24 hrs	8.24 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	71.76 hrs	FMLA	71.76 hrs	
							Sick	1.84 hrs	

### Intermittent FMLA Example:

05/13/2018-05/26/2018		Amount	In	Transfer	Out	In	Transfer	Out	Reg
<input type="checkbox"/>	Sun 05/13/2018	None							0.00 hrs
<input type="checkbox"/>	Mon 05/14/2018		08:00 AM	38705	06:00 PM				10.00 hrs
<input type="checkbox"/>	Tue 05/15/2018	Sick	1 hrs	38705					10.00 hrs
			AM	38705	05:00 PM				
<input type="checkbox"/>	Wed 05/16/2018		AM	38705	06:00 PM				10.00 hrs
<input type="checkbox"/>	Thu 05/17/2018		AM	38705	06:00 PM				10.00 hrs
<input type="checkbox"/>	Fri 05/18/2018	Sick	5 hrs	38705					8.00 hrs
			08:00 AM	38705	11:00 AM				