

Timecard Entries – Tips for Reporting Employee Leaves in our time reporting systems

***To use FML pay codes in API - the supervisor must enter the FML start date under Parameters. ***

Non-Exempt (BW)

1. Intermittent Leaves: Enter the corresponding FMLA leave codes (i.e., FMLA sick, FMLA vacation, FMLA no pay) on the timesheets. There must be a corresponding Extended Absence (EA) transaction submitted in UCPath and Sedgwick (if applicable) must have approved the intermittent time off in UCPath for the hours to be processed.

- API
 - Use applicable pay code that begins with an I.

- TRS
 - Use the applicable pay code below:
 - FMLA Sick
 - FMLA Vacation
 - FMLA NP

2. Continuous Leaves: Approved LWOP (Leave Without Pay) hours must be recorded.

- Non-exempt employees do not get paid unless they report regular work hours, vacation, sick or any pay eligible hours so when the timecard is blank then they don't receive their pay.
 - API
 - Leave No Pay (LPN) or FMLA Family Unpaid – Block (FFU) or FMLA Self Unpaid – Block (FSU)
 - TRS
 - Leave without Pay (LWOP) or if approved under FMLA FMLA NP (no pay)

3. Paid Family Care & Bonding, PFCB: Approved PFCB leave hours must be recorded on timecards. Be sure to report PFCB time for UC Holidays during the respective leave block.

- TRS users must enter their PFCB hours.
 - Paid Family Care & Bonding (PFCB)
- API users will have their PFCB hours entered by payroll.
 - NA, payroll will enter these hours.

Timecard Entries – Tips for Reporting Employee Leaves in our time reporting systems

Exempt (MO)

1. Intermittent Leaves: FMLA leave codes (i.e., FMLA sick, FMLA vacation, FMLA no pay) on their timesheets if the FMLA leave is recorded in UCPATH. Monthly, exempt employees can report less than one day increments during an approved FMLA period and only if the FMLA leave is recorded in UCPATH. There must be a corresponding Extended Absence (EA) transaction submitted in UCPATH and approved in Sedgwick (if applicable) for the hours to be processed and paid. Anytime intermittent leaves are going to be unpaid, please report LWOP or LNP (leave without pay or leave no pay) prior to payroll deadlines for that month. If/when this is not possible, when leave is unexpected because of flare ups etc. The employee would get overpaid or any LWOP the employee reported following payroll deadline will be deducted from upcoming months paycheck.
 - API
 - Use applicable pay code that begins with an I.
 - TRS
 - Use the applicable pay code below:
 - FMLA Sick
 - FMLA Vacation
 - FMLA NP
2. Continuous Leave: As long as the unpaid LOA (LWOP) is entered into UCPATH, then these hours should **NOT** be entered on the TRS timesheets to avoid duplicate processing or deductions for a monthly, exempt employee.
 - Please submit the timecard blank.
 - Only sick and vacation hours need to be recorded in TRS.
3. Paid Family Care & Bonding, PFCB: As of 01/01/2023 PFCB is now 100%, therefore please enter Family Care & Bonding (PFCB) on the TRS timecard for the respective PFCB duration.
 - API – PFCB hours will be entered by payroll.
4. Academic Pay Entitlements:
 - Most of Academic pay (childbearing salary continuance, or any available salary continuance) should be left blank on the timecard because there is a payroll adjustment behind the scenes that takes place.
 - All Vacation, sick (if eligible) or PFCB can be reported on TRS.
 - i. For PFCB additional payroll adjustment is still necessary for HCOMP faculty.