FMLA Pay Codes - Intermittent and Block LOA

- Please use these pay codes when entering hours for an employee who has qualified for FMLA.
- Payroll will enter time for Block leaves only. The employee is responsible for entering pay codes on Intermittent FMLA absences.

<table>
<thead>
<tr>
<th></th>
<th>Intermittent Self - Employee</th>
<th>Intermittent Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISFS</td>
<td>FMLA Self Sick - Intermittent</td>
<td>ISFF FMLA Family Sick - Intermittent</td>
</tr>
<tr>
<td>IFSV</td>
<td>FMLA Self Vacation - Intermittent</td>
<td>IFFV  FMLA Family Vacation - Intermittent</td>
</tr>
<tr>
<td>IFSU</td>
<td>FMLA Self Unpaid - Intermittent</td>
<td>IFFU  FMLA Family Unpaid - Intermittent</td>
</tr>
</tbody>
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<tr>
<td>SFS</td>
<td>FMLA Self Sick - Block</td>
<td>SFF   FMLA Family Sick - Block</td>
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<tr>
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<td>FFU   FMLA Family Unpaid - Block</td>
</tr>
</tbody>
</table>
Calculating FMLA Hours Worked
(FMLA Qualifying Hours)

This report is used to determine if an employee has worked 1250 hours to qualify for FMLA, in the 12 months prior to leave.

1) Reports > Timekeeper Rpts - UCIMC Custom Reports > FMLA Hours Worked (FMLA Qualifying Hours)
2) Select employee by pressing … input Last Name, First Name or Code (ID #), press "Search" then folder icon
3) API automatically fills dates back 365 days from current date (date is editable); "Request Report"
FMLA Hours Worked (FMLA Qualifying Hours) Results

A more detailed report is available if you put “Yes” on the “Show Employee Detail” section on the previous screen.

Family Leave (FMLA Pay Code Hrs)

This report is used to track FMLA hours already used during the calendar leave year.

1) Reports > Timekeeper Rpts - UCIMC Custom Reports > Family Leave (FMLA Pay Code Hrs)
2) Select employee by pressing … input Last Name, First Name or Code (ID #), press "Search" then folder icon
3) Start Date is the beginning of the year and the End Date can be entered up to the current date.
Family Leave (FMLA Pay Code Hrs) Results

Where To Enter FMLA Start Date On API

- Employee > General button > Parameters tab > Benefits Monitor card > Benefits Standard Date 1
Exceptions Generated

If FMLA Start Date Is Not Entered

Employee Not Qualified for FMLA

Employee Has Used 480 FMLA Hours/Pay Code Needs to be Changed

Employee Eligibility

To be eligible for FMLA leave, an employee must:

• have worked for the employer 12 months (need not be consecutive); AND
• have worked at least 1,250 hours over the previous 12 months prior to leave

☆ If the employee has exhausted FMLA hours, please contact Human Resources.
Report Favorites List in API

The Report Favorites list allows users to quickly access the reports that they generate most often. When a report is included in the list, the user just needs to click on the name of the report to either open the set up screen for that report or to automatically generate the report, using on default settings. Note: These default settings are also set up when adding report favorites.

To add a report to the Report Favorites list, complete the following steps:

1. From the Reports section, open the report by clicking on the folder to the left of the report name.
2. In the Report Favorites box in the left pane, click on the Add button.

3. A screen is displayed to fill in some of the parameters of the report. Note: The fields displayed depend on the report selected.
4. Enter the Name of the favorite report. The field defaults to the name of the report, but this can be modified. Each favorite report must have a unique name, so if different versions of the report with different parameters are set up, the name must be modified.

5. In the Execute Now field, indicate whether the report should be created immediately when the report is selected from the Favorite Reports box in the left pane.
   - If Yes is selected, the report is immediately generated, using the default parameters. The set up screen will not display. Note: If there are dates included in the configuration, it is not recommended this option is chosen.
   - If No is selected, the report opens to the set up screen. The user can then add missing parameter values or update the defaulted values before running the report.

6. To run the report, click on the name of the report in the Report Favorites box in the left pane. If the Execute Now value was set to Yes, the report is immediately generated. If this value was set to No, the report set up screen is displayed to enter the parameters for the report (e.g. date range, Employee, etc.)
7. To change the order the reports appear, go to the Preferences section>My Preferences card>Report Favorites. The order of the reports can be modified by changing the Sort Order numbers.

Note: The parameters on a saved Report Favorites entry cannot be edited. The report must be removed from this list and a new Report Favorite record must be created.