

# **FMLA, PRL AND MCTIME**

Changes and improvements for 2017

# OVERVIEW

- **WHAT is Occurring**

- FMLA & PRL tracking via direct employee request in Telestaff and import into MCtime

- **WHO is Impacted**

- Employees requesting FMLA and/or PRL and their supervisors
  - Schedulers removed as “middle man” in most cases

- **WHY the change**

- Less error-prone
- Better tracking of leave usage related to FMLA and PRL



# PROCESS

## Application Process:

- Employee identifies a need to use leave related to FMLA or PRL (a “triggering event”),
- Employee applies for FMLA/PRL via the ePortal, Employee Self Service (ESS). Tutorial on this process provided by the FMLA office:  
[http://www.montgomerycountymd.gov/HR/Resources/Files/OMS/2017SubmitFMLARequest\\_Employee.pdf](http://www.montgomerycountymd.gov/HR/Resources/Files/OMS/2017SubmitFMLARequest_Employee.pdf)
- Once the application through ESS is complete, the appropriate number of hours are **auto-populated** into the employee's MCtime accruals.

# PROCESS, CON'T

## Telestaff

- On your Telestaff calendar, select the date you wish to take leave
- Right-click and **ADD** to select the **work code** you wish to use from the following options:
  - Parental Leave
    - PRL-ANL
    - PRL-COMP
    - PRL-LWOP
    - PRL-SKL
  - FMLA
    - FMLA-ANL
    - FMLA-LWOP
    - FMLA-SKL
- You must select from one of the codes above for leave that is to be taken as FMLA or PRL



**Select date and  
right-click to  
ADD**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 26	27	28	29	30	31	Apr 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

**Select desired work  
code and hours**

**Add**

General | Roster

Action

Name

Work Code

Note

Where

From

FMLA-ANL  
FMLA-LWOP  
FMLA-SKL  
PRL-ANL  
PRL-COMP  
PRL-LWOP  
PRL-SKL

=  Hours

Records Date Issues

# PROCESS, CON'T

## MCtime

- Employee-initiated Telestaff entries will automatically import directly into MCtime
- No additional actions are generally necessary
  - If necessary, supervisors are still able to make pay code moves after Telestaff import has occurred.

# Telestaff Mctime: Java & HTML

5

FMLA-ANL



Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approva

Week starting: Sun 2/05

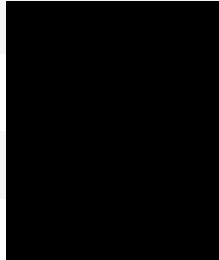
	Pay Code	Transfer	Sun 2/05
X	Hours Worked ▾		
X			
	Annual Leave		24.0
X	FMLA ▾	▾	24.0
X	T-FMLA-Annual Lv ▾	▾	24.0
			48.0

Save Approve Comments ⇒ Primary Account Totals Summary Refresh | Select

Add Row	Pay Code	Transfer	Sun 2/05
	Hours Worked ▾	<input type="text"/> 🔍	<input type="text"/>
			<input type="text"/>
	Annual Leave		24.0
	FMLA ▾	<input type="text"/> 🔍	24.0
	T-FMLA-Annual Lv ▾	<input type="text"/> 🔍	24.0
			48.0



FMLA and Parental Leave accruals can be viewed in the Java view of MCtime

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFF
Accrual Profile FT PT EMPLOYEES				
Accrual Code	Balance on Selected Date			
PARENTAL	696.0			
FMLA	480.0			
COMP LEAVE				
ANNUAL LEAVE				
SICK LEAVE				
COMP LEAVE SUPP				