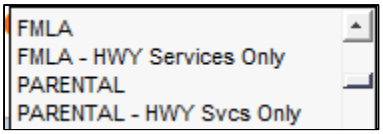
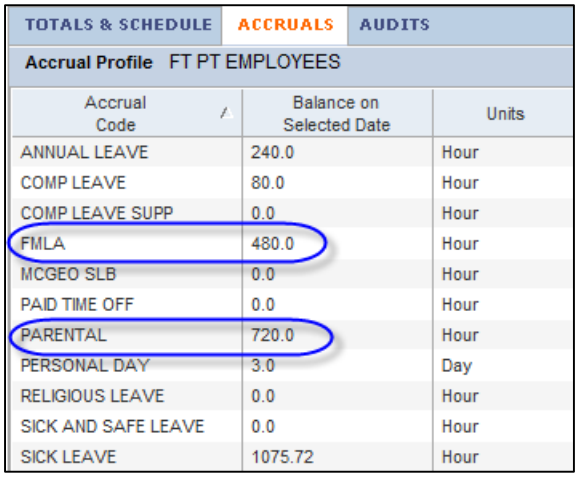
FMLA and PARENTAL Timekeeping Reporting

Effective Sunday, January, 8, 2017, new tracking Pay Codes and Leave Accrual Categories for Family Medical Leave Act (FMLA) and PARENTAL leave will be available:

Pay Codes



Leave Accrual Categories



TOTALS & SCHEDULE | ACCRUALS | AUDITS

Accrual Profile FT PT EMPLOYEES

Accrual Code	Balance on Selected Date	Units
ANNUAL LEAVE	240.0	Hour
COMP LEAVE	80.0	Hour
COMP LEAVE SUPP	0.0	Hour
FMLA	480.0	Hour
MCGEO SLB	0.0	Hour
PAID TIME OFF	0.0	Hour
PARENTAL	720.0	Hour
PERSONAL DAY	3.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK AND SAFE LEAVE	0.0	Hour
SICK LEAVE	1075.72	Hour

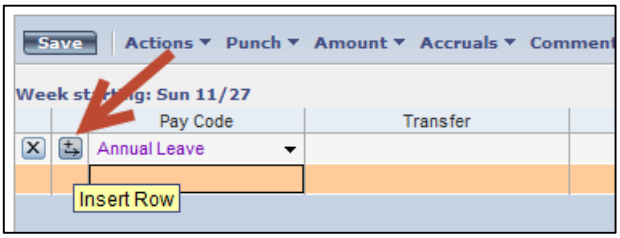
Approved FMLA and PARENTAL leave will be recorded using an additional row, as applicable. Note: There is no cash value to FMLA or PARENTAL leave.

Timecard reporting should be recorded in the following manner:

Step 1) First indicate how (or if) the employee will be paid ($) using the appropriate leave code (*Annual Leave / Sick Leave /Family Sick Leave/ Disability Lv– Workers' Comp / Admin Leave – Temp Disability / Paid Time Off (PTO)* or *Leave Without Pay (LWOP*)

Step 2) Add a Row. Select FMLA (if applicable)

Note: Comp Leave is not eligible to be used with FMLA Leave.



Step 3) Add a Row. Select PARENTAL (if applicable)

Step 4) Save timecard

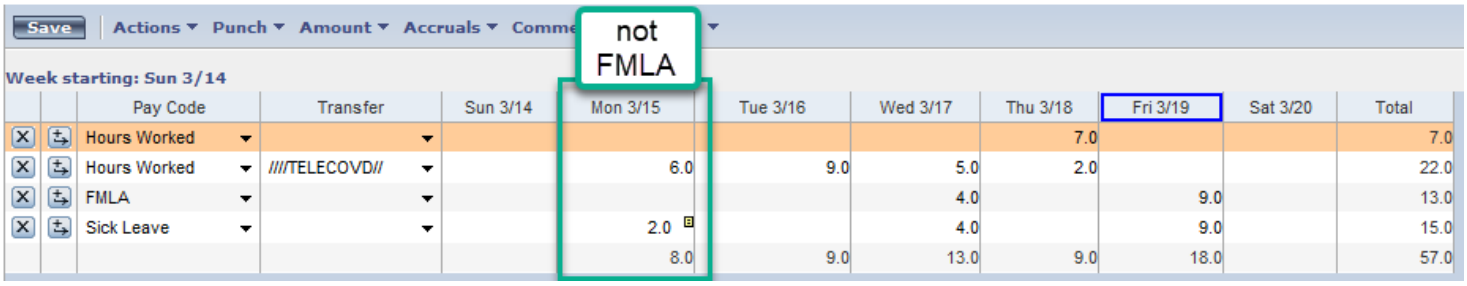
Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.

FMLA and PARENTAL Timekeeping Reporting

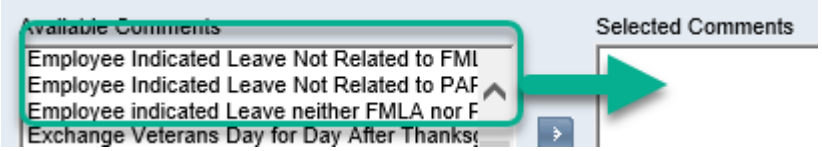
Absences NOT Related to FMLA &/or Parental – Add Comment;

See also: Add Comment Job Aid (HTML)

When an absence occurs that is not related to the FMLA or Parental Leave event, a comment should be added to the date. Choose the most appropriate comment, based on FMLA &/or Parental Leave Balances.

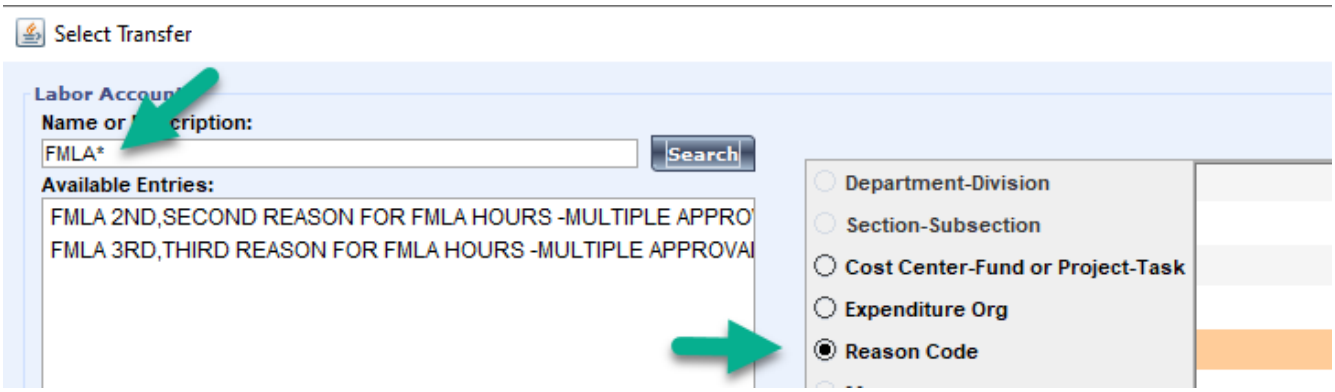


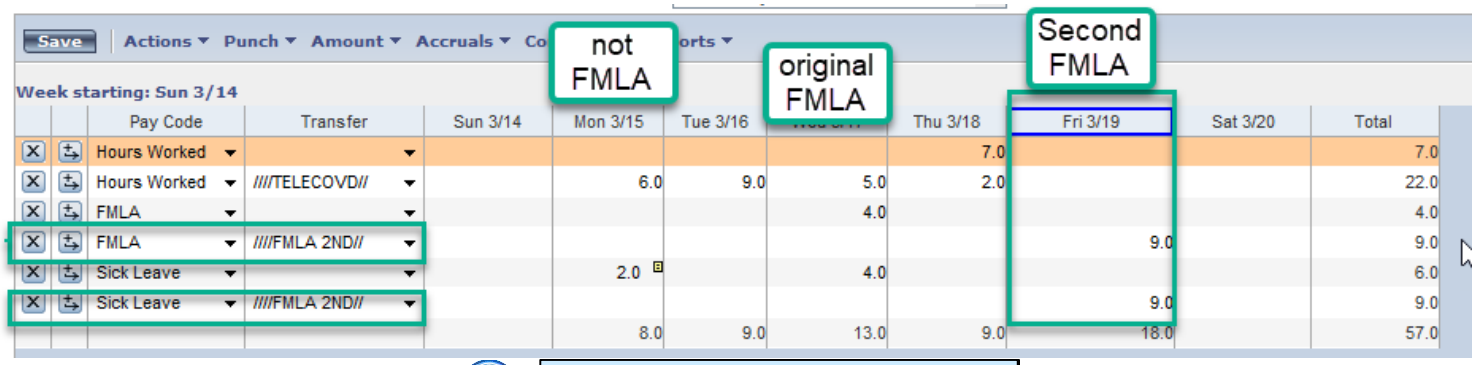
Pay Code	Transfer	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total
Hours Worked						7.0			7.0
Hours Worked	////TELECOVD//		6.0	9.0	5.0	2.0			22.0
FMLA					4.0		9.0		13.0
Sick Leave			2.0		4.0		9.0		15.0
			8.0	9.0	13.0	9.0	18.0		57.0



Multiple FMLA Approved Events– Add Transfer Reason Code; See also: Employee Task Job Aid

*When an employee has multiple approved FMLA events, the ori*ginal incident is recorded as normal. However, track both the rows with the leave type pay code and the FMLA leave tracking code used for a second (or third) FMLA reasons, with the transfer reason code on the date.





Pay Code	Transfer	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total
Hours Worked						7.0			7.0
Hours Worked	////TELECOVD//		6.0	9.0	5.0	2.0			22.0
FMLA					4.0				4.0
FMLA	////FMLA 2ND//						9.0		9.0
Sick Leave			2.0		4.0				6.0
Sick Leave	////FMLA 2ND//						9.0		9.0
			8.0	9.0	13.0	9.0	18.0		57.0

FMLA and PARENTAL Timekeeping Reporting

Paid Leave with FMLA

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Sick Leave and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA pay code.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
FMLA	8.0	
Sick Leave	8.0	283.84
Total Hrs Towards Schedule	8.0	283.84

Also, once the timecard is saved the order of the rows may change. In this view FMLA is before the Sick Leave.

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

FMLA and PARENTAL Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay or FMLA pay codes.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
FMLA	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)

FMLA and PARENTAL Timekeeping Reporting

Paid Leave with FMLA and Parental

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
Annual Leave						6.0	8.0		14.0
Sick Leave			8.0	8.0	8.0	2.0			26.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

Week starting: Sun 1/15

Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Sick Leave or Annual Leave and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be triple. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	283.84
PARENTAL	8.0	
FMLA	8.0	
Sick Leave	8.0	283.84

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)

FMLA and PARENTAL Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA and Parental

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

Week starting: Sun 1/15

Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be tripled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP) and the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
PARENTAL	8.0	
FMLA	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. In this view FMLA is before the Leave Without Pay.

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

FMLA and PARENTAL Timekeeping Reporting

Paid Leave with Parental

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Annual Leave and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be double. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the PARENTAL pay code.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	283.84
PARENTAL	8.0	
Annual Leave	8.0	283.84

Also, once the timecard is saved, the order of the rows may change.
(See example of the rows changing on Page 2.)

Leave Without Pay (LWOP) with Parental

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay (LWOP) and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Pay Code	Amount	Wages
Total Hrs Towards Schedule	8.0	
PARENTAL	8.0	
Leave Without Pay	8.0	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)

FMLA and PARENTAL Timekeeping Reporting

FMLA and Parental with a Holiday Tracked

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 5/27

Pay Code	...	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/01	Sat 6/02	Total
Annual Leave				8.0	8.0	8.0	8.0		32.0
Memorial Day			8.0						8.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

Week starting: Sun 6/03

Pay Code	...	Sun 6/03	Mon 6/04	Tue 6/05	Wed 6/06	Thu 6/07	Fri 6/08	Sat 6/09	Total
Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
FMLA			8.0	8.0	8.0	8.0	8.0		40.0
PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
			24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records FMLA and PARENTAL leave for a full week. If a holiday day falls in that week, the holiday is also tracked with FMLA and Parental Leave.

FMLA and Parental with a Holiday Not Tracked

Save | Actions | Punch | Amount | Accruals | Comment | Reports

Week starting: Sun 5/27

Pay Code	...	Sun 5/27	Mon 5/28	Tue 5/29	Wed 5/30	Thu 5/31	Fri 6/01	Sat 6/02	Total
Hours Worked				8.0	8.0				16.0
Annual Leave						8.0	8.0		16.0
Memorial Day			8.0						8.0
PARENTAL						8.0	8.0		16.0
FMLA						8.0	8.0		16.0
			8.0	8.0	8.0	24.0	24.0		72.0

However, if the holiday falls during a week when the employee is taking less than the week of leave (intermittent) the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for the day.

FMLA and PARENTAL Timekeeping Reporting

FMLA and Workers' Compensation

The Family Medical Leave Act (FMLA) defines serious health condition broadly to include any "illness, injury, impairment or physical or mental condition that involves" either inpatient care or continuing treatment by a health care provider. If the employee is eligible for leave under FMLA and the injury is considered a "serious health condition," then pay codes: Disability- Workers' Compensation or Admin Leave - Temp Disability should also be tracked with FMLA leave. The statute does not distinguish between work-related and non-work-related injuries.

Week starting: Sun 4/29

		Pay Code	...	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Total
		Disability Lv-Work Comp			10.0	10.0	10.0	10.0			40.0
		FMLA			10.0	10.0	10.0	10.0			40.0
					20.0	20.0	20.0	20.0			80.0

Finance/Risk Management oversees administration of all Workers' Compensation claims by the contracted Claims Service.

Risk.Management@montgomerycountymd.gov

Office of Human Resources/Occupational Medical Services oversees administration of all FMLA claims by FMLA Information.

FMLAInformation@montgomerycountymd.gov