

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY  
FMLA COORDINATOR -  
ADJUSTING FMLA HOURS (FOR  
PAYROLL SPECIALISTS)**

# AGENCY FMLA COORDINATOR - ADJUSTING FMLA HOURS (FOR PAYROLL SPECIALISTS)

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## DETERMINE IF EMPLOYEE IS ON FMLA

To determine if employee is currently on FMLA or will be in the future,

1. Open a HRIS form and drill around on the EIN of the employee
2. Click on the FMLA folder (if folder is missing, the employee does not have an FMLA leave plan)
3. All FMLA leave records will display and will inform you on the FMLA eligibility start and end date
4. FMLA pay codes can only be used on or between the FMLA eligibility start and end date
5. Click on the folder to view additional information such as reason for leave, intermittent status and restricted duty information.

## FMLA PAY CODES FOR HRIS / ETE TIME RECORDS

FMLA pay codes will decrement from both the FMLA leave plan as well as the corresponding leave plan. For example, if 310F is used in time entry and the records have been processed, the hours will be reduced from the FMLA leave plan as well as the sick leave plan.

- 300F - FMLA Annual Leave Taken
- 308F - FMLA Donated Leave
- 310F - FMLA Sick Leave
- 311F - FMLA Sick Leave Family
- 320F - FMLA Holiday
- 322F - FMLA Reserved Holiday
- 371F - FMLA-Meritorious Leave
- 330F - FMLA Comp Leave
- 340F - FMLA Bereavement Leave
- 630F - FMLA Industrial Leave
- 640F - FMLA Hours / LWOP

## RECEIVE AN EMAIL NOTIFICATION THAT EMPLOYEE HAS **NOT BEEN APPROVED** FMLA

If an employee requested FMLA and it was subsequently denied from the Physician, the Payroll Department needs to review the employee's time records to determine if FMLA hours were used and if any adjustments need to be made.

Once the FMLA Coordinator changes the FMLA Record to "Pending Denied", an email will automatically be sent to the agency payroll department.

### **Example of Email**

*Jane Doe recently applied for FMLA; however, their request was not approved. Please review the employee's time records and if necessary adjust the FMLA hours that were taken after 07/21/2012 using the Detail Time Entry form (XR35.2).*

**When you receive this notification, please complete the following steps:**

### **Steps that need to be taken to adjust the FMLA hours**

1. Open the **XR35**
2. Enter Company **1**
3. Enter Employee **EIN**
4. Select **Add** under the Function Code (FC)
5. Enter the FMLA **hours** as a negative amount
6. Enter the FMLA **pay code**

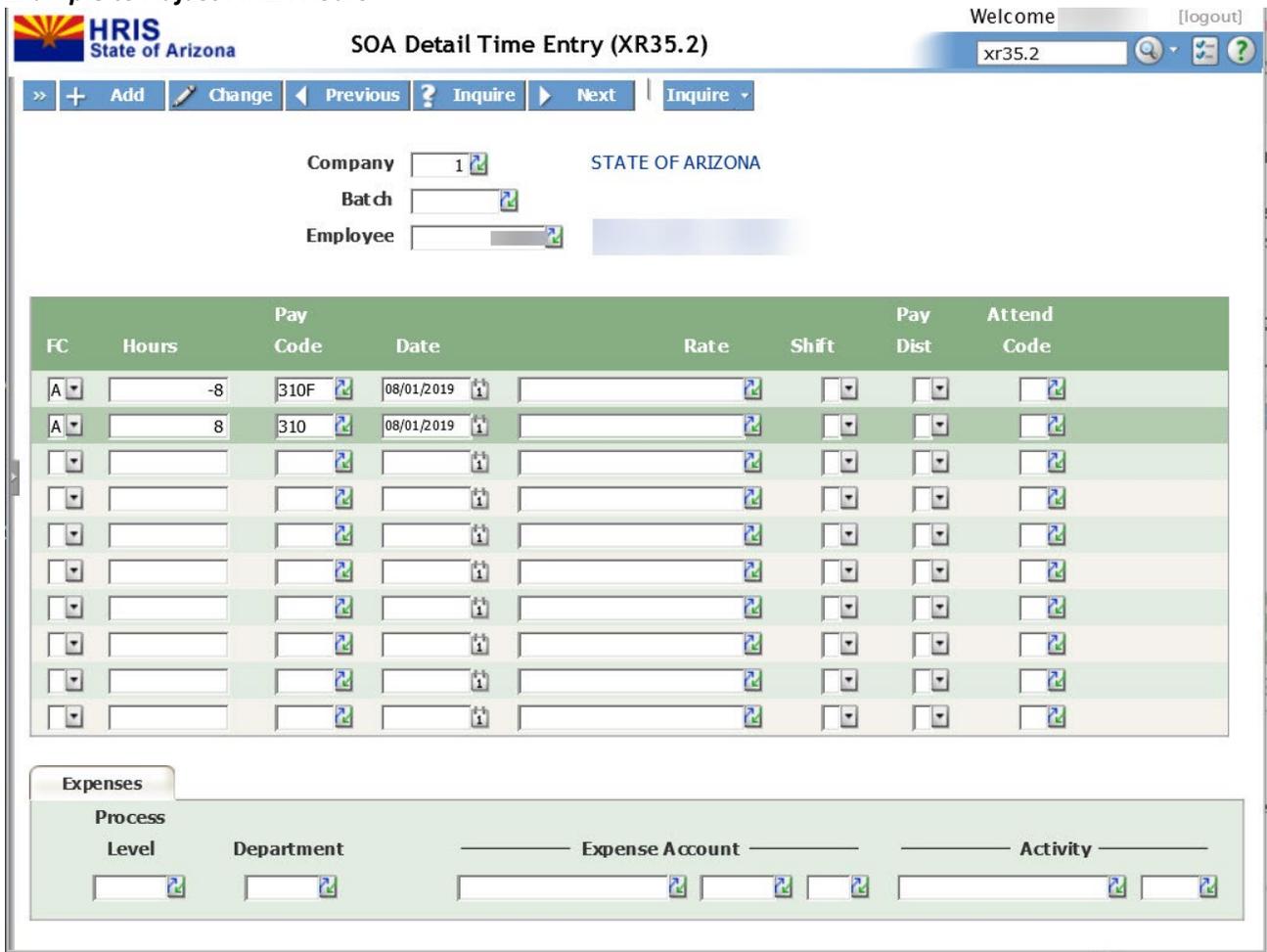
Enter the **date** the FMLA was taken

7. Then create a new line item and enter **Add** under the Function Code (FC)
8. Enter the **hours** as a positive amount
9. Enter the non FMLA **pay code** that corresponds to the leave plan (i.e. sick leave, annual leave)
10. Enter the **date**

**Repeat** these steps until all FMLA transactions have been reversed

11. Click **Add**

**Example to Adjust FMLA Hours**



The screenshot shows the HRIS State of Arizona interface for SOA Detail Time Entry (XR35.2). At the top, there are navigation buttons: Add, Change, Previous, Inquire, Next, and Inquire. Below these are input fields for Company (1), Batch, and Employee. The main area contains a table with the following columns: FC, Hours, Pay Code, Date, Rate, Shift, Pay Dist, and Attend Code. The first two rows are highlighted in green and show FC 'A', Hours '-8' and '8', Pay Code '310F' and '310', and Date '08/01/2019'. Below the table is an 'Expenses' section with fields for Process Level, Department, Expense Account, and Activity.

Once the above steps are completed, you **must** notify your FMLA coordinator so they can update the FMLA Leave Status to Denied.

## Pay Code Listing for All Employees:

Pay code	Description	Usage
100	Regular Pay	Regular Hours worked <= 40 in a week
100A	Staff Development	Training Hours worked during the regular workday
106	Board or Commission Salary	Earnings from Board or Commission Meetings
107	Temporary Employee Salary	Hours worked by Temporary employees
110	Telecommuting Pay	Approved Hours worked away from the office*
300	Annual Leave Taken	Vacation Hours Taken
300F	FMLA Annual Leave Taken	<u>FMLA</u> Vacation Hours Taken
308	Donated Leave Taken	Donated Hours Taken*
308F	FMLA Donated Leave Taken	<u>FMLA</u> Donated Hours Taken*
310	Sick Leave Taken	Sick Hours Taken
310F	FMLA Sick Leave Taken	<u>FMLA</u> Sick Hours Taken
311	Sick Leave Family	Family Sick Hours Taken (40 Sick Hours per calendar year)*
311F	FMLA Sick Leave Family	<u>FMLA</u> Family Sick Hours Taken (40 Sick Hours per calendar year)*
320	Holiday Pay	Holiday Hours Taken on the State Observed date*
320F	FMLA Holiday Pay	<u>FMLA</u> Holiday Hours Taken on the State Observed date*
340	Bereavement Leave Taken	Approved Hours Taken (24 to 40) (Out of State)*
340F	FMLA Bereavement Leave	<u>FMLA</u> Approved Hours Taken (24 to 40) (Out of State)*
350	Civic Duty	Approved Hours for Jury Duty, Testifying for State, Voting *
355	Paid Leave of Absence	Approved Hours for Organ/Bone Donation, National Disaster Medical
360	Education Leave Taken	Education Hours Taken*
370	Recognition Leave Awarded	Recognition Hours Taken within 1 year of award*
375	Admin Leave – Investigation	Paid Admin Leave during State Investigation
376	Admin Leave – Emergency	Paid Admin Leave/State Mandated Emergency

## Pay Code Listing for All Employees, (continued):

Pay code	Description	Usage
380	Military Leave	Using Federally allotted Hours (240 in 2 consecutive years)*
630	Industrial Leave Without pay	Tracking Industrial Leave (Hours-No Pay)
630F	FMLA Industrial Leave Without pay	Tracking <u>FMLA</u> Industrial Leave (Hours-No Pay)
640	Leave without Pay	Tracking Leave (Hours-No Pay)
640F	FMLA Hours / LWOP	Tracking <u>FMLA</u> Leave (Hours-No Pay)
641	Leave without Pay-Unauthorized	Tracking Leave (Hours-No Pay)*

## Additional Pay Codes for EXEMPT/NON/EXEMPT Employees:

Pay code	Description	Usage
101	Regular in Excess of 40 Hours	Portion of Overtime Hours paid at straight time and one-half*
321	Holiday Leave Earned	Reserving Holiday Hours to use in future week or pay period
322	Reserved Holiday Leave Taken	Reserved Holiday Hours
330	Compensatory Time Taken	Comp Hours Taken*
330F	FMLA Comp Leave	<u>FMLA</u> Comp Hours Taken*
800	Comp Time Earned	Reserving Hours Worked over 40 as Comp Leave*

## Attendance Code Listing for All Employees\*

DB	Bone Marrow Donor Leave - 5 Days	Tracking Leave Taken as a Result of a Bone Marrow Donation
DT	Organ Transplant Donor Leave -30 Days	Tracking Leave Taken as a Result of an Organ Donation
ND	National Disaster Medical Leave	Tracking National Disaster Medical Leave
MD	Military Differential	Tracking Payments Made to Supplement Amount Paid by the Military
ML	Military Leave Exceeded	Tracking After 240 Hours of Military Leave have been exhausted
IN	Industrial	Tracking Leave Hours for Industrial Leave
SW	Suspension without Pay	Tracking Leave without Pay for a Suspension
FR	Agency Designated Furlough	Tracking Hours for Furlough that are Agency Specific

**FMLA Attendance Codes** – *these are based on your agency requirements and are used ONLY to enhance the FMLA pay codes. Contact your HR department for further information.*

DC	FMLA Self Bone Marrow Donor	Tracking <u>FMLA</u> as a Result of a Bone Marrow Donation
DU	FMLA Self Organ Transplant Donor	Tracking <u>FMLA</u> as a Result of Organ Donation
FS	FMLA Self	Tracking Approved Leave Hours under Family and Medical Leave Act
FF	FMLA Family	Tracking Approved Leave Hours Taken to Care for a Family Member
FY	FMLA Family Exigency	Tracking Approved Leave Hours Taken for an Urgent Family Situation
FZ	FMLA Family Service Member Caregiver	Tracking Approved Leave Hours to Care for a Family Service Member
IS	FMLA Self Industrial	Tracking Leave Hours for Industrial Leave also approved as <u>FMLA</u>

**\* Contact your Agency regarding eligibility/use**