

Time & Labor Leaves of Absence Entries

Example of Family Medical Leave of Absence (FMLA) Entry:

For Family Medical Leaves of Absence, please remember to use accruals in the following order: sick, vacation, banked vacation.

*In this example, the employee enters into an unpaid status in the middle of a pay period (Wednesday): (The following example is for an employee on a qualified family medical leave of absence block of time, **not** intermittent).*

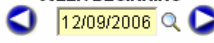
Enter total accountable hours for the date the employee runs out of time. Do not enter time for the leave of absence after this date.

Example: Susan Jones accountable for 8 hours per day

Available time for Susan Jones:
16 vacation hours
3.3 banked vacation hours

Enter into Time & Labor:
Monday 8 FMV
Tuesday 8 FMV
Wednesday 8 FMB

Employee: EMP00030	SUSAN JONES							Available Leave Time (Hours)
Job 0	Job Title: Administrative Secretary II	Location: District Support Services Cntr					Sick	0.00
	Department: VC for Academic Affairs	Supervisor: Miller,Robert					Vacation	0.00
							Personal	0.00
							Banked Vacation	-4.70

WEEK BEGINNING

12/09/2006

. Week 2 of Reporting Period Ending 12/15/06 *.*

<i>Time Reporting Code</i>	Sat 12/9	Sun 12/10	Mon 12/11	Tue 12/12	Wed 12/13	Thu 12/14	Fri 12/15	-- Total --
DELETE LINE FMLA Vacation - FMV			8.00	8.00				16.00
DELETE LINE FMLA Banked Vacation - FMB					8.00			8.00
ADD LINE	Official Time 9:26:09 AM							SUBMIT TIME

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System will pay 3.3 hours banked vacation and dock the remaining 4.7 hours. Do not input any additional time into the system for Susan Jones while she remains on an unpaid leave. The Compensation Technician will enter any remaining accruals in the pay period owed to the employee.

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Example of Intermittent Family Medical Leave of Absence Entry:

Most employees have hours available that do not total in quarter hours (.25). The T&L system only totals hours in .25 increments, but the payroll system will pay remaining hours depending on how the hours are entered into T&L. The following example shows you how to pay all remaining hours to the employee even if the hours are not in .25 increments. The example also shows you how to record FMLA intermittent leave time.

Susan Jones calls in with qualified absences for family medical leave on Monday and Tuesday (absent the entire two days). Susan Jones calls in for 2 hours family medical leave on Wednesday.

Available time for Susan Jones:

2.3 sick hours

6.8 vacation hours

1.3 banked vacation hours

Enter into Time & Labor:

Monday 2.25 FMS, 5.75 FMV

Tuesday .25 FMS, 1.25 FMV, 6.5 FMB

Wednesday 2 FWP

Employee: EMP00030		SUSAN JONES		Available Leave Time (Hours)							
				Sick	-0.20						
				Vacation	-0.20						
				Personal	0.00						
				Banked Vacation	-5.20						
Job 0	Job Title: Administrative Secretary II	Location: District Support Services Cntr									
	Department: VC for Academic Affairs	Supervisor: Miller,Robert									
WEEK BEGINNING 12/02/2006											
<small>Week 1 of Reporting Period Ending 12/15/06</small>											
				Return to Select Employee Job Message Board Review Compensatory Time							
Time Reporting Code				Sat 12/2	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	-- Total --
	FMLA Sick - FMS	2.25	0.25								2.50
	FMLA Vacation - FMV	5.75	1.25								7.00
	FMLA Banked Vacation - FMB		6.50								6.50
	FMLA Leave Without Pay - FWP					2.00					2.00
		Official Time 7:23:19 AM									

Note: You are entering 2.25 FMS for Monday due to the T&L system only accepting .25 hour increments even though the employee has 2.3 sick hours available. Using .25 FMS on Tuesday will allow the system to pay the remaining .05 sick hours to the employee.

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Example of Medical Leave of Absence Entry:

Susan Jones is approved for a medical leave of absence. Continue to enter time while Susan Jones is on a paid medical leave of absence. Discontinue time entry once the employee goes into an unpaid status for one complete day. The employee is no longer covered under FMLA once they have been placed on a medical leave of absence. Please use the medical leave codes once the employee has exhausted their FMLA time. Remember to enter time used in quarter (.25) hour increments. On the date the employee exhausts their accrued leave time, entering the remaining quarter (.25) hours will allow the system to pay the employee all of their accrued time. The Compensation Technician may contact you at this point to assist with the entries.

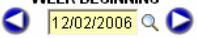

Available time for Susan Jones:

- .4 sick hours
- 12.2 vacation hours
- 14.8 banked vacation hours

Enter into Time & Labor:






- Monday .25 MSK, 7.75 MVC
- Tuesday 4.25 MVC, 3.75 MBK
- Wednesday 8 MBK
- Thursday .25 MSK, .25 MVC, 7.5 MBK
- Friday do not enter any hours

Employee: EMP00030		SUSAN JONES		Available Leave Time (Hours)	
Job 0	Job Title: Administrative Secretary II	Location: District Support Services Cntr			
	Department: VC for Academic Affairs	Supervisor: Miller,Robert			
				Sick	-0.10
				Vacation	-0.05
				Personal	0.00
				Banked Vacation	-4.45

WEEK BEGINNING
 12/02/2006 

** Week 1 of Reporting Period Ending 12/15/06 **

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Time Reporting Code	Sat 12/2	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	-- Total --
 Medical Leave - Sick Used - MSK			0.25			0.25		0.50
 Medical Leave - Vacation Used - MVC			7.75	4.25		0.25		12.25
 Medical Leave - Banked Used - MBK				3.75	8.00	7.50		19.25
	Official Time 7:28:19 AM							



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Example of Personal Leave of Absence Entry:

When an employee is approved for a personal leave of absence, you will be using their accrued vacation and banked vacation time only. Some employees may request an unpaid personal leave of absence. When the personal leave is unpaid and it is handled through the leaves department, you will not need to enter absences for the employee. In the following example, the employee has requested a paid personal leave of absence.

Susan Jones is on a paid personal leave of absence.

Available time for Susan Jones:

2.3 sick hours

24.9 vacation hours

95.77 banked vacation hours

Only use Susan Jones' vacation and banked vacation hours, no sick hours are to be used.

Enter into Time & Labor:

Monday 8 VAC
 Tuesday 8 VAC
 Wednesday 8 VAC
 Thursday .75 VAC, 7.25 VBL
 Friday 8 VBL

Employee: EMP00030		SUSAN JONES					Available Leave Time (Hours)	
Job 0	Job Title: Administrative Secretary II	Location: District Support Services Cntr				Sick 2.30		
	Department: VC for Academic Affairs	Supervisor: Miller,Robert				Vacation 0.15		
						Personal 0.00		
						Banked Vacation 80.52		

WEEK BEGINNING
12/02/2006

- Week 1 of Reporting Period Ending 12/15/06 *-*


Time Reporting Code	Sat 12/2	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	-- Total --	
Vacation - VAC			8.00	8.00	8.00	0.75		24.75	
Vacation-Banked - VBL						7.25	8.00	15.25	
		Official Time 7:32:43 AM							

Time & Labor Leaves of Absence Entries

Example of Correcting Leave Time Entry:

Entered Time & Labor leave time in error:

Solution: Delete row(s) and reenter correct time. Do not enter negative hours. If an adjustment is needed for a prior pay period, complete the paper adjustment form and submit it to the Compensation Department. Adjustment form is available on the Compensation payroll web site: <http://www.maricopa.edu/hrweb/payroll/Forms/Absence%20Adjustment%20Form.pdf>



Time Reporting Code		Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Fri 12/1	-- Total --
	FMLA Vacation - FMV			8.00	8.00				16.00
		Official Time							
		11:47:03 AM							

Additional Information:

- Please note that you may receive calls from your Compensation Technician with questions and instructions for entering time. Your Compensation Technician may contact you before the T&L deadlines for entry instructions or adjustments to ensure accuracy in the time recording for your employee.
- If an employee has entered leave time in advance and the supervisor needs to add in additional time due to new accruals (leave time will still accrue for the employee while they remain in a paid status), the supervisor may chose how they would like to modify the time previously entered.
 - The supervisor can add the additional accruals each payroll, which requires entries each payroll.

Or

 - The supervisor can wait until the final pay period when the employee enters into an unpaid status, rather than correcting time in weeks previously entered. In the final week reported in Time & Labor, the supervisor can input additional time accrued, but not previously entered.
- Certain leaves such as Educational Leaves, Sabbaticals or Administrative Leaves are not handled by the Compensation Department. If you have questions regarding these leaves, please contact the Employee Relations Department.
- **Questions?** Please contact the Compensation Department at 480-731-8457 and ask for your Compensation Technician or contact the Leaves Hotline at 480-731-8448.