

EXAMPLE: Exempt Family Medical Leave - Continuous

Family Medical Leave (FML) must be approved before the FML hours can be entered on a time sheet. Information about qualifying FML events, the approval process and eligibility can be found at <http://www.alaska.edu/benefits/leaves/family-medical-leave/>. For more information and to apply for FML, please contact UAF Human Resources at 907-474-7700.

Once approved, FML hours are reported as shown in the example below on the days the FML was used. If leave needs to be reported that includes a partial hour, minutes should be entered as the decimal equivalent of an hour. A table for converting minutes to decimals can be found at http://www.alaska.edu/files/hr/wte_convert_minutes_to_decimals.pdf.

Earnings code **601** is used to indicate FML hours taken. Non-FML sick leave is reported using earnings code 550.

This example is for an exempt, regular, full-time employee who has been approved for "continuous" FML. Part-time employees should enter the leave hours based on their work schedules.

Use your mouse or tab key to navigate to the "Reportable Leave Usage" and "Percent of Effort" sections.

To record any leave hours you took during the pay period, select the appropriate earnings code from the drop-down list in the "Reportable Leave Usage" section. Enter the appropriate hours on the day(s) when you actually took the leave. If you did not take any leave during the pay period, no entry is required in the block.

Proceed to the "Percent of Effort" block to verify the labor distribution for the pay period. Make any needed updates in the fund, org and percent columns. More than one Percent of Effort block may be displayed for the pay period you selected. For more information, refer to the [effort overview](#) document.

For instructions on how to enter time, an [earnings code descriptions list](#), [submission schedules](#), and other helpful documents, please visit the [Web Time Sheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

Time Sheet

Title and Number:	Title -- PCN	Time Sheet Period:	Feb 9, 2014 to Feb 22, 2014 (R05)
Employee Class:	XR -- Exempt Staff - Regular	Scheduled Pay Date:	Mar 7, 2014
Department and Number:	Unit -- TKL	Submit By Date:	Feb 24, 2014 by 11:59am

[View Default Labor Distribution](#)

Reportable Leave Usage

#	Earnings Code	Total	9 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat
1	L- Family Medical Leave (601) ▼	64				8	8	8			8	8	8	8	8	
2	▼															
3	▼															
4	▼															
Total:		64				8	8	8			8	8	8	8	8	

Percent of Effort (Feb 9, 2014 - Feb 22, 2014)

#	Fund Name	Fund	Orgn	Activity	Percent
5					
6					
7					
8					
Total:					

Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.

Submitted for Approval By:

Approved By:

Waiting for Approval From:

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.