

EXAMPLE: Non-Exempt Family Medical Leave - Intermittent with Sick Leave

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 chart for converting minutes to decimals is included on the web time sheet.

Earnings code **601** is used to indicate FML hours taken.

Earnings code **550** is used to indicate non-FML hours taken.

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

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For [instructions on how to enter time](#), an [earnings code descriptions list](#), a [chart converting minutes to decimals](#), [submission timelines](#), and other helpful documents, please visit the [Web Timesheet 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: Job Title -- PCN **Time Sheet Period:** Feb 9, 2014 to Feb 22, 2014 (R05)
Employee Class: NR -- NonExempt 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](#)

| # | Earnings Code | Total | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Fund Name | Fund | Orgn | Activity |
|---------------|-------------------------------|-------|---|----|----|----|----|----|----|----|----|----|-----|----|----|----|-----------|------|------|----------|
| 1 | Regular Pay (010) | 16 | | 8 | 8 | | | | | | | | | | | | | | | |
| 2 | L- Sick Leave | 7.5 | | | | | 4 | | | | | | 3.5 | | | | | | | |
| 3 | L- Family Medical Leave (601) | 56.5 | | | | 8 | 4 | 8 | | | 8 | 8 | 4.5 | 8 | 8 | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | |
| Total: | | 80 | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | | | |

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

Time Sheet Selection Restart Comments Save Submit for Approval

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.