

EXAMPLE: Non-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 link to a chart for converting minutes to decimals is included on the web time sheet.

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

This example is for a non-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 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
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
1	Regular Pay (010)	16		8	8															
2	L- Family Medical Leave (601)	64				8	8	8			8	8	8	8	8					
3																				
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.