

Qualifying employees may use and receive FMLA hours.

In this job aid, you will learn how to Manage and Use FMLA Hours for Qualifying Employees in Kronos

All Employees: Manage the leave balance of the person receiving FMLA hours due to a qualifying event:

Note: There are 2 pay codes to assist in the management of FMLA .

FMLA Granted – This pay code is used by HR Benefits to edit the timecard when a person has a qualifying FMLA event and is approved to receive FMLA hours. This pay code adds to the FMLA Bucket. This edit will show on the recipient's timecard only under "Totals" to indicate that an award of hours has been received. This pay code will show as a line item on the day the leave is added. Unused hours will expire after 365 days.

FMLA Taken – Use this pay code edit on the timecard of the person using FMLA time. This pay code reduces the FMLA balance. This pay code edit will show on the date that the time is used as a separate line item when the paycode is added, and under "Totals and Schedules" to indicate the total time taken for the time period selected.

1 Access <https://kronos.ecu.edu/> log on page.

2 Log on using your PiaretID and passphrase.

3 Go to the employee's timecard.

4 Check employee's current accruals balance.

- Click to open the drawer at the bottom of the timecard.
- Check the Accruals tab to see current FMLA accruals balance.

Accrual Code	Accrual Available Balance
Comp Over-Closed ETO	0.00
FMLA	480.00
Incentive Leave	0.00
Military Active Duty Leave	0.00
Military Training Leave	0.00
Sick	265.00
Time Off Award	0.00

5 Enter the Pay Code.

- On the week to for which the FMLA balance should be reduced, click <Enter Pay Code>.
- Select the FMLA Taken pay code from the "Pay Code" drop down list. See note box above.

Pay Code	Transfer	Sun 8/13
Please Choose:		
Floating Holiday		
FMLA Taken		
Hours Over Paid Schedule		
Incentive Leave Granted		
Incentive Leave Taken	Transfer	Sun 8/20
Incentive Leave Adj DOWN		
Military Active Duty Grante		
Military Active Duty Taken		

6 Enter the number of hours to be taken for that pay code on the correct day.

- Click Save
- Check the FMLA Accruals as in Step 4 to ensure the balance decreased.

Pay Code	Transfer	Sun 8/13	Mon 8/14	Tue 8/15	Wed 8/16
FMLA Taken					8.00
Daily Total					

Note:

- Unused FMLA hours will expire after 365 days.
- The FMLA Taken paycode is separate from how the employee accounts for his/her absence from a pay and leave perspective.
- In addition to the FMLA code, an employee or Leave Keeper/SuperAdmin must select either a paid or an unpaid leave code and place that paycode on the timecard for the same number of hours as are taken for FMLA.
- The "FMLA Taken" paycode should never appear as the *only* paycode on an employee's timecard for a particular day.
- For days absent where an employee is receiving pay, "FMLA Taken" should be accompanied by the paycode "Sick," "Vacation," "Comp ###" or some other form of paid leave.
- For days absent where an employee is not receiving pay, "FMLA Taken" should be accompanied by "Unpaid Approved Time."