

Reporting Time on Leave of Absence Quick Reference Guide

Type of Leave

1. Massachusetts Paid Family Medical Leave (PFML) through the State
 - a. Continuous PFML
 - b. Intermittent PFML
 - c. Reduced Schedule PFML
2. Paid Leave of Absence – Continuous
3. Paid Leave of Absence – Intermittent
4. Unpaid Leave of Absence
5. Accessing an Employees Timesheet

Note for CWM, MBL and CCU Employees.

All timesheet examples below are for HR Direct. If you are an employee who uses Kronos (CWM and CCU) or Oracle (MBL) for your timesheet entry you would enter your accruals and the FMLA code, when applicable, in either Kronos or Oracle.

1. Massachusetts Paid Family Medical Leave (PFML) through the State
a. Continuous PFML

First 5 workdays of State PFML leave:

There is a one week waiting period before State PFML payments begin. During the first 5 days the employee will be on a Paid Leave of Absence and accruals (ie. sick, personal, vacation) can be used. If PFML is for a family members health condition, Family Sick time (FSK) can be used for the 5 workday waiting period.

If the employee does not have any accrued time available they should enter No Pay.

Accrued time should be entered in the timesheet for the employee for the 5-day waiting period. In this example the employee only has 24 hours of sick and 8 hours of vacation accruals available. If accruals are exhausted No Pay must be entered.

[View Legend](#) Submit

Week 1 of 2
Scheduled 40.00 | Reported 40.00 Hours

*Time Reporting Code / Time Details	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday		
Scheduled OFF Reported 0		Scheduled 8 Reported 8	Scheduled OFF Reported 0						
SIC - Sick Time		8.000	8.000	8.000					+ -
VAC - Vacation Time					8.000				+ -
NOP - No Pay						8.000			+ -
Comments									

Unpaid Leave of Absence, after the waiting period:

After the first 5 days, payments will be made to the employee directly by the state. The employee will be put on a "leave of absence" status which is unpaid and no entry is required in the timesheet.

b. Intermittent PFML

Employees on intermittent PFML have occasional absences that are normally not on a consistent schedule. Any time that an employee takes off for intermittent PFML must be reported in the employee’s timesheet as No Pay. The employee is required to report the No Pay hours to the State to be paid.

c. Reduced Schedule PFML

Employees on a reduced schedule PFML have approved days/hours that they will be out on PFML. Employees must enter the scheduled PFML time as No Pay in their timesheet. PFML will pay the employee for Monday and Friday based on the approved schedule and the employee does not need to report the time to PFML.

Examples:

1. If the employee is on a reduced schedule PFML where they only work Tuesday, Wednesday, Thursday and are out on PFML Monday and Friday, the employee will need to enter No Pay for Monday and Friday in their timesheet.

Week 1 of 2							
Scheduled 40.00 Reported 16.00 Hours							
*Time Reporting Code / Time Details	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0
NOP - No Pay		8.000				8.000	

2. If the employee only works 4 hours a day instead of 8 hours a day they would enter 4 Hours of Regular and 4 hours of No Pay each day.

Week 1 of 2							
Scheduled 40.00 Reported 40.00 Hours							
Time Reporting Code / Time Details	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0				
REG - Regular Pay SERS Eligible		4.000	4.000	4.000	4.000	4.000	
NOP - No Pay		4.000	4.000	4.000	4.000	4.000	

3. If a PFML time falls on a holiday, PFML will pay those hours and the employee should add Holiday No Pay into their timesheet. In this example 1/16 is a Holiday. Since the employee is on a reduced schedule of 4 hours per day PFML will pay 4 hours to the employee for the Holiday.

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Week 1 of 2							
Scheduled 40.00 Reported 40.00 Hours							
Time Reporting Code / Time Details	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0				
HOL - Holiday		4.000					
HNP - Holiday No Pay		4.000					
REG - Regular Pay SERS Eligible			4.000	4.000	4.000	4.000	
NOP - No Pay			4.000	4.000	4.000	4.000	

2. Paid Leave of Absence – Continuous

Employees who are on a paid Family Medical Leave and have accrued paid time off (sick, vacation, personal, etc.) must report that time each week while they are out on Family Medical Leave (FMLA). Paid time off for Family Medical Leave purposes should be identified by entering the FMLA companion code (information only code). This code identifies your time off as related to an FMLA leave. The FMLA code does not “pay.”

Employees on a continuous leave will be put on a “nopay” schedule. If accruals are not entered the employee will not be paid.

Medical Leaves- Sick time should be used first. If/when Sick time runs out, any other available accruals can be used (Vacation, Personal, etc).

Maternity leaves- Up to 8 weeks of Sick time can be used. Any other accruals can be used after that.

Leaves for a family members health condition- Up to 15 days of an employee’s own Sick time may be used and coded as Family Sick Time (FSK). After that, Vacation or Personal time may be used.

Timesheet Example:

When you use your accruals, a new row must be added, and the FMLA reporting code used for the same number of hours. (For example, if you enter 40 sick hours for the week, you also need to add another row for FMLA hours.) NOTE: Total reported hours will show the total of accrual time and FMLA. However, only accrual time used will be paid. The FMLA code is for information purposes only.

View Legend Submit

◀ Week 2 of 2 ▶							
Scheduled 40.00 Reported 80.00 Hours							
*Time Reporting Code / Time Details	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday
Scheduled OFF Reported 0	Scheduled 8 Reported 16	Scheduled OFF Reported 0					
SIC - Sick Time		8.000	8.000	8.000	8.000	8.000	
FMLA - FMLA		8.000	8.000	8.000	8.000	8.000	
Comments							

3. Paid Leave of Absence – Intermittent

Employees who are on a paid Family Medical Leave and have accrued paid time off (sick, vacation, personal, etc.) must report that time each week while they are out on Family Medical Leave (FMLA). Paid time off for Family Medical Leave purposes should be identified by entering the FMLA companion code (information only code). This code identifies your time off as related to an FMLA leave. The FMLA code does not “pay.”

Medical Leaves- Sick time should be used first. If/when Sick time runs out, any other available accruals can be used (Vacation, Personal, etc).

Leaves for a family members health condition- Up to 15 days of an employee’s own Sick time may be used and coded as Family Sick Time (FSK). After that, Vacation or Personal time may be used.

Employees on an intermittent leave retain their schedule in PeopleSoft and will be paid their regular scheduled hours unless accruals are entered. On Intermittent Leave, only the hours missed from work should be entered with an Accrual Code (ie. sick, personal, vacation) and the FMLA tracking code. If the employee does not have any accrued time available they should enter No Pay for the hours they are on leave.

Timesheet Example:

For the days out on intermittent leave the employee enters their accrual time used and the FMLA reporting code for the same number of hours. NOTE: Total reported hours will show the total of accrual time and FMLA. However, only accrual time used will be paid. The FMLA code is for information purposes only.

In this example the employee worked Monday and Friday, was out on intermittent leave Tuesday and Wednesday, and on Thursday worked half a day and took leave half a day.

◀ Week 2 of 2 ▶							
Scheduled 40.00 Reported 44.00 Hours							
*Time Reporting Code / Time Details	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 16	Scheduled 8 Reported 16	Scheduled 8 Reported 12	Scheduled 8 Reported 0	Scheduled OFF Reported 0
SIC - Sick Time			8.000	8.000	4.000		
FMLA - FMLA			8.000	8.000	4.000		
REG - Regular Pay SERS Eligible					4.000		
Comments							

4. Unpaid Leave of Absence

A Leave of Absence is unpaid when an employee has no accrued time to cover the absences or while they are on PFML and being paid by the state. Employees on unpaid leave of absence do not need to complete timesheets as their status is set to unpaid.

5. Accessing an Employees Timesheet

Manager and/or Timekeeper Access to employee's timesheet:

Access HR Direct and log in- <https://www.umassmed.edu/hr/hrdirect/>

- Confirm you are on the HR Direct Manager Self Service home page as displayed on the top horizontal menu. If you are not on the page, click on the drop-down horizontal bar menu and select Manager Self Service.
- Click on Timekeeping Tile.
- Click "Filter" to search for employee's timesheet.
- Job Aid - [Reporting Employees Time using MSS Fluid Timesheet for Timekeepers](#)

Employee Access:

Access HR Direct and log in- <https://www.umassmed.edu/hr/hrdirect/>

- Confirm you are on the HR Direct Employee Self Service home page as displayed on the top horizontal menu. If you are not on the page, click on the drop-down horizontal bar menu and select Employee Self Service.
- Click on Weekly Time Entry
- Time can be entered on both the desktop and mobile devices.