Employee Intermittent FML Leave Steps for Timekeepers

(This guide does not include steps for hourly punch tile or physical clock time entry)

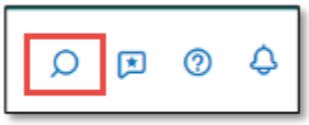
Leave Administration will open an FML leave case when they have applied for **and been approved** for FML.

An employee, Manager, or Timekeeper will enter the leave pay codes and amounts in myURHR UKG after the FML leave request has been approved by the Leave Administration.

The steps below are for entering Intermitted FML pay codes using the direct timecard entry method. If an employee takes Family & Medical Leave (FML), partial days can be used and entered as time. No additional time should be entered for that day as the system will apply the appropriate accruals per policy.

ENTERING TIME FOR AN INTERMITTENT FML LEAVE BY TIMEKEEPERS

1. Log into myURHR UKG.
2. On the home page, search for the employee to access their timecard by using the **magnifying glass**.



3. Type in the employee's name and click the **Search** button.
4. In the search results, click the **check box** by the employee's name, click the **Go To** button, then select **Timecard.**
5. On the employee's timecard, click within the **Pay Code** cell for the appropriate day and select the correct Leave pay code e.g., CHILD-1.

6. In the **Amount** column for the same day enter in the number of hours taken for leave and for FML this should be their standard hours.

7. Click **Save.**