

Employee Intermittent Family Medical Leave (FML) Steps for Timekeepers

For information on entering time for Paid Family Leave (PFL), please review this [Quick Reference Card](#).

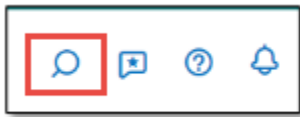
Leave Administration will open an FML leave case when the employee has applied for **and been approved** for FML.

Only a manager or timekeeper will enter the leave pay codes and amounts in myURHR UKG after the FML leave request has been approved by Leave Administration.

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

ENTERING TIME FOR AN INTERMITTENT FML

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., FML Self, FML Child, FML Spouse, FML Parent, etc.) *Please refer to the [myURHR UKG Leave Pay Codes](#) for additional codes.*
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**.
8. You can view all the leave codes that are being pulled into the timecard for that case by going to "Totals" at the bottom of the timecard and changing the drop down prompt to say "Daily." FML usage is automatically supplemented by the system for each hour of FML used. The supplemental time is applied according to University Policy. Employees and timekeepers should not manually add any supplemental time to the timecard. The systematic supplemental codes (Vacation/PTO) will show in the totals for that day, as well.