Employee Paid Family Leave (PFL) Steps for Employees

Employee Paid Family Leave (PFL) Steps for when PFL is approved and Intermittent or before the approval for Employees

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

Leave Administration will open a PFL leave case when:
- PFL - The employee calls in their claim to Hartford for PFL, and **before** it has been approved
- FMLA – If FML will run concurrently and will be applied systematically

An employee, Manager, or Timekeeper will enter the leave pay codes and amounts in myURHR UKG. Note: Leave Administration will not approve or deny leave time for intermittent PFL.

- PFL – Pay codes should be entered by the Timekeeper/Manager/Employee when the employee reports it to their manager (calls out), even prior to approval for PFL. Report-to managers will begin to receive a claim creation notice to alert the department to start using the PFL claim after go-live.

The steps below are for entering PFL pay codes when PFL is approved and taken intermittently or prior to the approval of PFL using the direct timecard entry method.

Employees are reminded to follow their department's policy for their approved time entry method. If employees are not approved for direct timecard entry in myURHR UKG, they will contact managers and/or timekeepers to add this time.

ENTERING TIME FOR AN INTERMITTENT PFL LEAVE BY EMPLOYEE

1. Log into myURHR UKG.

2. On the home page, click on the **My Timecard** arrow.
3. On your timecard, click within the **Pay Code** cell for the appropriate day and select the correct Leave pay code e.g., CHILD-1.
4. In the **Amount** column for the same day enter in the employee's full day scheduled hours

		Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Mon 8/19				8:00 AM			CHILD-1	8.00		8.00	32.00
+	⊖	Tue 8/20				8:00 AM			CHILD-1	8.00		8.00	40.00
+	⊖	Wed 8/21											40.00

5. Click **Save.**