



## Employee Paid Family Leave (PFL) Steps for Timekeepers

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

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 FMLA 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.

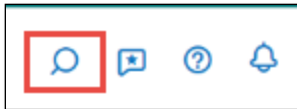
- PFL – Pay codes should be entered by the Timekeeper/Manager/Employee when the employee reports it to their manager (calls out), even prior to approval for PFL. Report-to managers will begin to receive a claim creation notice to alert the department to start using the PFL claim after go-live.

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 EMPLOYEE TIME FOR AN INTERMITTENT LEAVE

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 PFL this should be their standard hours.

	Date	Schedule	Absence	Assignment	In	Out	Transfer	5 Pay Code	6 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

7. Click **Save**.