

## Absence Reporting/Coding

The supervisor is responsible for providing accurate and timely absence reports, as part of the normal absence reporting process. There are a number of codes used for various types of leave. Codes specific to Leaves of Absence covered in this learning module are further explained in the case studies below, with the exception of the following:

- Industrial compensation and disability benefits will run concurrently with FMLA and approved medical leaves.
- If an employee has comp time and wants to apply it during a leave of absence, he or she must designate that comp time will be used before going on leave.

*In either of these cases, please contact the Compensation Department for absence report coding instructions.*

## Online Time & Labor Leaves of Absence Entries

For those colleges/sites using the Online Time & Labor System, there are some “Rules of Thumb” to keep in mind as you complete the online reporting process.



- Remember to use accruals in the following order for FMLA and Medical Leaves: sick, vacation, banked vacation.
- Only accrued vacation and banked vacation are used for an approved Personal Leave of Absence, unless an unpaid personal leave of absence has been requested.
- Daily totals must equal the daily total hours of accountability for each employee (e.g., 8-hour workdays, 10-hour workdays, etc.)
- Leave must be entered in .25 hour increments.
- Once all accrued leave time has been exhausted and employee enters an unpaid status, do not enter any time (excludes intermittent leaves).
- If designated leave accrual is exhausted, round up in increments of .25 hours to total the daily hours of accountability.
- If you are not sure of a code or time entry, you are encouraged to contact the Compensation Technician for assistance.

## Case Studies

The following case studies will provide an opportunity for users to use a worksheet to practice reporting and coding scenarios specific to FMLA, Medical, and Personal Leaves of Absences. Users are encouraged to keep the “Rules of Thumb” in mind as they review each scenario. Correct entries and explanations are provided for each case study. If, after completing a case study you still have questions, please be sure to contact the Compensation Department at 480-731-8457 and ask for your Compensation Technician or contact the Leaves Hotline at 480-731-8448.

### Case Study Titles:

FMLA (Block of Time)  
FMLA (Intermittent Leave)  
Medical Leave of Absence  
Personal Leave of Absence  
Correcting Leave Entries  
Additional Information

**Example of Family Medical Leave of Absence (FMLA) Entry – Block of Time:**

Susan Jones is an employee on a qualified family medical leave of absence block of time. She is accountable for 8 hours per day, Monday through Friday. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s FMLA.

**Available Leave for Susan Jones:**

- 16 vacation hours
- 3.3 banked vacation hours

**Available Time Reporting Codes:**

- FMLA Sick – FMS
- FMLA Vacation – FMV
- FMLA Banked Vacation – FMB
- FMLA Without Pay - FWP

**Absence Entry Worksheet**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b>		<b>Available Leave Time (Hours)</b>				
				Sick				
				Vacation				
				Personal				
				Banked Vacation				
<b>Job 0</b>		<b>Job Title:</b> Administrative Secretary II		<b>Location:</b> District Support Services Cntr				
		<b>Department:</b> VC for Academic Affairs		<b>Supervisor:</b> Miller,Robert				
<b>WEEK BEGINNING</b> 12/09/2006								
<a href="#">Return to Select Employee Job</a> <a href="#">Message Board</a> <a href="#">Review Compensatory Time</a>								
*.* Week 2 of Reporting Period Ending 12/15/06 *.*								
<b>Time Reporting Code</b>	<b>Sat 12/9</b>	<b>Sun 12/10</b>	<b>Mon 12/11</b>	<b>Tue 12/12</b>	<b>Wed 12/13</b>	<b>Thu 12/14</b>	<b>Fri 12/15</b>	<b>--Total--</b>

**Review correct entries and explanations on next page...**

**Example of Family Medical Leave of Absence (FMLA) Entry – Block of Time:**

**Compare and Contrast:**

Susan Jones is an employee on a qualified family medical leave of absence block of time. She is accountable for 8 hours per day, Monday through Friday. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s FMLA.

**Available Leave for Susan Jones:**

16 vacation hours  
3.3 banked vacation hours

**Available Time Reporting Codes:**

FMLA Sick – FMS  
FMLA Vacation – FMV  
FMLA Banked Vacation – FMB  
FMLA Without Pay – FWP

**Correct Entries**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b>					Available Leave Time (Hours)		
						Sick 0.00			
<b>Job</b> 0	<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr				Vacation 0.00			
	<b>Department:</b> VC for Academic Affairs	<b>Supervisor:</b> Miller,Robert				Personal 0.00			
						Banked Vacation -4.70			
<b>WEEK BEGINNING</b> 12/09/2006								<a href="#">Return to Select Employee Job</a> <a href="#">Message Board</a> <a href="#">Review Compensatory Time</a>	
*.* Week 2 of Reporting Period Ending 12/15/06 *.*									
<b>Time Reporting Code</b>		<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>-- Total --</b>
		12/9	12/10	12/11	12/12	12/13	12/14	12/15	
	FMLA Vacation - FMV <sup>①</sup>			8.00 <sup>②</sup>	8.00 <sup>②</sup>				16.00
	FMLA Banked Vacation - FMB <sup>③</sup>					8.00 <sup>④</sup>			8.00
	<b>ADD LINE</b>	<b>Official Time</b> <b>9:26:09 AM</b>							

① For Family Medical Leaves of Absence (FMLA), leave accruals are to be used in the following order: sick, vacation, banked vacation. Susan did not have any sick time available (FMS), therefore the next designated leave accrual to be used is her vacation balance (FMV).

② Susan is accountable for 8 hours each workday. She has a total of 16 hours accrued vacation leave (FMV) that would be entered as 8 hours on 12/11 and 8 hours on 12/12.

③ Susan’s vacation leave accrual has been exhausted, therefore the next designated leave accrual to be used is her banked vacation balance (FMB).

④ Susan has a banked vacation balance (FMB) of 3.3 hours, but the T&L system only totals hours in .25 increments. In order to clear out the FMB balance and account for Susan’s daily accountability hours, you will need to round up in increments of .25 hours (in this case round up to 8 hours). Do not input any additional time into the system while Susan remains on an unpaid leave status. The Compensation Technician will enter any remaining accruals in the pay period owed to the employee.

**\*\*As you will note, in the upper right hand corner of the T&L screen shot, Susan has a negative balance which represents the “rounding up” that occurred in the reporting process. The system will pay 3.3 hours banked vacation and dock the remaining 4.7 hours from reporting period payroll.**

**Go to the next page to access the FMLA (Intermittent Leave) case study.**

**Example of Family Medical Leave of Absence (FMLA) Entry - Intermittent Leave:**

*Susan Jones is an employee on a qualified family medical leave of absence--intermittent leave. She is accountable for 8 hours per day, Monday through Friday. Susan calls in with qualified absences for family medical leave on Monday and Tuesday (absent the entire two days). Susan also calls in for 2 hours family medical leave on Wednesday. Using Susan's available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan's FMLA.*

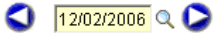
**Available Leave for Susan Jones:**

- 2.3 sick hours
- 6.8 vacation hours
- 1.3 banked vacation hours

**Available Time Reporting Codes:**

- FMLA Sick – FMS
- FMLA Vacation – FMV
- FMLA Banked Vacation – FMB
- FMLA Without Pay - FWP

**Absence Entry Worksheet**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b>		Available Leave Time (Hours)				
				Sick				
				Vacation				
				Personal				
				Banked Vacation				
<b>Job 0</b>		<b>Job Title:</b> Administrative Secretary II		<b>Location:</b> District Support Services Cntr				
		<b>Department:</b> VC for Academic Affairs		<b>Supervisor:</b> Miller,Robert				
<b>WEEK BEGINNING</b>  <b>12/02/2006</b>						<a href="#">Return to Select Employee Job</a> <a href="#">Message Board</a> <a href="#">Review Compensatory Time</a>		
**Week 1 of Reporting Period Ending 12/15/06**								
<b>Time Reporting Code</b>	<b>Sat 12/2</b>	<b>Sun 12/3</b>	<b>Mon 12/4</b>	<b>Tue 12/5</b>	<b>Wed 12/6</b>	<b>Thu 12/7</b>	<b>Fri 12/8</b>	<b>--Total--</b>

**Review correct entries and explanations on next page...**

**Example of Family Medical Leave of Absence (FMLA) Entry - Intermittent Leave:**

**Compare and Contrast:**

Susan Jones is an employee on a qualified family medical leave of absence--intermittent leave. She is accountable for 8 hours per day, Monday through Friday. Susan calls in with qualified absences for family medical leave on Monday and Tuesday (absent the entire two days). Susan also calls in for 2 hours family medical leave on Wednesday. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s FMLA.

**Available Leave for Susan Jones:**

- 2.3 sick hours
- 6.8 vacation hours
- 1.3 banked vacation hours

**Available Time Reporting Codes:**

- FMLA Sick – FMS
- FMLA Vacation – FMV
- FMLA Banked Vacation – FMB
- FMLA Without Pay - FWP

**Correct Entries**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b> ***		<b>Available Leave Time (Hours)</b>			
<b>Job</b> 0	<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr	<b>Supervisor:</b> Miller,Robert	Sick	-0.20		
	<b>Department:</b> VC for Academic Affairs			Vacation	-0.20		
				Personal	0.00		
				Banked Vacation	-5.20		

<b>WEEK BEGINNING</b>									
12/02/2006									
**Week 1 of Reporting Period Ending 12/15/06**									
	<b>Time Reporting Code</b>	<b>Sat</b> 12/2	<b>Sun</b> 12/3	<b>Mon</b> 12/4	<b>Tue</b> 12/5	<b>Wed</b> 12/6	<b>Thu</b> 12/7	<b>Fri</b> 12/8	<b>-- Total --</b>
	FMLA Sick - FMS ①			2.25 ②	0.25 ③				2.50
	FMLA Vacation - FMV ②			5.75 ②	1.25 ③				7.00
	FMLA Banked Vacation - FMB ④				6.50 ④				6.50
	FMLA Leave Without Pay - FWP					2.00 ⑤			2.00
		<b>Official Time</b> <b>7:23:19 AM</b>							

① For Family Medical Leaves of Absence (FMLA), leave accruals are to be used in the following order: sick, vacation, banked vacation. Therefore, the designated leave accrual to be used for Susan is her sick balance (FMS).

② Susan is accountable for 8 hours each workday. She has a total of 2.3 hours accrued sick leave but the T&L system only totals hours in .25 increments. Therefore, you would enter 2.25 (FMS) hours on 12/4 (leaving a balance of .05 FMS hours). Because Susan no longer has a sick leave balance of .25 or more, you will use her vacation leave balance (FMV) in the amount of 5.75 hours to total her 8 hours of accountability for 12/4 (leaving a balance of 1.3 FMV hours).

③ Susan now has a sick leave balance of .05, but the T&L system only totals hours in .25 increments. In order to clear out the FMS balance of .05 hours, you will round up to the next increment of .25 hours, entering .25 FMS hours for 12/5. Susan’s sick leave accrual has been

exhausted; therefore, you will use her remaining vacation leave balance (FMV) of 1.05 hours. Again, the T&L system only totals hours in .25 increments. In order to clear out the FMV balance, you will round up to the next increment of .25, entering 1.25 FMV hours for 12/5.

④ Up to this point, we have only accounted for 1.5 hours of Susan's 8-hour workday accountability for 12/5. In addition, both Susan's sick and vacation leave accruals have been exhausted; therefore, you will need to use her banked vacation leave (FMB) balance of 1.3 hours. In order to account for the hours of accountability and to clear out the FMB balance, you will round up to the next increment of .25, entering 6.5 FMB hours for 12/5.

⑤ Susan has exhausted all types of available leave balances; therefore, you would use the family leave of absence without pay (FWP) code, and enter 2 hours for 12/6.

\*\*As you will note, in the upper right hand corner of the T&L screen shot, Susan has negative balances which represents the "rounding up" that occurred in the reporting process. Susan will be docked these negative balances on the reporting period payroll, in addition to the 2 hours of family leave without pay.

**Go to the next page to access the Medical Leave of Absence case study.**

**Example of Medical Leave of Absence Entry:**

Susan Jones has exhausted her FMLA time and is no longer covered under FMLA. However, she has been approved for a medical leave of absence. Susan is accountable for 8 hours per day, Monday through Friday. Susan calls in with qualified absences for medical leave and will be out all day Monday, 12/4 through Friday, 12/8. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s medical leave of absence.

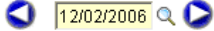
**Available Leave for Susan Jones:**

- .4 sick hours
- 12.2 vacation hours
- 14.8 banked vacation hours

**Available Time Reporting Codes:**

- Medical Leave – Sick Used – MSK
- Medical Leave – Vacation Used - MVC
- Medical Leave – Banked Used - MBK

**Absence Entry Worksheet**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b>		Available Leave Time (Hours)				
				Sick				
<b>Job</b> 0	<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr	Vacation					
	<b>Department:</b> VC for Academic Affairs	<b>Supervisor:</b> Miller,Robert	Personal					
			Banked Vacation					
<b>WEEK BEGINNING</b>  12/02/2006								<a href="#">Return to Select Employee Job</a> <a href="#">Message Board</a> <a href="#">Review Compensatory Time</a>
*.* Week 1 of Reporting Period Ending 12/15/06 *.*								
<b>Time Reporting Code</b>	<b>Sat</b> 12/2	<b>Sun</b> 12/3	<b>Mon</b> 12/4	<b>Tue</b> 12/5	<b>Wed</b> 12/6	<b>Thu</b> 12/7	<b>Fri</b> 12/8	<b>--Total--</b>

**Review correct entries and explanations on next page...**

**Example of Medical Leave of Absence Entry:**

**Compare and Contrast:**

Susan Jones has exhausted her FMLA time and is no longer covered under FMLA. However, she has been approved for a medical leave of absence. Susan is accountable for 8 hours per day, Monday through Friday. Susan calls in with qualified absences for medical leave and will be out all day Monday, 12/4 through Friday, 12/8. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s medical leave of absence.

**Available Leave for Susan Jones:**

- .4 sick hours
- 12.2 vacation hours
- 14.8 banked vacation hours

**Available Time Reporting Codes:**

- Medical Leave – Sick Used – MSK
- Medical Leave – Vacation Used - MVC
- Medical Leave – Banked Used - MBK

**Correct Entries**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b> ***		<b>Available Leave Time (Hours)</b>	
<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr			Sick	-0.10
<b>Department:</b> VC for Academic Affairs	<b>Supervisor:</b> Miller,Robert			Vacation	-0.05
				Personal	0.00
				Banked Vacation	-4.45

**WEEK BEGINNING**  
 12/02/2006

\*.\* Week 1 of Reporting Period Ending 12/15/06 \*.\*

Time Reporting Code	Sat 12/2	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	-- Total --
<b>DELETE LINE</b> Medical Leave - Sick Used - MSK ①			0.25 ②	0.25 ③				0.50
<b>DELETE LINE</b> Medical Leave - Vacation Used - MVC ②			7.75 ②	4.25 ③	0.25 ⑤			12.25
<b>DELETE LINE</b> Medical Leave - Banked Used - MBK ⑤				3.50 ④	7.75 ⑤	8.00 ⑥		19.25
<b>ADD LINE</b>	<b>Official Time</b> <b>7:28:19 AM</b>							<b>SUBMIT TIME</b>

① For Medical Leaves of Absence, leave accruals are to be used in the following order: sick, vacation, banked vacation. Therefore, the designated leave accrual to be used for Susan is her sick balance (MSK). Remember, the employee is no longer covered under FMLA once they have been placed on a medical leave of absence; therefore, be sure to use the medical leave codes.

② Susan is accountable for 8 hours each workday. She has a total of .4 hours accrued sick leave but the T&L system only totals hours in .25 increments. Therefore, you would enter .25 (MSK) hours on 12/4 (leaving a balance of .15 MSK hours). Because Susan no longer has a sick leave balance of .25 or more, you will use her vacation leave balance (MVC) in the amount of 7.75 hours to total her 8 hours of accountability for 12/4 (leaving a balance of 4.45 MVC hours).

③ Susan now has a sick leave balance of .15, but the T&L system only totals hours in .25 increments. In order to clear out the MSK balance of .15 hours, you will round up to the next increment of .25 hours, entering .25 MSK hours for 12/5. Susan’s sick leave accrual has been

exhausted; therefore, you will use her vacation leave balance of 4.45 hours MVC. Again, the T&L system only totals hours in .25 increments, so you will enter 4.25 MVC for 12/5 (leaving a balance of .20 MVC hours).

④ Up to this point, we have only accounted for 4.5 hours of Susan's 8-hour workday accountability for 12/5. Because Susan's sick has been exhausted and she no longer has a vacation leave balance of .25 or more, you will need to use her banked vacation leave (MBK) balance of 14.8 hours, entering 3.5 MBK hours for 12/5 (leaving a balance of 11.3 MBK hours).

⑤ Susan now has a vacation balance of .20, but the T&L system only totals hours in .25 increments. In order to clear out the MVC balance of .20 hours, you will round up to the next increment of .25 hours, entering .25 MVC hours for 12/6. Susan's sick and vacation leave accruals have been exhausted; therefore, you will use her banked vacation leave (MBK), entering 7.75 MBK hours (leaving a balance of 3.55 hours MBK hours).

⑥ Susan now has a banked vacation balance of 3.55 hours. In order to account for the total hours of accountability for 12/7 and to clear out the MBK balance, you will round up to the next increment of .25, entering 8 hours MBK hours for 12/7.

⑦ An employee will remain in a paid status for as long as he/she has accrued time to cover their absences. In this scenario, Susan has exhausted all available leave; therefore, you would discontinue time entries once the employee goes into an unpaid status for one complete day. The Compensation Technician may contact you at this point to assist with the entries.

\*\*As you will note, in the upper right hand corner of the T&L screen shot, Susan has negative balances which represents the "rounding up" that occurred in the reporting process. Susan will be docked these negative balances on the reporting period payroll, in addition to the time she is in an unpaid status.

**Go to the next page to access the Personal Leave of Absence case study.**

**Example of Personal Leave of Absence Entry:**

Susan Jones has requested and been approved for a paid personal leave of absence. Susan is accountable for 8 hours per day, Monday through Friday. Susan is scheduled to be out all day Monday, 12/4 through Friday, 12/8. Using Susan’s available leave information provided below, please use the worksheet to enter the appropriate leave code(s) and leave entries for Susan’s personal leave of absence.

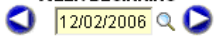

**Available Leave for Susan Jones:**

2.3 sick hours  
 24.9 vacation hours  
 95.77 banked vacation hours

**Available Time Reporting Codes:**

Sick – SCK  
 Vacation - VAC  
 Vacation - Banked - VBL

**Absence Entry Worksheet**

<b>Employee:</b> EMP00030		<b>SUSAN JONES</b>			Available Leave Time (Hours)			
					Sick			
<b>Job</b> 0	<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr			Vacation			
	<b>Department:</b> VC for Academic Affairs	<b>Supervisor:</b> Miller,Robert			Personal			
					Banked Vacation			
WEEK BEGINNING  12/02/2006 								
*.* Week 1 of Reporting Period Ending 12/15/06 *.*								
<b>Time Reporting Code</b>	<b>Sat</b> 12/2	<b>Sun</b> 12/3	<b>Mon</b> 12/4	<b>Tue</b> 12/5	<b>Wed</b> 12/6	<b>Thu</b> 12/7	<b>Fri</b> 12/8	<b>--Total--</b>

**Review correct entries and explanations on next page...**



④ Susan has a total of 88.02 hours banked vacation leave that would be entered as 8 hours VBL for 12/8 to account for the 8 hours of accountability (leaving a balance of 80.52 VBL hours).

**Special Note:** Some employees may request an unpaid personal leave of absence. When the personal leave is unpaid and it is handled through the leaves department, you will not need to enter absences for the employee.

**Go to the next page to access the Correcting Leave Entries scenario and Additional Information.**

### Example of Correcting Leave Time Entry:

**Scenario:** You have made an error when entering leave into the online Time & Labor system.

Time Reporting Code	Sat 11/25	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Fri 12/1	-- Total --
<input type="button" value="X DELETE LINE"/> FMLA Vacation - FMV			8.00	8.00				16.00

Official Time

**11:47:03 AM**

**Solution:** ① Delete row(s) and reenter correct time. Do not enter negative hours.

If an adjustment is needed for a prior pay period, complete the paper adjustment form and submit it to the Compensation Department. A copy of the adjustment form is available on the Compensation payroll web site:

<http://www.maricopa.edu/hrweb/payroll/Forms/Absence%20Adjustment%20Form.pdf>

### Additional Information:

- Please note that you may receive calls from your Compensation Technician with questions and instructions for entering time. Your Compensation Technician may contact you before the T&L deadlines for entry instructions or adjustments to ensure accuracy in the time recording for your employee.
- If an employee has entered leave time in advance and the supervisor needs to add in additional time due to new accruals (leave time will still accrue for the employee while they remain in a paid status), the supervisor may chose how they would like to modify the time previously entered.
  - The supervisor can add the additional accruals each payroll, which requires entries each payroll,  
**OR**
  - The supervisor can wait until the final pay period when the employee enters into an unpaid status, rather than correcting time in weeks previously entered. In the final week reported in Time & Labor, the supervisor can input additional time accrued, but not previously entered.
- Certain leaves such as Educational Leaves, Sabbaticals or Administrative Leaves are not handled by the Compensation Department. If you have questions regarding these leaves, please contact the Employee Relations Department.
- **Questions?** Please contact the Compensation Department at 480-731-8457 and ask for your Compensation Technician or contact the Leaves Hotline at 480-731-8448.