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MEMORANDUM

Date: January 10, 2020

To: All State Agency Human Resource Managers and Chief Financial Officers

From: Lakisha Holley, Central Payroll Bureau Chief 

Subject: New Parental Leave Time Reporting Codes

New FMLA Paid Parental Leave (FMPRN) and Paid Parental (PRNTL) Time Reporting Codes (TRCs) have been implemented into SHARE and are available for use. Only HR Administrators have access to enter and approve time. FMPRN should be used if the employee has FMLA time available. If employee does not have FMLA time available, then PRNTL TRC should be used. The TRCs may be entered alone or in conjunction with one another for intermittent leave purposes.

If an employee is using FMPRN, the TRC will automatically add to the FMLA accumulator. For the first pay period ending 1/10/20, MCOP rates will be included in the pay calculation. If HR Administrators are entering time on the 1st week of January, HR Administrators will have to start the week on 1/1/20, not 12/28/19 or by the view Calendar Period because the new TRCs are effective 1/1/20. HR Administrators should change the view to week starting 1/1/20 for the first week of January only. After the 1st week of January, this won't be an issue.

Below are the new TRCs with descriptions, access role, mapping earning code and rules/exceptions of each code.

TRC	DESCR	TRC Access	Mapped Earning Code	Rule/Exceptions
FMPRN	FML Parental	Admin Only	FPL	None
PRNTL	Paid Parental	Admin Only	PPL	None

HR Administrators can use 3 available queries to assist with FMLA eligibility.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values

*Search By begins with

Search Results

*Folder View

Query				Personalize	Find	View All	Print	First	1 of 3	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
NMS_HR_FMLA_ELIGIBILITY	FMLA ELIGIBILITY BY BU	Public	FMLA	HTML	Excel	XML	Schedule	Lookup References	Favorite	
NMS_HR_FMLA_ELIGIBILITY_EE	FMLA ELIGIBILITY BY EmplID	Public	FMLA	HTML	Excel	XML	Schedule	Lookup References	Favorite	
NMS_TL_FMLA_PERIOD_TOTALS	FMLA TOTALS BY PERIOD RANGE	Public	FMLA	HTML	Excel	XML	Schedule	Lookup References	Favorite	

If you have questions, please contact DFA's Central Payroll Bureau for further guidance