ECU Kronos Job Aid
All Employees: Manage and Use FMLA Hours for Employees

Qualifying employees may use and receive FMLA hours. In this job aid, you will learn how to Manage and Use FMLA Hours for Qualifying Employees in Kronos.


2. Log on using your PiaretID and passphrase.

3. Go to the employee's timecard.

4. Check employee’s current accruals balance.
   - Click to open the drawer at the bottom of the timecard.
   - Check the Accruals tab to see current FMLA accruals balance.

5. Enter the Pay Code.
   - On the week to for which the FMLA balance should be reduced, click <Enter Pay Code>.
   - Select the FMLA Taken pay code from the "Pay Code" drop down list. See note box above.

6. Enter the number of hours to be taken for that pay code on the correct day.
   - Click Save
   - Check the FMLA Accruals as in Step 4 to ensure the balance decreased.

Note: There are 2 pay codes to assist in the management of FMLA.

- FMLA Granted – This pay code is used by HR Benefits to edit the timecard when a person has a qualifying FMLA event and is approved to receive FMLA hours. This pay code adds to the FMLA Bucket. This edit will show on the recipient’s timecard only under "Totals" to indicate that an award of hours has been received. This pay code will show as a line item on the day the leave is added. Unused hours will expire after 365 days.
- FMLA Taken – Use this pay code edit on the timecard of the person using FMLA time. This pay code reduces the FMLA balance. This pay code edit will show on the date that the time is used as a separate line item when the pay code is added, and under “Totals and Schedules” to indicate the total time taken for the time period selected.

Note:
- Unused FMLA hours will expire after 365 days.
- The FMLA Taken pay code is separate from how the employee accounts for his/her absence from a pay and leave perspective.
- In addition to the FMLA code, an employee or Leave Keeper/SuperAdmin must select either a paid or an unpaid leave code and place that paycode on the timecard for the same number of hours as are taken for FMLA.
- The “FMLA Taken” paycode should never appear as the only paycode on an employee’s timecard for a particular day.
- For days absent where an employee is receiving pay, “FMLA Taken” should be accompanied by the paycode “Sick,” “Vacation,” “Comp #” or some other form of paid leave.
- For days absent where an employee is not receiving pay, “FMLA Taken” should be accompanied by “Unpaid Approved Time.”

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

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