

# Human Capital Management: Job Aid

## Timekeeping System Guidelines for CU FAMILI Leave

As of January 1, 2024, CU FAMILI leave, federal Family and Medical Leave, and Parental Leave is managed centrally by Employee Services. This change requires adjustments, listed below, to university timekeeping systems and practices.

- All CU FAMILI, FMLA, and Parental Leave hours will be reported directly by the employee to Employee Services.
- Employee Services will track the employees' leave against their job protection entitlements and will also pay any FAMILI wage replacement benefits.
- Employees should not be docked pay for hours away from work due to an approved leave.
  - Other than voluntary use of supplemental leave, no hours are required to be submitted for the days or partial days of leave.
  - If needed, you may define a placeholder code in timekeeping systems to prevent salaried overtime-eligible employees from being docked pay for hours of leave reported directly to Employee Services; the equivalent code in My Leave is PFR (Paid Family Leave - Reported).  
**Do not** upload this code to CU Time.
- Any accrued leave used to supplement CU FAMILI (sick, vacation, PPL, PFML, etc.) as well as any leave used to pay an employee on leave but not using CU FAMILI should be entered into the employee's regular timekeeping system.
  - Employee Services has configured the following codes in My Leave to supplement CU FAMILI, which will also be accepted through CU Time:

Code	Description	Use To Supplement CU FAMILI Leave
PFR	Paid Family Leave – Reported	Placeholder only – Do not send to CU Time
PLS	Paid Family Leave – Sick	Send to CU Time, deducts from Sick
PLV	Paid Family Leave – Vacation	Send to CU Time, deducts from Vacation
PLC	Paid Family Leave – Comp	Send to CU Time, Compensatory time used
PLO	Paid Family Leave – Other	Send to CU Time, Admin or Other leave time
PPF	Paid Family Leave – Parental	Send to CU Time, Paid Parental Leave

- Third-party timekeepers are encouraged to configure their systems to align with these codes as they will be responsible for ensuring an employee's supplemental leave is loaded into CU Time.
- When an employee is not receiving FAMILI wage replacement benefits, the existing sick, vacation, and PPL codes should be used in My Leave and CU Time.
- Any regular hours worked, or employee sick or vacation hours used outside of approved CU FAMILI/FML/Parental Leave, should be recorded and submitted normally.
- After each confirmed payroll, authorized department HR liaisons may access a report of CU FAMILI/FML/Paid Parental Leave hours taken in pay period and any adjustment to accrued leave balances as a result.

Use this information to guide any configuration necessary in your timekeeping systems to account for centralized management of employee leaves, and as a resource to make retroactive entries or adjustment to leave balances in those systems at the conclusion of each pay period.