**EXAMPLE:** Non-Exempt Family Medical Leave - Intermittent with Sick Leave

Family Medical Leave (FML) must be approved before the FML hours can be entered on a time sheet. Information about qualifying FML events, the approval process and eligibility can be found at [http://www.alaska.edu/benefits/leaves/family-medical-leave/](http://www.alaska.edu/benefits/leaves/family-medical-leave/). For more information and to apply for FML, please contact UAF Human Resources at 907-474-7700.

Once approved, FML hours are reported as shown in the example below on the days the FML was used. If leave needs to be reported that includes a partial hour, minutes should be entered as the decimal equivalent of an hour. A chart for converting minutes to decimals is included on the web time sheet.

Earnings code **601** is used to indicate FML hours taken.

Earnings code **550** is used to indicate non-FML hours taken.

This example is for a non-exempt, regular, full-time employee who has been approved for "intermittent" FML. Part-time employees should enter the leave hours based on their work schedules.

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Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the Web Timesheet Entry web page.

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please provide feedback to the project team.

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**Time Sheet**

- **Title and Number:** Job Title -- PCN
- **Employee Class:** NR -- NonExempt Staff - Regular
- **Department and Number:** Unit -- TKL

**Time Sheet Period:** Feb 9, 2014 to Feb 22, 2014 (R05)

**Scheduled Pay Date:** Mar 7, 2014

**Submit By Date:** Feb 24, 2014 by 11:59am

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**View Default Labor Distribution**

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NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.