



Family Medical Leave

# FML codes in PeopleSoft® Time and Labor

**ORACLE®**

**PEOPLESOFT ENTERPRISE**





Family Medical Leave

# FML codes in PeopleSoft® Time and Labor

- Electronic FML tracking
  - Only available to agencies utilizing PeopleSoft® Time and Labor
  - Leave balances will only be as accurate as the data recorded in PeopleSoft® Time and Labor





**Family Medical Leave**

# Recording FML Leave

Go to website

**[www.in.gov/spd/instep](http://www.in.gov/spd/instep)**

- Sign in using your PeopleSoft® User ID and Password:

The screenshot shows the INSTEP State Employee Portal login page. At the top, there is a blue silhouette of the state of Indiana with the word "INSTEP" in white and "State Employee Portal" in blue to its right. Below this, there are two input fields: "User ID:" and "Password:". A red arrow points from the "User ID:" label to its input field. Below the input fields is a "Sign In" button. At the bottom of the page, there is a section for "State of Indiana Information" with links for "Time and Labor Help", "PeopleSoft e-Learning Tutorials", and "Report an Issue".

**INSTEP** State Employee Portal

User ID:

Password:

**Sign In**

State of Indiana Information  
[Time and Labor Help](#)  
[PeopleSoft e-Learning Tutorials](#)  
[Report an Issue](#)



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# Recording FML Leave


Click Human Resources

A screenshot of the INSTEP State Employee Portal. The top header is blue with the INSTEP logo (a dark blue outline of Indiana) and the text "INSTEP State Employee Portal". Below the header is a navigation bar with "Favorites" and "Main Menu" links, each with a downward arrow. A window titled "State of Indiana PeopleSoft" is open, showing a "Human Resources" link with a red arrow pointing to it. Below the link is the text "Access SOI Human Resources Management System".

INSTEP  
State Employee Portal

Favorites Main Menu

State of Indiana PeopleSoft

 [Human Resources](#)  
Access SOI Human Resources Management System



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# Recording FML Leave

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Main Menu

Self Service

Manager Self Service

Recruiting

Workforce Administration

Benefits

Compensation

Leave of Absence

Time Reporting

Personal Information

Payroll and Compensation

Benefits

Report Time

View Time

User Preferences

Time Sheet

Absence Request

- ☞ Main Menu
- ☞ Self Service
- ☞ Time Reporting
- ☞ Report Time
- ☞ Timesheet



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# Recording FML Leave

- Time Reporting Codes in PeopleSoft® Time and Labor
  - Choose the type of leave (e.g., comp time, sick, vacation, personal, or unpaid leaves)

Authorized Leave Without Pay - A  
Community Service - CSV  
Commute Charges St. Veh. - C2  
Funeral Leave - FUNRL  
Governor Bonus - G7  
Holiday - HOL  
Jury Duty - JURY  
Leave With Out Pay - LWP  
Military Leave - MIL  
Military Leave Unpaid - MILUP  
Office Closure - OFC  
Other Paid Leave - OLV  
Personal Time - PER  
Regular Work Hours - REG  
Sick Time - SICK  
Special Sick Leave - SSL  
Unauthorized Leave Without Pay  
Vacation - VAC  
Voluntary Unpaid Leave - VUL  
Worker Compensation - WC

Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Total Hours	Time Reporting Code
7.50	7.50	7.50	7.50	7.50			<input type="text"/>



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# Recording FML Leave

- Then scroll to right-hand side and identify the number of the applicable FML request running concurrently with that leave.
- Approvals granted using the electronic process will have numbers assigned; they will appear on the notices you receive

Time Reporting Code	Taskgroup	Business Unit	HR Department
SICK - Sick Time	00070	00070	

003 - 03 Serious HC-SP-Pregnancy  
004 - 04 Serious HC-SP-Other  
005 - 02 Serious HC-EE-Other  
008 - 02 Serious HC-EE-Other



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# Employee Responsibilities

- **Employees are responsible to**
  - Use appropriate leave codes
    - FML Code must correspond with FML request #
  - Monitor FML usage
    - Electronic monitoring is only as accurate as is the recording of usage in PeopleSoft® Time and Labor
    - An MSEXcel spreadsheet that will calculate hours used is available at <http://www.in.gov/spd/2397.htm>.





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# Supervisor Responsibilities

- **Supervisors are responsible to**
  - Ensure employee has recorded FML usage on the Timesheet and used the appropriate leave codes
    - FML Code must correspond with FML request #
  - Contact HR for guidance in taking appropriate actions
    - at the end of leave to get appropriate release to return to work, or if release contains restrictions, or if employee fails to return to work as expected, or
    - to provide information about alleged misuse of leave.



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# Resources

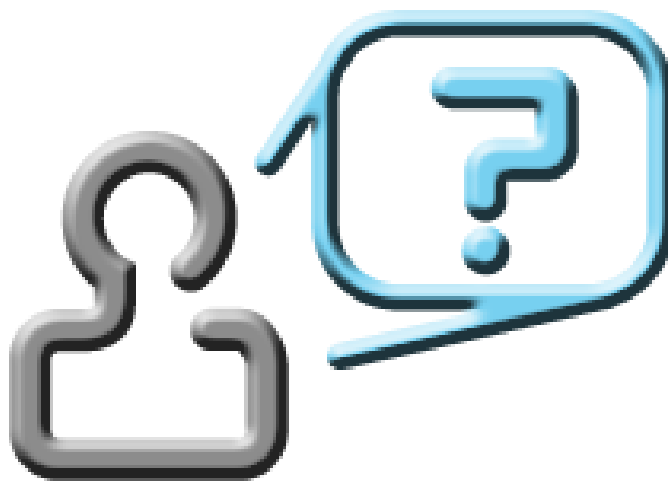
- Job Aids
  - Recording FML leave in PeopleSoft®
- Website: <http://www.in.gov/spd/2397.htm>
- FML Call Center: 317-234-7955
- 855.SPD.INHR (855-773-4647)





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# Questions



FML Call Center: 317-234-7955