



INTERMITTENT TIME REPORTING INSTRUCTIONS: PEOPLESOFT ABSENCE MANAGEMENT AND TIMESHEET

If you are a timesheet or absence management reporter and have submitted an intermittent MA PFML Leave to Lincoln Financial Group (“Lincoln”), you will need to enter time each week for all leave-related absences for the duration of the leave, including any applicable waiting period. If available, you may use paid time off (PTO) for that leave and be paid at your regular rate. If you choose to not use PTO, you may enter Time at Own Expense in order to be paid the MA PFML benefit calculated by Lincoln, if approved. Please click the links below for detailed instructions.

Absence Management Users (Click below for details)

- [Entering Sick Time for MA PFML](#)
- [Entering Personal, Vacation, Longer Service Vacation, or Vacation Excess Funded Time for MA PFML](#)
- [Entering Time at Own Expense](#)

Time Reporters not in Absence Management (Click below for details)

- [Entering Personal, Vacation or Longer Service Vacation Time for MA PFML](#)
- [Entering Time at Own Expense](#)

	Employee in Absence Management	Employee not in Absence Management (submitting through T&L)
Paid using PTO	Submits one of the following Absence Types: Vacation Personal Longer Service Vacation Vacation Excess Funded Time Sick All with the Reason Code of FMLA (Family Medical Leave)	Submits one of the following Time Reporting Codes: Vacation – FMLA: VCL or VXL Personal Day – FMLA: PRL or PXL Longer Service Vacation – FMLA: LML Sick Day – FMLA: SCL or SEL
Paid using MA PFML	Submits the Absence Type: Time at Own Expense with Reason Code MA PFMLA	Submits the Time Reporting Code: Time at Own Expense - MA PFMLA (TOM)

Absence Management Users

Entering Sick Time for MAPFML

You can be paid for MA PFML by using available sick time. When entering your absence, select the Absence Type and then select the appropriate Reason.

YOUR OWN ILLNESS

Request Absence

Select: Sick

Select: Employee Family Medical Leave

*Absence Name: Sick

*Reason: Employee Family Medical Leave

*Start Date: 12/11/2020

End Date: 12/11/2020

Duration: 7.00 Hours

FAMILY MEMBER'S ILLNESS (effective July 1, 2021)

Request Absence

Select: Sick

Select: Dependent Family Medical Leave

*Absence Name: Sick

*Reason: Dependent Family Medical Leave

*Start Date: 12/11/2020

End Date: 12/11/2020

Duration: 7.00 Hours

Absence Management Users

Entering Personal, Vacation, Longer Service Vacation, or Vacation Excess Funded Time for MA PFML

You can be paid for MA PFML by using available PTO balances. When entering your absence, select the Absence Type and then select the appropriate Reason.

Request Absence

Select appropriate absence type:
Personal
Vacation
Longer Service Vacation
Vacation Excess Funded Time

Select: Family Medical Leave

*Absence Name: Vacation

*Reason: Family Medical Leave

*Start Date: 12/11/2020

End Date: 12/11/2020

Duration: 7.00 Hours

Absence Management Users

Entering Time at Own Expense for MA PFML

If you are not using PTO for your MA PFML, you may be paid the MA PFML benefit calculated by Lincoln, if approved:

Request Absence

Select:
Time at Own Expense

*Absence Name Time at Own Expense

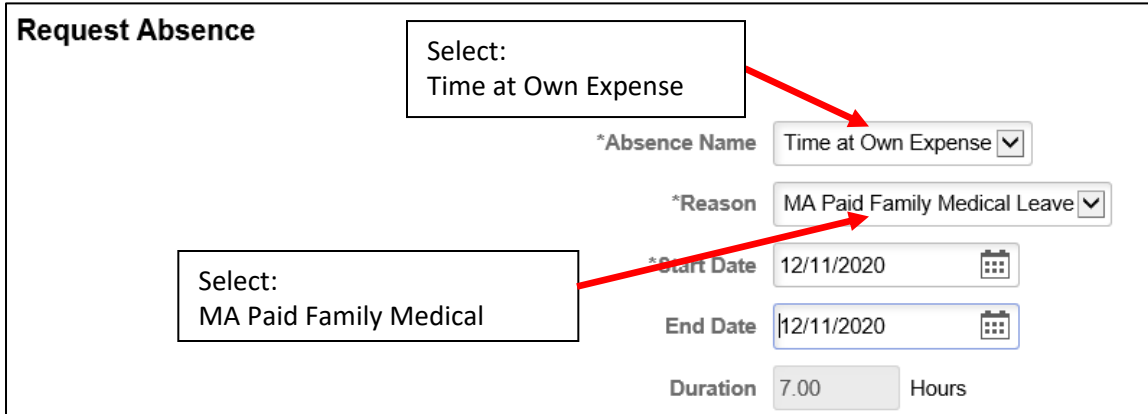
*Reason MA Paid Family Medical Leave

Select:
MA Paid Family Medical

*Start Date 12/11/2020

End Date 12/11/2020

Duration 7.00 Hours



Time Reporters not in Absence Management

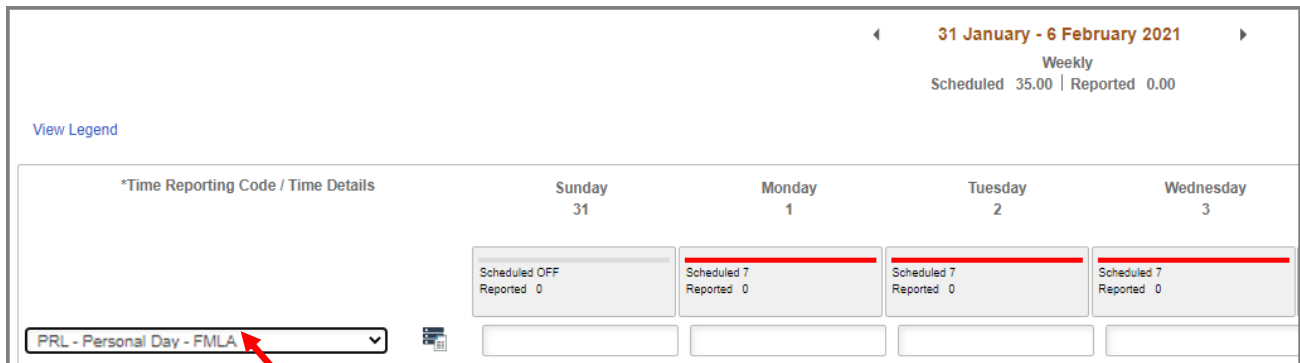
Entering Paid Time Off for MA PFML

You can be paid for MA PFML by using available PTO balances. When entering your time in PeopleSoft or your home time reporting system, select the Time Reporting Code for the type of PTO you are taking, and make sure it is the one associated with FMLA:

31 January - 6 February 2021
Weekly
Scheduled 35.00 | Reported 0.00

View Legend

*Time Reporting Code / Time Details	Sunday 31	Monday 1	Tuesday 2	Wednesday 3
	Scheduled OFF Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0
PRL - Personal Day - FMLA				



Select appropriate Time Reporting Code*:

- PRL – Personal Day -FMLA
- PXL – Personal Day excl from FLSA -FMLA
- SCL – Sick Pay – FMLA
- SEL – Sick Pay Excl from FLSA– FMLA
- VCL – Vacation – FMLA
- VXL – Vacation Excl from FLSA– FMLA
- LML – Longer Service Vacation – FMLA

*Make sure to select the FMLA-associated Time Reporting Code

Time Reporters not in Absence Management

Entering Time at Own Expense for MA PFML – All Reporters

If you are not using PTO for your MA PFML, you may be paid the MA PFML benefit calculated by Lincoln, if approved. When entering your time in PeopleSoft or your home time reporting system, select Time at Own Expense – MA PFML:

31 January - 6 February 2021
Weekly
Scheduled 35.00 | Reported 0.00

View Legend

*Time Reporting Code / Time Details	Sunday 31	Monday 1	Tuesday 2	Wednesday 3
	Scheduled OFF Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0	Scheduled 7 Reported 0
TOM - Time Own Expense - MA PFML				

Select:
TOM-Time at Own Expense – MA PFML