**Changing Leave Takes to PFML Codes**

Effective August 1, 2020 employees are eligible to use supplemental benefits in addition to PFML payments from ESD during a PFML approved leave situation. The leave administrator will need to enter the supplemental leave for the employee based on the absence reason the employee entered for their absence request.

Listed below are the supplemental leave codes for ctcLink. Which leave type you use will depend on the supplemental leave your employee is using. These leave codes are administrative leave codes only, administrators will have to update employees leave forms accordingly. Please use query **QHC\_AB\_ABSENCE\_HISTORY** to identify the Leave Types and Absence Reasons.

Absence Codes are (all codes are in the ctcLink folder)

|  |  |
| --- | --- |
| 011 | PFML-Family Leave |
| 012 | PFML-Medical Leave |

When an employee has been approved by ESD for PFML leave and they submit **paid** leave, the leave must be changed to one of the following by an Administrator since these codes are not available to the employee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplemental Benefit Description**  | **Leave Type** | **Earn Type** | **TRC Code** |
| Supplemental Sick Leave | PFS T XXX | PFS | PFS |
| Supplemental Vacation Leave | PFV T XXX | PFV | PFV |
| Supplemental Personal Holiday | PFP T XXX | PFP | PFP |
| Supplemental Comp Time | PFC T XXX | PFC | PFC |
| Supplemental Personal Leave | PFL T XXX | PFL | PFL |

\*XXX = Company Code.

**Please note:**

These leave types will be excluded from the calculation of PFML premiums paid by the employee and employer and will not be reported to ESD.

Employees need to be monitored until they return to work and are no longer eligible for PFML

**BEFORE PAYROLL RUNS EACH PAY PERIOD, GO INTO EACH ABSENCE EVENT AND CHANGE THE LEAVE TAKE**



**NOTE:** when changing an Absence Take, the hours will be zeroed out if partial days. Be sure to check the Details of each Absence Take *before* changing the Absence Take Description.





Save.

This will send what is needed to payroll.

That’s it! 😊