

How Do I Code My Timesheet?

Your FMLA and OLFA leave needs to be entered correctly using the appropriate timesheet code. If you are unable to enter your own time, your supervisor will do it for you. Stop coding your timesheet as FMLA or OFLA when your FMLA or OFLA entitlement ends. Also, stop coding your time as FMLA or OFLA if you were absent to provide care for a family member and that person dies. Seek approval from your supervisor to use other leave or leave without pay as necessary. Refer questions about tracking your time to your supervisor, Human Resources or agency Payroll.

Timesheet codes for FMLA and OFLA absences

Leave Type	OFLA Only	FMLA and OFLA Combination	FMLA Only	FMLA and Workers' Compensation	FMLA Exigency Leave	FMLA Exigency Leave and OFLA Combo	FMLA Military Caregiver Leave	FMLA Military Caregiver Leave and OFLA Combo
Sick (SL)	SL1	SL2	SLF	SL3	SL6	SL7	SL8	SL9
Vacation (VA)	VA1	VA2	VAF	VA3	VA6	VA7	VA8	VA9
Personal Business (PB)	PB1	PB2	PBF	PB3	PB6	PB7	PB8	PB9
Compensatory Time (PB)	CT1	CT2	CTF	CT3	CT6	CT7	CT8	CT9
Straight Time	ST1	ST2	STF	ST3	ST6	ST7	ST8	ST9
Leave Without Pay (LO)	LO1	LO2	LOF	LO3	LO6	LO7	LO8	LO9
Holiday (HO)	HO1	HO2	HOF	HO3	HO6	HO7	HO8	HO9
Governor's Leave (GL)	GL1	GL2	GLF	GL3	GL6	GL7	GL8	GL9
Bereavement Leave (FL)	FL1	FL2	FLF	FL3	FL6	FL7	FL8	FL9