

FMLA/OFLA LEAVE HOURS REPORT E512A, E512C

REPORT PURPOSE

These reports summarize the hours recorded with a pay or leave code that includes a special indicator for protected family or medical leave. Other Information section below has a list of leave codes and the special indicators.

REPORT FREQUENCY

OSPA creates the reports after each final payroll run 2.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Agency payroll, accounting and personnel review the report for accuracy and use it to track FMLA and OFLA hours taken. File the alpha (E512A) report for future reference. Distribute the RDC (E512C) report to program areas.

Key review points include pay type used to record hours, number of hours recorded and the dollar amount paid.

REPORT INFORMATION DETAILS

OSPA sorts the E512A by agency, employee and pay type. It includes:

- NAME/EID - Employee name and employee ID
- PAY TYPE
- PAY DATE
- HOURS
- AMOUNT

OSPA sorts the E512C by agency, RDC, employee and pay type. In addition to the information on the E512A, it includes the employee's RDC.

Both reports provide a subtotal by employee and an agency total for hours and amount.

REPORT MESSAGE CODES

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Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The reports contain confidential information and require secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

You cannot query the data mart for the dollar value for leave without pay.

All other elements are available in the JS_LAB_ADJ table. Fields to include in your query include:

- Employee Name
- Employee Num
- Pay Period End (filter this by the latest payroll process date)
- Pay Type Code (filter this by all FMLA/OFLA codes such as VA1, SLF, etc., see Other Information)
- Number of Units
- Income Amt

OTHER INFORMATION

To designate leave as protected under FMLA or OFLA, employees may add a third digit special indicator to the following leave codes:

- CT, Compensatory Time Accrued
- DH, Donated Hardship Leave
- FL, Bereavement Leave
- GL, Governor's Leave
- HO, Holiday
- LO, Leave without Pay
- PB, Personal Business
- SL, Sick leave
- ST, Straight Time Accrued
- VA, Vacation Leave

The third digit indicators for protected family or medical leave include:

- F, FMLA

- 1, OFLA
- 2, FMLA and OFLA
- 3, FMLA and CBIW (Continuation of Benefits for Injured Workers)
- 6, FMLA Exigency Leave
- 7, FMLA Exigency and OFLA
- 8, FMLA Military Caregiver
- 9, FMLA Military Caregiver and OFLA

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Code Lists, Pay and Leave Codes, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/codes/payleavecodes.pdf> .

Agency Human Resources must approve the employee's reason for use of FMLA and OFLA hours.

Use this report with the following reports (see the Statewide Payroll Reference Manual, OSPA System Related Documents, Report Guides,

http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/ospa.aspx#Report_Guides):

- E315-009A Employees Unqualified for State Pay Benefits
- XREF15 PEBB Insurance Exceptions
- E315-009C Payroll Deduction Adjustment (F) FMLA
- E315-009B Payroll Deduction Adjustment (W) Ongoing

See HR State Policy 60.000.15 Family and Medical Leave, <http://www.oregon.gov/DAS/CHRO/pages/rules.aspx> and the Statewide Payroll Reference Manual, Payroll Processes Using OSPA, Family and Medical Leave, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/process/ProcessFamilyMedicalLeave.pdf> .

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original
03/24/09	1.1	WR#3461, add CT, ST, 6, 7, 8, 9 to leave codes
01/27/10	1.2	Appendices to Codes, Handbook
11/06/12	1.3	WR#3737 DH leave code; WR#3760, XREF51 and E315-009 title changes; DAS re-org; manual re-org; web address changes