

How To Code Your Timecard In LaborWorkx

FML ONLY (For Career Service Authority Employees)

FMLPD: Use this code to use all available leave balances and to be paid for all time off/all time taken as FML.

FMLWO: Use this code to take FML as leave without pay.

FML ONLY (For Denver Health Employees)

FMLPD: Use this code to use all available leave balances and to be paid for all time off/all time taken as FML.

FMLWO: Use this code to maintain a 40 hour PTO bank. All available PTO above 40 hours **MUST** be used.

FML AND STD TOGETHER (For Denver Health Employees)

FMLPD: Use this code to supplement Short-Term Disability with PTO and to pay PTO bank **ALL THE WAY DOWN/OUT**. As long as there is PTO available, you will receive a 100% paycheck.

FMLWO: No supplementation of PTO. Once Short-Term Disability payments end (such as in the case of maternity leaves), employee will be paid PTO down to 40 hour bank (40 hours will be kept/left). Anything after that will automatically be leave without pay. However, **do NOT use the LWO code**.

FRIENDLY REMINDERS

- Discuss these codes with your manager and/or payroll clerk before your leave.
- If you have been officially medically certified for FMLA, you **MUST** use one of the two codes listed above (CSA as well) for your absence associated with your serious health condition.
- PTO will **NOT** accrue during an unpaid portion of a leave **NOR** while collecting Short-Term Disability or Worker's Compensation benefits.
- Denver Health is required to track all eligible FML. It is the **supervisor's responsibility** to ensure that the employee's time card accurately reflects eligible FML taken by using FMLPD or FMLWO pay codes. Using other pay codes will not track FML.