

Paid Leave Oregon (OR PFML)

Keyer Training

Presented by:

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Reminders:

- This meeting is being recorded.
- Submit questions through the chat box.
- Please keep your microphone on mute.



Paid Leave Oregon

Also known as Oregon Paid Family and Medical Leave (OR PFML)

Paid Leave Oregon (OR PFML) provides most employees with paid leave for:

- The birth or adoption of a child;
- A serious illness (your own or that of a family member); or
- Safe leave (if you or your child experience sexual assault, domestic violence, harassment, or stalking).

How Do I Request Leave?

1. **Notify Your Supervisor**
2. **Contact FMLASource**
 - 833-515-0763
 - 5:30 a.m.- 7:30 p.m. PT
 - www.fmlasource.com
3. **Contact The Standard**
 - 866-756-8116
 - 5:00 a.m.-5:00 pm PT

What Next?

Review additional resources on the [Leave website](#).

Group Policy # 762236

School District No. 1
(Portland Public Schools)

Your Resources: Where to go for help?

The screenshot shows the PPS website's navigation menu with 'Departments' selected. The left sidebar lists various HR resources, with 'FMLASource Report Instructions for Supervisors & Time Keyers' highlighted. The main content area is titled 'FMLASource Report Instructions' and includes a 'Contact Leave of Absence' button. Below this, there is a table with two columns: 'Leave Reason' and 'Time and Labor Leave Balance Sequence'. The table lists 'Employee's Serious Health' as a leave reason, which corresponds to 'Sick leave, personal leave, v (applicable) then reserve sick' in the sequence column.

Human Resources

Human Resources Main Page

Retention & Referral Bonuses

New Employee Information

Benefits

Leave of Absence

Learn - Leaves

Determine - Leaves

Return - Leaves

PPS & the ADA

FMLASource Report Instructions for Supervisors & Time Keyers

Paid Leave Oregon

Applying for Leave?

Leave Resources

Sick Leave Bank Information

PFSP Student Teaching Leave

Classification and Compensation

COVID-19 Information

Current Employee Resources

Home > Departments > Human Resources > Leave of Absence > FMLASource Report Instructions for Supervisors & Time Keyers

FMLASource Report Instructions

Supervisors

For Supervisors >

Time Keyers

For Time Keyers - Paid Leave Oregon Information Coming Soon v

Contact Leave of Absence

You are sent weekly reports from FMLASource. The reports are delivered overnight every Sunday and come from FMLACenter@fmlasource.com. The **Leave Status and Changes Report** lists active leaves, new leaves requests, and changes to existing requests. The **Leave Usage Report** lists time usage that must be time coded in the PPS Payroll system if the employee missed work. You can also view current status on the [FMLASource website](#). Click here for the [Web Guide](#).

The following action is required:

- IMPORTANT: You are required to enter leave hours on a daily basis for employee missing work.** If an employee is paid on contract (or receives a monthly salary) and you report no leave hours they will be automatically paid as though the employee is on. For additional questions on the type or sequence of leave balances to report contact leave@pps.net.

Leave Reason	Time and Labor Leave Balance Sequence
Employee's Serious Health	Sick leave, personal leave, v (applicable) then reserve sick

What is staying the same?

As new information is available, updates will go here first.

- [Instructions for Supervisors & Time Keyers](#)
- [Leave of Absence](#)

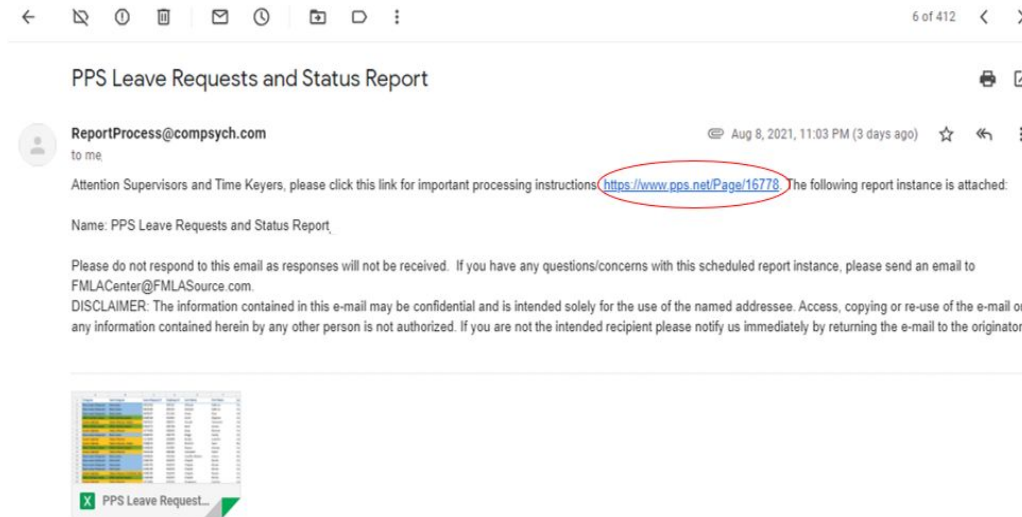
Paid Leave Oregon is continuing to evolve with new guidance and information from both The Standard and the state.

Need help?

Contact us at leave@pps.net.

Weekly FMLASource Reporting

What is staying the same?



- You will continue to receive weekly reports from FMLASource.
 - The reports are delivered overnight every Sunday and come from FMLACenter@fmlasource.com
- The report lists active leaves, new leaves requests, and changes to existing requests.
 - The Leave Usage Report lists time usage that must be time coded in the PPS Payroll system if the employee missed work.

Paid Leave Oregon: Time Coding

What to do when an employee is on leave?



Apply Full Leave Balances

Employee's eligible leave balances will be applied to all hours they are on leave. This will continue their pay while they are on leave.



Approval/Denial

Paid Leave Oregon Approval: The Leave Team will send instructions via SmartSheets. PLO time coding begins after an approval has been issued by The Standard.

Denial: Contact the Leave Team and continue to apply the employee's eligible leave balances to all hours they are absent.



Top Off/Pay Off

Top Off: This is only applied to employees that elect top off. Top Off begins on The Standard's date of approval and is effective for the remaining duration of approved leave

Pay Off: For PLO leave only, an employee may request with PPS Leave to not to use any PPS leave balances.



Return to Work

Employee Returned to Work: Email the Leave Team with their return date to confirm.

Employee Remains off Work: Contact the Leave team to verify their absences are unexcused.

What's different?

Leave Requests

smartsheet

Hello,

Our records show that Liza Test Holland has requested a Continuous leave of absence for 9/5/2023 - 11/05/2023. Please apply Liza Test's eligible leave balances to all hours they are absent due to this leave. The following leave balances are eligible for use: Birth/adoption/parental: sick leave, personal leave, family illness leave, vacation (if applicable), reserve sick leave*.

Please contact leave@pps.net any time an employee's attendance does not match their requested or approved leave. We are relying on you to notify us of any discrepancies between an employee's attendance and their approved leave.

If you need further guidance or have any concerns, please contact leave@pps.net.

Thank you,
Leave Team

Smartsheet: Leave Entry Instructions

Smartsheet communications include:

- The frequency and duration of the leave.
- How to apply leave balances based upon the employee's leave status.
- Eligible leave balances to apply.

Leave Requests

When an employee's leave is in requested status, eligible leave balances will applied to all hours are they are absent from work. This mirrors PPS' existing process for time entry.

What's different?

Top Off

smartsheet

Hello,

Our records show that Liza Test Holland has an approved Continuous leave of absence for 9/5/2023 - 11/05/2023. Liza Test has elected to use their leave balances to Top Off.

As of 9/11/2023, begin to apply 2.5 hours of their eligible leave balances to each day they are absent due to their leave. The following leave balances are eligible for use: Birth/adoption/parental: sick leave, personal leave, family illness leave, vacation (if applicable), reserve sick leave*. *Contact the Leave Team to confirm the Top Off ratio for Reserve Sick.

Please contact the leave@pps.net any time an employee's attendance does not match their requested or approved leave. We are relying on you to notify us of any discrepancies between an employee's attendance and their approved leave.

If you need further guidance or have any concerns, please contact leave@pps.net.

Thank you,
Leave Team

Smartsheet: Leave Entry Instructions

Smartsheet communications include:

- The frequency and duration of the leave.
- How to apply leave balances based upon the employee's leave status.
- Eligible leave balances to apply.
- The leave approval date

Approved Leave Eligible for Top Off

Top Off begins on the date of The Standard's approval and is applied for the remaining duration of approved leave. Top Off is only applied if the employee elects top off and has eligible leave balances.

Paid Leave Oregon: Time Coding in PeopleSoft

How to code this in Time and Labor for Attendance keying

Paid Leave Oregon: Time Coding in PeopleSoft

How to code this in Time and Labor for Attendance keying

For **Salary/Contract employees** the big difference from current leave coding process and this coding for top off is you will have two rows to enter for each day. One row entering the “Paid Leave OR (Unpaid)” that will reduce their pay by the amount Standard is paying them for their benefit, and the second row adding in their leave balance to pay the “top off” amount on top of the standard payment. Once you get your email from the Leaves department you will go enter that time in PeopleSoft Time and Labor:

		Mon 09/11/2023	1- Sick Leave - Salaried			2.50													Details
		Mon 09/11/2023	- Paid Leave OR (Unpaid)			5.50													Details
		Tue 09/12/2023	1- Sick Leave - Salaried			2.50													Details
		Tue 09/12/2023	- Paid Leave OR (Unpaid)			5.50													Details
		Wed 09/13/2023	1- Sick Leave - Salaried			2.50													Details
		Wed 09/13/2023	- Paid Leave OR (Unpaid)			5.50													Details
		Thu 09/14/2023	1- Sick Leave - Salaried			2.50													Details
		Thu 09/14/2023	- Paid Leave OR (Unpaid)			5.50													Details

Paid Leave Oregon: Time Coding in PeopleSoft

How to code this in Time and Labor for Attendance keying

For **Hourly employees** you do not need to worry about entering the Paid Leave OR (Unpaid) code since hourly people are only paid when time worked so you have no pay to reduce when no hours are entered. Standard will pay their benefit, and if the employees selects top off you will enter the leave time as guided by the Leave Dept in the email they send.

<input type="checkbox"/>	<input type="checkbox"/>	Mon	09/11/2023	1- Sick Leave - Salaried	▼	▼	2.50			
<input type="checkbox"/>	<input type="checkbox"/>	Tue	09/12/2023	1- Sick Leave - Salaried	▼	▼	2.50			
<input type="checkbox"/>	<input type="checkbox"/>	Wed	09/13/2023	1- Sick Leave - Salaried	▼	▼	2.50			
<input type="checkbox"/>	<input type="checkbox"/>	Thu	09/14/2023	1- Sick Leave - Salaried	▼	▼	2.50			
<input type="checkbox"/>	<input type="checkbox"/>	Fri	09/15/2023		▼					

[Go To Next Employee](#) [Return to Search](#)

(Demo in Test Base to show entry example)

Paid Leave Oregon: Time Coding in PeopleSoft

How to code this in Time and Labor for Attendance keying

Important Reminders:

- Don't enter any leave balances over what they have available
- If they run out of leaves enter unpaid time and email the leaves team to make them aware you are entering unpaid time
- If an employee is not in the office and you know they have applied for PLO, but have not received an email from the Leaves Dept enter full day leave balances for any day they are not in the office just like you would any other leave or any other time they are not at work
- Don't be afraid to ask questions, we are here to support you
- This is an evolving situation/process so this is practice for now, but there may be changes in the future and we will always make sure to communicate with you as keyers as changes may happen

Any Questions?

We will post this recording on the Leaves and Payroll Dept sites as well as be posting resources for you all to refer to when needed