

# Human Capital Management: Step-by-Step Guide

## Running the FMLI Supplemental Leave Query

CU FMLI offers partial wage replacement for eligible absences, and many employees choose to supplement their FMLI benefit with sick or vacation leave.

In some cases, the combined FMLI wage replacement benefit and supplemental leave calculations can vary from the employee's regular salary. When this amount is lower than the employee's regular salary, they can elect to use additional personal leave to make up the difference.

A new HCM query, CUES\_HCM\_FAMLI\_BY\_DEPT, is available to provide details on the FMLI benefit and any corresponding personal leave that has been paid to employees. Query results can help department liaisons determine how much additional personal leave is needed to make a paycheck whole.

## Locating the FMLI Supplemental Leave Query

1. Log into the employee portal at <https://my.cu.edu>.
2. From the **CU Resources** dropdown menu, click **Business Tools**.
3. Click the **HCM** tile and choose **HCM Community Users** from the dropdown menu.
4. Click the **HCM WorkCenter** tile.
5. Click the **Resources** tab.
6. Scroll down the list of queries under **Query Manager** and select **Click here for ALL**.
7. Scroll through List of ALL HCM Queries and click **Paycheck Summary for CU FMLI**.

## Running and Interpreting the FMLI Supplemental Leave Query

1. Type the applicable **Department ID** number.  
**Note:** If no Department ID number is entered, the query will produce results based on the user's HCM row security.
2. In the **Empl ID** field, type the applicable employee ID number if you want to narrow results for a specific employee.  
**Note:** If no employee ID number is entered, the query will produce results based on the user's HCM row security.
3. Type or select the applicable **Pay End Dates**. Enter the same pay end date in both fields for one month of history. For more than one month of history, enter the end date of the first period and the end date of the last period you wish to review.  
**Example:** If you wanted to review FMLI and supplemental leave that is reflected on the March 2024 paycheck, you would select 3/31/2024 as the First Pay End Date and the Last Pay End Date. If you wanted to review FMLI and supplemental leave that has been reflected on

March 2024, April 2024, and May 2024 paychecks, you would select 3/31/2024 as the First Pay End Date and 5/31/2024 as the Last Pay End Date.

4. Click **View Results**.

Row	Business Unit	Dept ID	Pay Group	Empl ID	Empl Record	Name	Leave Hrs
1	UCB	10057	USX		0		74.80

**Row:** Query row number (per employee)

**Business Unit:** Campus

**Dept ID:** Department/Org number

**Pay Group:** Applicable employee’s pay group

**Empl ID:** Applicable employee’s employee ID number

**Empl Record:** Applicable employee's job record number

**Name:** Applicable employee’s full name

**Leave Hrs:** Total number of FAMLI leave hours entered for the pay period. This may include FAMLI hours that are being paid retroactively (i.e., the March 2024 paycheck could include FAMLI leave hours from January and February, or it may only include February). FAMLI leave is usually paid one month in arrears.

Salary Reduced/Zeroed	Hrly Rate	Monthly Rt	Total Gross	Difference	Lv Supp Hrs Needed	Paycheck Status	Paycheck Option
-3075.02	41.109904	4275.430	4258.80	16.63	0.41	Confirmed	Advice

**Salary Reduced/Zeroed:** The amount that the employee’s salary was reduced due to the use of FAMLI leave. This should equal **Leave Hrs** times **Hrly Rate** (negative value). Note: If total Leave Hrs equals total hours in the pay period, this column will show zero indicating no salary was paid.

**Hrly Rate:** The employee’s hourly rate of pay based on HCM Job Data. Query excludes contract faculty as Job Data hourly rate does not apply.

**Monthly Rt:** The employee’s monthly rate of pay based on HCM Job Data. This amount assumes employment at standard hours/week displayed in Job Data. Review actual monthly earnings for hourly/variable schedule employees.

**Total Gross:** The total gross pay the employee is receiving on the applicable paycheck based on Pay Period End Date.

**Difference:** The dollar amount difference between **Monthly Rt** and **Total Gross**.

**Lv Supp Hrs Needed:** The number of additional personal leave hours that would be needed to achieve the employee’s **Monthly Rt**. This is the amount of hours that a department payroll administrator would need to enter on the Off Cycle in CU Time using FAMLI supplemental leave codes.

**Paycheck Status:** The status of the employee’s paycheck for the applicable Pay Period End Date.

**Paycheck Option:** Indicates whether a paper check or direct deposit advice was generated.

## Entering Additional Supplemental Leave

See [Human Capital Management: Step-by-Step Guide Manually Entering Reported Time](#).

**Note:** Prior to entering additional supplemental leave hours, department payroll liaisons should review the payroll register for the applicable pay period to get a full picture of employee earnings and deductions to ensure the dollar amount difference between **Monthly Rt** and **Total Gross** is related to FAML I supplemental leave.

## FAML I Earnings Codes

Earnings Code	Description	What does it do?	Where does it charge?
PFH	Paid Family Leave – Hourly	Tracks FAML I leave hours for hourly employees.	N/A
PFS	Paid Family Leave Hrs – Salary	Tracks FAML I leave hours and reduces RGS by total number of FAML I leave hours in a pay period.	N/A
PFL	Paid Family Leave	Pays FAML I wage replacement benefit amount to employee based on number of PFH/PFS hours entered.	Central FAML I speedtype
PLC	*Paid Family Leave – Comp	Pays supplemental leave and is meant to help departments track use of compensatory time.	Normal position funding distribution
PLO	*Paid Family Leave – Other	Pays supplemental leave; meant to capture leave accruals or types <b><u>not tracked in HCM</u></b> .	Normal position funding distribution
PLS	*Paid Family Leave - Sick	Pays supplemental leave and charges to employee’s sick leave balance.	Normal position funding distribution
PLV	*Paid Family Leave - Vacation	Pays supplemental leave and charges to employee’s vacation leave balance.	Normal position funding distribution
PPF	*Paid Family Leave – Parental	Pays supplemental leave; used to capture supplemental CU paid parental leave (PPL).	Enter PPL speedtype for your campus as a speedtype override