Human Capital Management: Step-by-Step Guide

Running the FAMLI Supplemental Leave Query

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

In some cases, the combined FAMLI 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 FAMLI 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 FAMLI 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 FAMLI.

Running and Interpreting the FAMLI 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 FAMLI 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 FAMLI 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**.

<table>
<thead>
<tr>
<th>Row</th>
<th>Business Unit</th>
<th>Dept ID</th>
<th>Pay Group</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Leave Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UCB</td>
<td>10057</td>
<td>USX</td>
<td></td>
<td>0</td>
<td></td>
<td>74.80</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Salary Reduced/Zeroed</th>
<th>Hrly Rate</th>
<th>Monthly Rt</th>
<th>Total Gross</th>
<th>Difference</th>
<th>Lv Supp Hrs Needed</th>
<th>Paycheck Status</th>
<th>Paycheck Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>-3075.02</td>
<td>411099.04</td>
<td>4275.430</td>
<td>4258.80</td>
<td>16.63</td>
<td>0.41</td>
<td>Confirmed</td>
<td>Advice</td>
</tr>
</tbody>
</table>

**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 FAMLI supplemental leave.

## FAMLI Earnings Codes

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

*Note:* Central FAMLI speedtype when available. Other speedtypes will be entered manually.