



Payroll Services Letter

Number: PS12-01
Date: January 23, 2012
Subject: Submission of Family and Medical Leave Act (FMLA) T&A Codes
Category: Leave

Reference: Family and Medical Leave Act (FMLA) of 1993, HHS Instruction 630-1, and the Defense Civilian Pay System (DCPS) Customer Service Representative (CSR) User's Manual.

Purpose

The purpose of this letter is to provide procedures for HHS Timekeepers when requesting the input of T&A codes related to FMLA. The correct Service Center category is very important to ensure the timely establishment of the FMLA account in the DCPS, and the subsequent processing of the T&A codes.

Once the determination has been made that an employee is authorized leave under the FMLA, the OPDIV representative must notify their Payroll Customer Service Team electronically through the Service Center system. An initial ticket is required to establish the FMLA account in the DCPS, and subsequent tickets are required each pay period when the employee uses leave in conjunction with the FMLA.

Use the Service Center classification – Category **LEAVE**, Subcategory – **FMLA** for all Service Center tickets.

Establishment of the FMLA account:

The following information must be included in the Description field of the Service Center ticket:

Effective date of the FMLA account

Appropriate FMLA code:

DA Birth of son/daughter or care of newborn
DB Adoption or foster care

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- DC Care for spouse, son, daughter, or parent with a serious health condition
- DD Serious health condition of employee
- DM Care for an injured member of the Armed Forces

Submission of T&A Codes

The timecard must be attached to the Service Center ticket and the following information must be included in the Description field:

- Dates FMLA was used
- Number of hours of FMLA used
- FMLA code (see Establishment of FMLA account above)

For further assistance or for questions regarding the information in this letter, please contact your Payroll Customer Service Team.