

Entering Non-Paying Code for an Employee

Step	Action
1.	In this example, the employee has a qualifying event for FMLA leave on 09/11/09. To enter the FMLA leave code click the Look up button on 09/11/09. 
2.	Review the list of leave codes and select the appropriate non-paying leave code for your employee. In this example click the FMLA LEAVE - HOURS ONLY link. FMLA LEAVE - HOURS ONLY
3.	Enter a valid value e.g. " 8.00 " into the hours field for 09/11/09.
4.	This employee also has a qualifying event for Sick leave on 09/14/09. Click the Look up TRC button on 09/14/09. 
5.	Click the LEAVE - SICK BIWEEKLY WAGE link. LEAVE - SICK BIWEEKLY WAGE
6.	Enter a valid value e.g. " 8.00 " into the hours field for 09/14/09.
7.	Click the Save button. 
8.	End of Procedure.