**How to Code Hourly Employee's Timecards While on Short Term Disability**

**Updated 10.27.2020**

1. Go to Employee time card.

2. From time card click on  then select Schedules.

3. Right click on the regular shifts for each day that employee would be covered by Short Term Disability and select DELETE in the drop down.

4. Go back to those days and right click and select Add Pay Code. In Pay Code drop down field select Short Term Disability and under the amount put 4.8 hours. Click Apply. You can then right click and select COPY and then click on the next day and right click and paste.

5. Repeat Step 4 however this time you will select in the Pay Code drop down field either Unpaid Absence if the employee is not wishing to supplement while covered under WI FMLA, or select the Pay code they would like to use such as VAC-CTHS-DSP-HSD, CASUAL, COMP TAKEN or FLOATING HOLIDAY and for 'add the amount' it should be 3.2 hours.

6. After completing Steps 4 and 5 each day should equal 8 hours.

7. Check to make sure that they have a total of 80 hours for the pay period.

8. Remember to look at the dates of WI FMLA and FED FMLA. Key points: WI FMLA=Employee has option to supplement, FED FMLA=Employee MUST supplement. This information can be found on the notice Ani LaFave has forwarded from FMLA Source.

If you require additional assistance, please email Kronos@racinecounty.com.