KU HUMAN RESOURCES
The University of Kansas

Reporting Leave without Pay for Regular Hourly (Non-Exempt) Employees

1. Who is responsible for the reporting:
   a. If the employee reports total hours per day (elapsed timesheet shown below A) the employee or supervisor should enter the appropriate leave without pay code and hours.
   b. If the employee is one who uses a clock method to report time worked, the supervisor should enter the appropriate leave without pay code and hours in the punch timesheet (shown below B).
      i. If needed, and with appropriate documentation, a designated Time Reviewer may enter this data.
2. The leave without pay non-exempt codes is a reporting code only and does not subtract from time or an absence reported and is not available for use through a time collection device.
3. This is needed to fulfill our requirements for the Affordable Care Act as well as tracking an employee's time off that is unpaid. The codes are not available for temporary staff (which includes students.)
4. Hours worked and leave taken in combination with leave without pay reporting should not exceed the employee's scheduled hours for the reporting day.
5. There are 2 codes: a) LWPN=Leave without Pay for Non-Exempt and b) LWPNF=Leave without Pay for Non-Exempt-FMLA. The FMLA code is only used if HR has approved the time to be designated under the Family Medical Leave Act (FMLA).
6. Total non paid hours by each day in quarter hour increments should be entered with the appropriate Time Reporting Code.
7. The leave without pay time is processed by Time Administration and does require Supervisor approval and will display in Payable Time and will be shown on the paycheck but will not affect pay.
8. Select the Time Reporting Code LWPN for Leave without Pay or LWPNF for Leave without Pay-FMLA.