

FML/STD Pay Code Assistance Chart

Effective 12/1/2009

Non-Union		
Hours per Week	SAP Pay Code	Paid Hours per Day
40	FSTP (PTO-40%)	3.2
	FSTW (STD-60%)	4.8
36	FSTP (PTO-40%)	2.88
	FSTW (STD-60%)	4.32
34	FSTP (PTO-40%)	2.72
	FSTW (STD-60%)	4.08
32	FSTP (PTO-40%)	2.56
	FSTW (STD-60%)	3.84
30	FSTP (PTO-40%)	2.4
	FSTW (STD-60%)	3.6
24	FSTP (PTO-40%)	1.92
	FSTW (STD-60%)	2.88

Union		
Hours per Week	SAP Pay Code	Paid Hours per Day
40	FSCS/FVAS (Sick/Vacation-40%)	3.2
	FSTW (STD-60%)	4.8
36	FSCS/FVAS (Sick/Vacation-40%)	2.88
	FSTW (STD-60%)	4.32
34	FSCS/FVAS (Sick/Vacation-40%)	2.72
	FSTW (STD-60%)	4.08
32	FSCS/FVAS (Sick/Vacation-40%)	2.56
	FSTW (STD-60%)	3.84
30	FSCS/FVAS (Sick/Vacation-40%)	2.4
	FSTW (STD-60%)	3.6
24	FSCS/FVAS (Sick/Vacation-40%)	1.92
	FSTW (STD-60%)	2.88

Code Explanation:

FSTP: FML Approved, Short Term Disability Approved, Paid Time Off

FSTW: FML Approved, Short Term Disability Approved, Leave without Pay

FSCS: FML Approved, Sick Scheduled

FVAS: FML Approved, Vacation Scheduled

FLWS: FML Approved, Leave without Pay Scheduled

FLWU: FML Approved, Leave without Pay Unscheduled

**Refer to the Pay code Handbook for additional codes and explanations pertaining to FML & STD leave*

<http://www.hopkinsmedicine.org/jhr/BenefitsWellnet/Payrolldoc.pdf>

Overview:

To be eligible for STD payment, there is a 14 calendar day elimination period. The first day the employee is out of work/start date is day #1. When looking at a calendar, you simply count 14 days in a row, including weekends, non working days, etc. On the 15th continuous day of leave, the 60% income from approved STD will begin. The department will pay the employee at 100% for PTO, Sick, or Vacation during the first 14 day elimination period. Once STD begins, the codes will break down into 2 each day.

Example:

14 Day Elimination Period...

(100% of PTO, Sick, or Vacation used)

FPTS (8.0) - FML Approved PTO Scheduled

15th Day of Leave when STD Begins...

FSTP (3.2) - Represents 40% from Department: (FML & STD Approved PTO)

FSTW (4.8) - Represents 60% from STD: (FML & STD Approved Leave without Pay)

This code does not reflect any bearing on the employee's pay but just records the FML hours taken and makes sure the department does not pay the employee more PTO than allowed