

Office Memorandum

Date: February 8, 2017
To: Agency Payroll, HR and Accounting Coordinators
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Reminder: Intermittent Use of Paid Parental Leave

Due to the number of questions received by Statewide Payroll Services regarding intermittent Paid Parental Leave (PPL) usage and error messages in Mass Time Entry, a reminder memo seemed to be in order.

Employees must be on a Paid Leave Status with an Action/Reason of PPL from the date the employee first uses PPL until the date of the last approved PPL use. The Return from Leave/RPL row should only be entered when PPL hours are exhausted, or when an employee chooses to return to work and will no longer be using PPL hours.

If an employee is returned from Paid Parental Leave and the PPL balance is not zero, then agencies will encounter the following error message in Mass Time:

“PARENTAL LEAVE BALANCE EXISTS FOR EMPLOYEE NOT ON PARENTAL LEAVE FOR PAY PERIOD”

- If the employee has returned to work and will no longer be using PPL, enter the earn code *PL in Mass Time Entry with the appropriate number of hours to reduce the employee’s PPL balance to zero.
- If the employee has been approved for intermittent PPL usage, then the Return from Leave/PPL row should be deleted. Once the employee has exhausted all PPL hours, then the Return from Leave/RPL row should be re-entered.

Resources

- [Paid Leave Of Absence/PPL \(Paid Parental Leave\) action/reason code](#)
- [Paid Leave of Absence-Paid Parental Leave-Check List](#)
- [Paid Parental Leave - Policy](#)

Questions? Agency HR, Payroll, and Accounting staff should contact Lynda Hanly at 651-201-8074 or lynda.hanly@state.mn.us.