**Departmental Paid Parental Leave Procedures**

*Background:*

Effective August 1, 2021, FSU established a paid parental leave (PRL) pool for faculty and staff who are paid on C&G projects. This includes all funding lines with the fund codes 520-560. Once per month for faculty or at the end of the six-week PRL period for staff, an eRDF will need to be prepared by the department to move the PRL from C&G projects to the PRL pool. When it is time to prepare an eRDF, the HR department representative will receive an email from Sponsored Research Administration (SRA) advising that an eRDF needs to be completed and providing the specifics for the eRDF.

Detailed instructions for completing an eRDF can be found at: <https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Payroll/Submitting%20an%20Electronic%20Retroactive%20Distribution%20of%20Funding%20Form.pdf> .

Instructions specific to preparing an eRDF to move PRL from C&G funding to the PRL pool project are as follows:

* Enter the beginning and ending dates as shown in the email you receive from your SRA coordinator.
* As shown in the sample screenshots below, all four of the criteria must be checked.
* Enter the single earnings code PRL in the appropriate box as shown below.
* Click to Populate Actual Charges and Open Fields.
* The combo code for the pool project is 219004560S025744.
* Only C&G funding is to be moved to the pool project. All other funding lines will remain the same.



