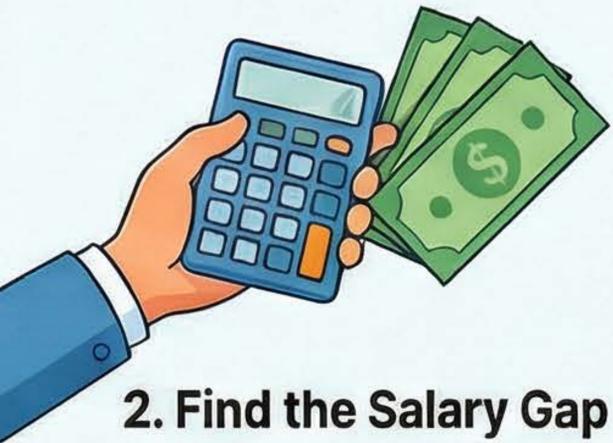# How to Submit Your PML Top-Off Timesheet

This guide explains how to correctly log hours to "top-off" your salary while on Paid Medical Leave (PML), using sick or vacation leave to supplement state/disability benefits to reach 100% of your normal salary.

Part 1: Calculate Your Top-Off Hours

1. Determine Your Weekly Salary

$$\text{Hourly Rate} \times \text{Normal Hours Per Week} = \text{Weekly Salary}$$

Weekly Salary − State/STD Pay = Salary Gap

Subtract the weekly amount paid by the state/STD from your weekly salary.

2. Find the Salary Gap

Weekly Salary − State/STD Pay = Salary Gap

3. Convert the Gap to Hours

Divide the remaining salary gap by your hourly rate to find your top-off hours.

Salary Gap ÷ Hourly Rate = Top-Off Hours

Calculation Example (for $25/hour employee)

Weekly Salary	$25/hr x 40 hrs	$1000
Salary Gap	$1000 - $800 (State Pay)	$200
Top-Off Hours	$200 / $25/hr	8 hours

Part 2: Submit Your Timesheet in PeopleSoft

Absence Name: Sick or Vacation — **Time:** 4.0 HRS — ☑ Partial Days

Absence Name: Unpaid — **Time:** 4.0 HRS — ☑ Partial Days

1. Log Two Separate Entries

You must submit one entry for your "Top-Off" hours and a second for "Unpaid" hours.

2. Enter Top-Off & Unpaid Hours

For each entry, select the Absence Name (e.g., Sick, Vacation, Unpaid) and check "Partial Days".

⚠ **Rule: Total Hours Cannot Exceed Your Schedule**

The combination of top-off and unpaid hours must not be more than your normal daily hours.

Top-Off Hours + Unpaid Hours + Normal Daily Hours