

Paid Family/Medical Leave Exports

Last Modified on 04/30/2020 7:48 am CDT

What are Paid Family/Medical Leave Exports?

This category of exports is designated to export important information related to family and or medical leave acts and laws for employer reporting. It's important that if you work in a state with additional paid family or medical leave that you make yourself familiar with these laws and acts to ensure you are reporting when necessary.

This export is only available in Enterprise.

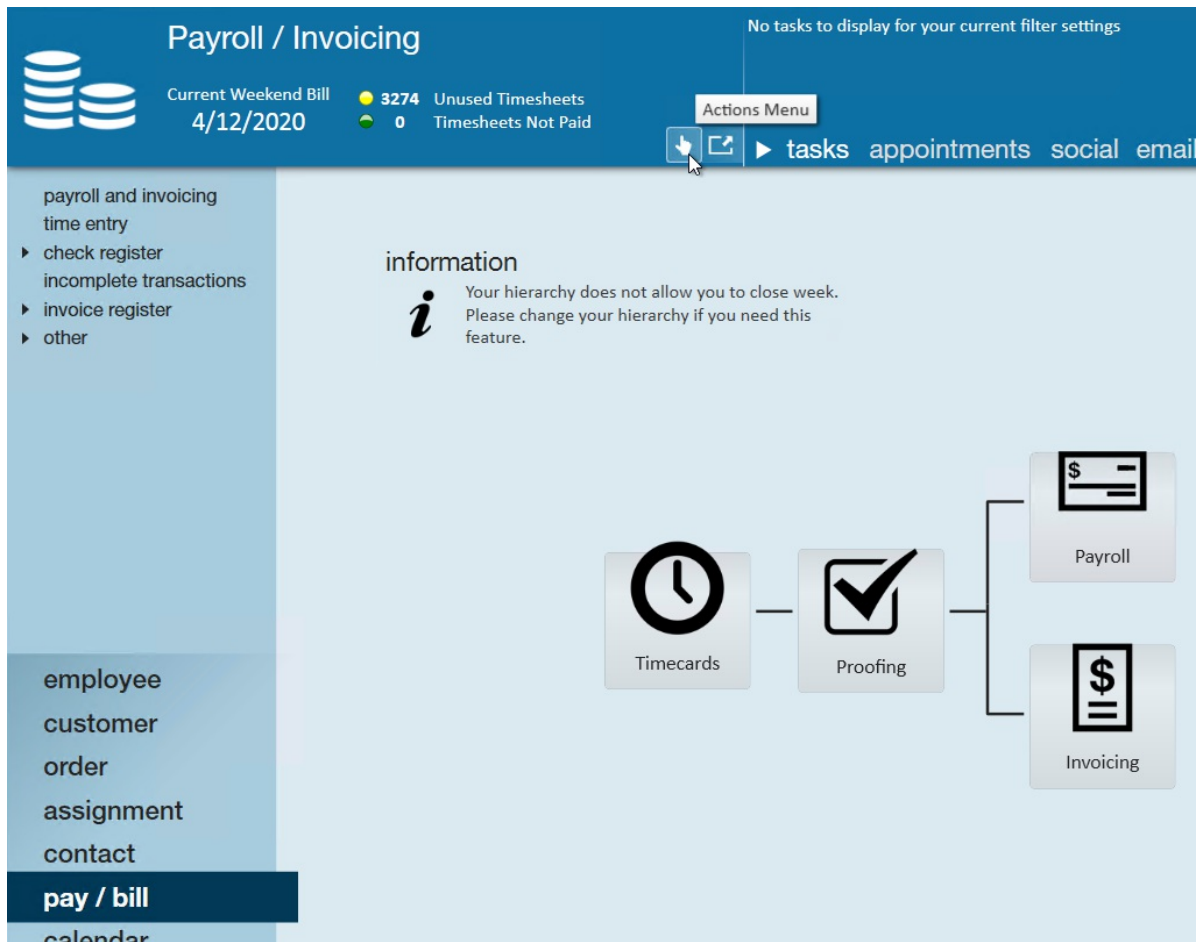
Exports Available:

- MA Paid Family/Medical Leave - For the [Massachusetts Paid Family Medical Leave Act](#)
- Washington Paid Paid Family/Medical Leave Export - For the [Washington State's Paid Family & Medical Leave Act](#)

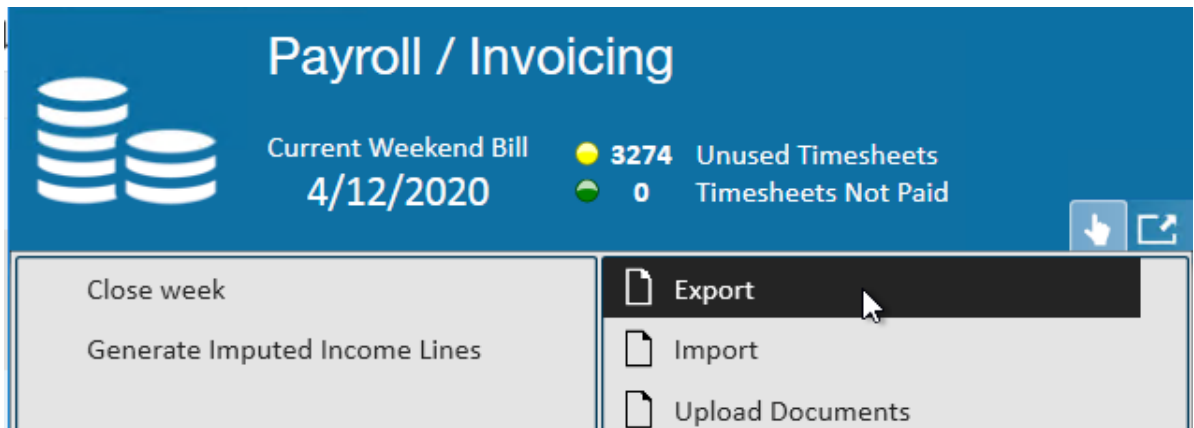
How to Run the Export

Note We recommend running this export at your highest hierarchy (ex. System or Subsystem)

1. In Enterprise, navigate to Pay/Bill
2. Select the Actions Menu in the top center



3. Select Export



4. Select the Paid Family/Medical Leave category

5. Select which export you are looking for:

export file

select category

Paid Family/Medical Leave

select procedure

!


Description
MA Paid Family/Medical Leave Export
Washington Paid Family/Medical Leave Export

0 !

X Close

Export File

6. Enter the required Year, Quarter, and EINC information:

 **export file**

select category



Paid Family/Medical Leave ▼

select procedure

MA Paid Family/Medical Leave Export ▼

parameters

Year	2020
Quarter	1
EINC	0

0  ✕ Close  **Export File**

7. Select Export File
8. Save the file to your computer
 - Having trouble finding your drives? check out [Accessing Local Drives in Enterprise](#)

Related Articles