

Purpose

Use this procedure to display the details of the Family Medical Leave (FML) Balance report. The Family Medical Leave Balance report displays the number of hours available for you to use today and the total number of hours restored.

Trigger

Perform this procedure to determine the amount on FML leave available.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

ZH61

Helpful Hints

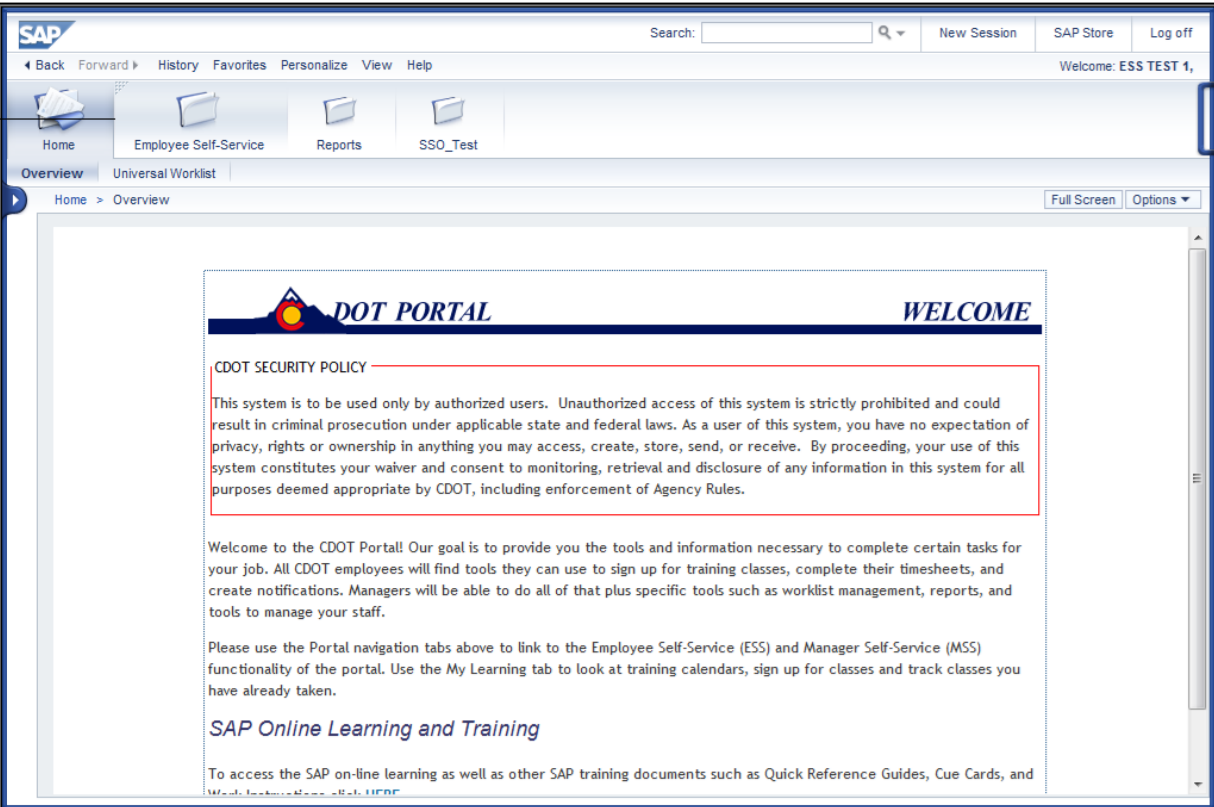
- The "# of FML hours restored" value is determined by the number of approved FML hours used in the prior twelve months. The report does not consider any past FML absences that are in process or released status on the timesheet.
- The report will always display on the current day.

Procedure

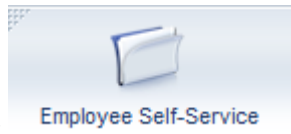
1. Start the transaction from the Portal *Home* tab.

Overview - SAP NetWeaver Portal - Windows Internet Explorer

2.

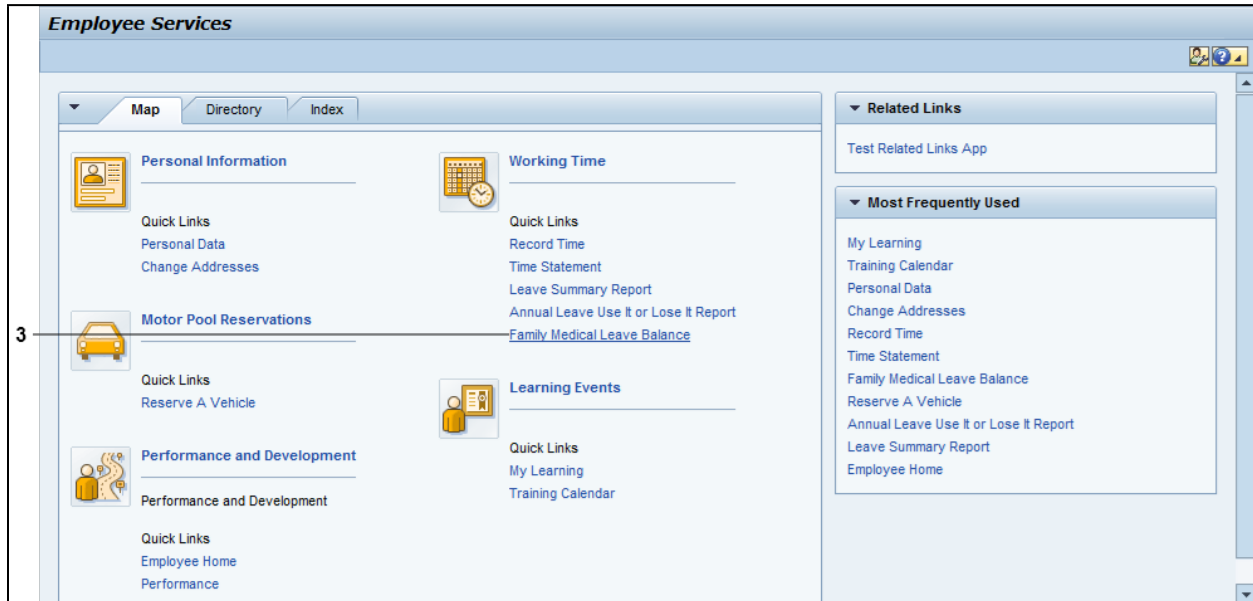


- 2.



Click **Employee Self-Service** link

Employee Services



3. Click **Family Medical Leave Balance** link [Family Medical Leave Balance](#).

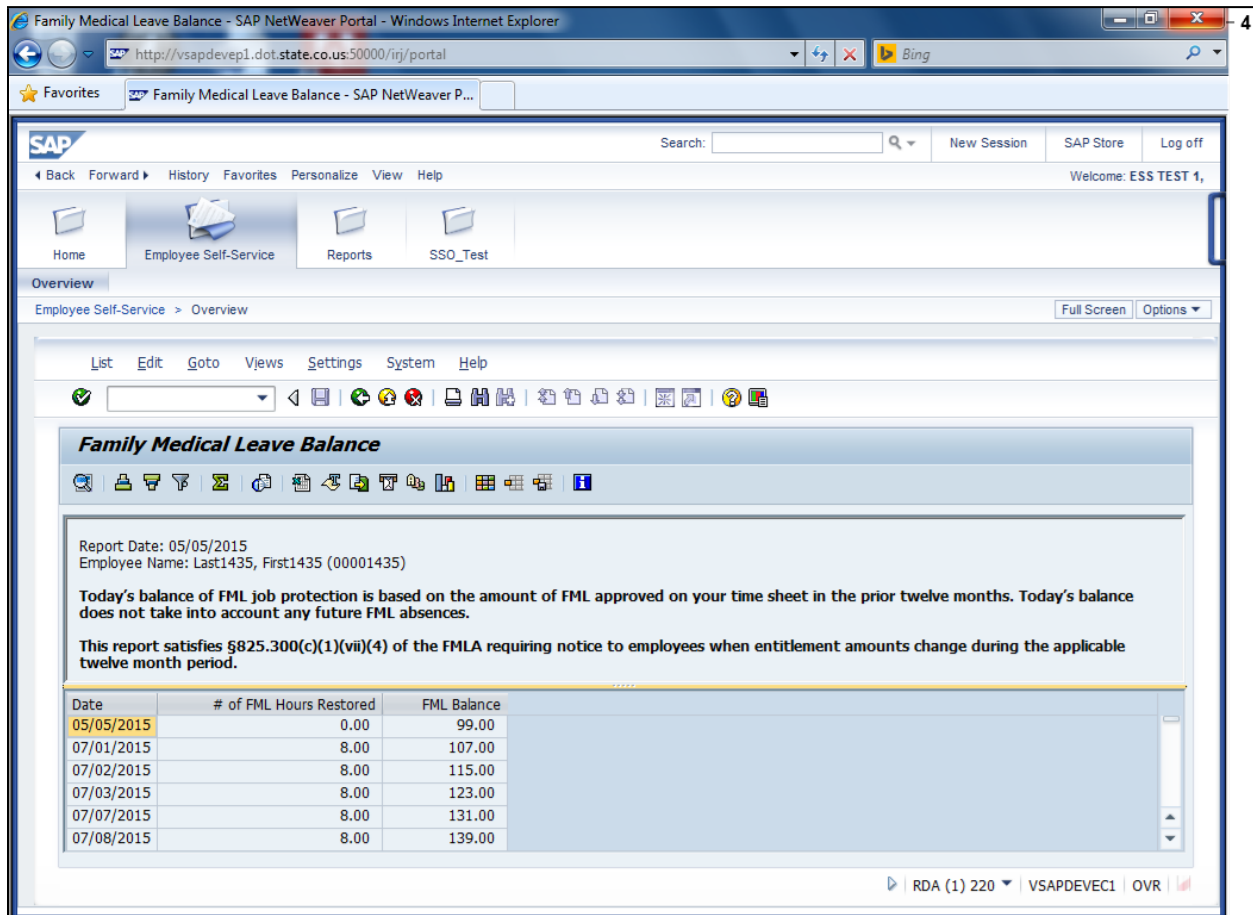


The Family Medical Leave Balance report is broken out into three columns. The *Date* column always starts with today's date. All other dates are instances of FML used or where FML is restored. The number of *# FML Hours Restored* column displays the number of hours that will be restored in the future. The *FML Balance* column provides the total available balance in the first row and changes to the balance going forward.



You may have to scroll down to display addition records.

Family Medical Leave Balance - SAP NetWeaver Portal - Windows Internet Explorer



The screenshot displays the SAP NetWeaver Portal interface in a Windows Internet Explorer browser. The page title is "Family Medical Leave Balance - SAP NetWeaver Portal - Windows Internet Explorer". The browser address bar shows the URL "http://vsapdevp1.dot.state.co.us:50000/irj/portal". The SAP logo is visible in the top left corner, and the user is logged in as "ESS TEST 1".

The main content area is titled "Family Medical Leave Balance" and includes the following information:

- Report Date: 05/05/2015
- Employee Name: Last1435, First1435 (00001435)
- Today's balance of FML job protection is based on the amount of FML approved on your time sheet in the prior twelve months. Today's balance does not take into account any future FML absences.
- This report satisfies §825.300(c)(1)(vii)(4) of the FMLA requiring notice to employees when entitlement amounts change during the applicable twelve month period.

The report includes a table with the following data:

Date	# of FML Hours Restored	FML Balance
05/05/2015	0.00	99.00
07/01/2015	8.00	107.00
07/02/2015	8.00	115.00
07/03/2015	8.00	123.00
07/07/2015	8.00	131.00
07/08/2015	8.00	139.00

The bottom of the page shows the user's current session information: "RDA (1) 220 | VSAPDEV1 | OVR".

4. You have displayed the Family Leave Balance report.

Result

You have displayed the details of an Employee's FML.

For feedback on this document, please contact dot_SAPSupport@state.co.us.