Purpose

Use this procedure to determine eligibility for FML hours and to track those hours with other absences for a specified 12 month period.

Trigger

Perform this procedure when an employee has been designated for FML or to establish a new validity period.

Prerequisites

- Employee must meet eligibility guidelines
- Type of leave must be determined to meet FMLA guidelines only if sufficient document is received

Menu Path

None.
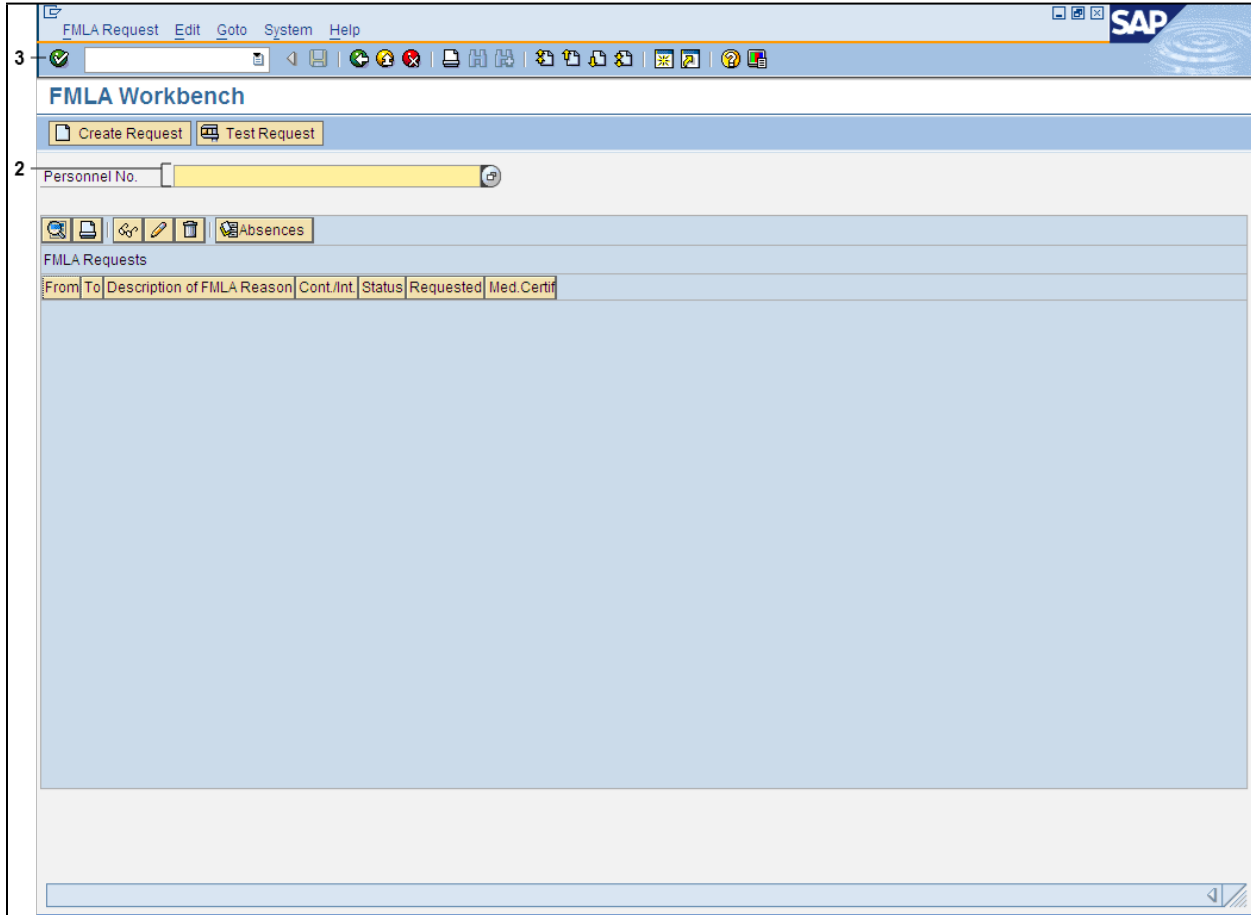
Transaction Code

PTFMLA

Helpful Hints

- If an absence meets the FML requirements it needs to be tracked in SAP.
- Overlapping of time periods for multiple FML requests is permitted
- If the Intermittent radio button is changed to Continuous, any number in the Planned Hours field must be deleted, or the system will default back to Intermittent.
- PA20 can be used to verify that the absence exists on infotype 2001 (Absences).
- The Family Military Caregiver leave occurrence spreads over a 12 month period looking forward where all other occurrences span over a unique 12 month period.
- You should not create a Family Military Caregiver leave occurrence with a validity period longer than 12 months looking forward.

Procedure

1. Start the transaction using the transaction code. SAP displays the *FMLA Workbench* screen.

FMLA Workbench

2. As required, complete/review the following fields:
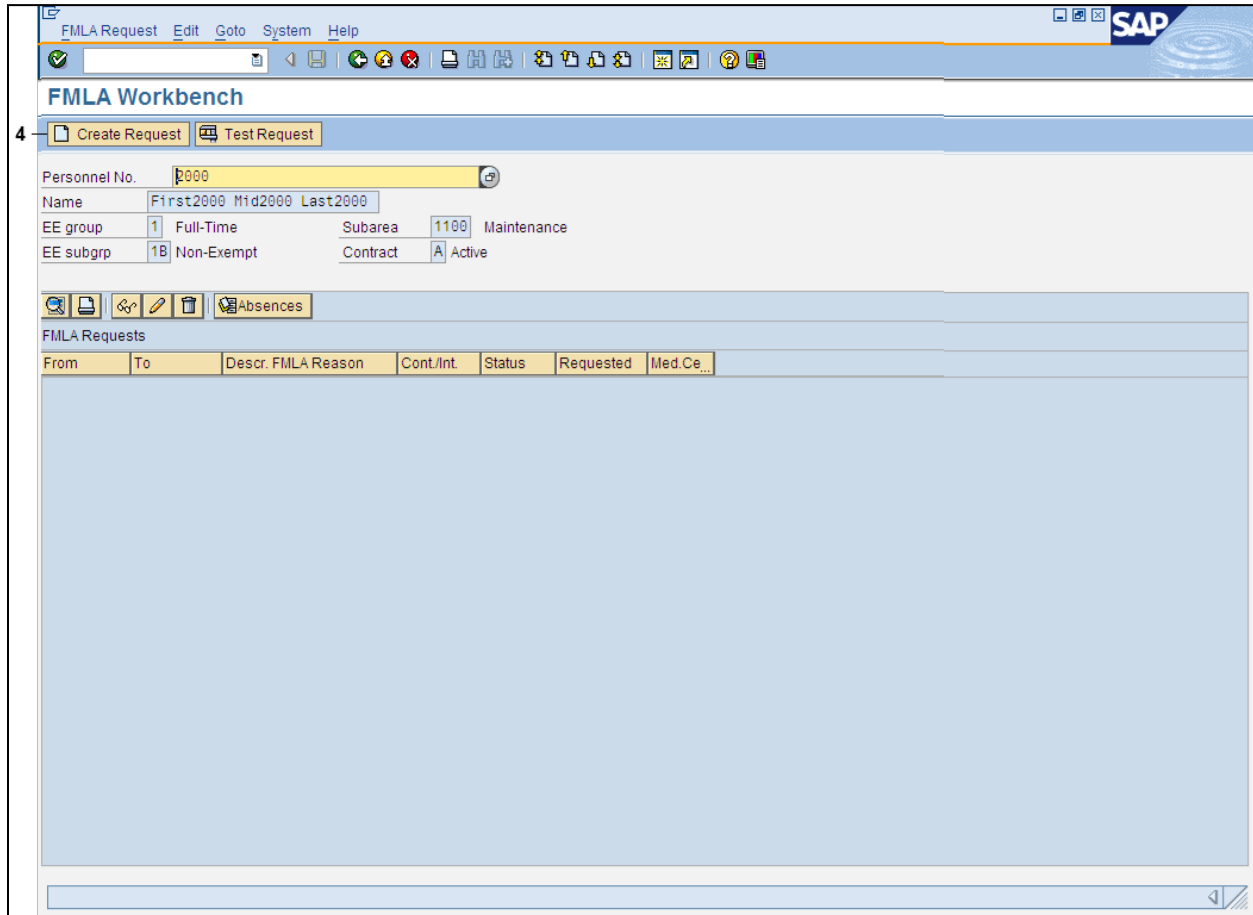
Field	R/O/C	Description
Personnel No.	Required	Number that identifies an employee. **Example:** 2000

3. Click **Enter** button ⊘ to display the *FMLA Workbench* screen.

Any previous FML requests for this employee will display on this screen.

FMLA Workbench
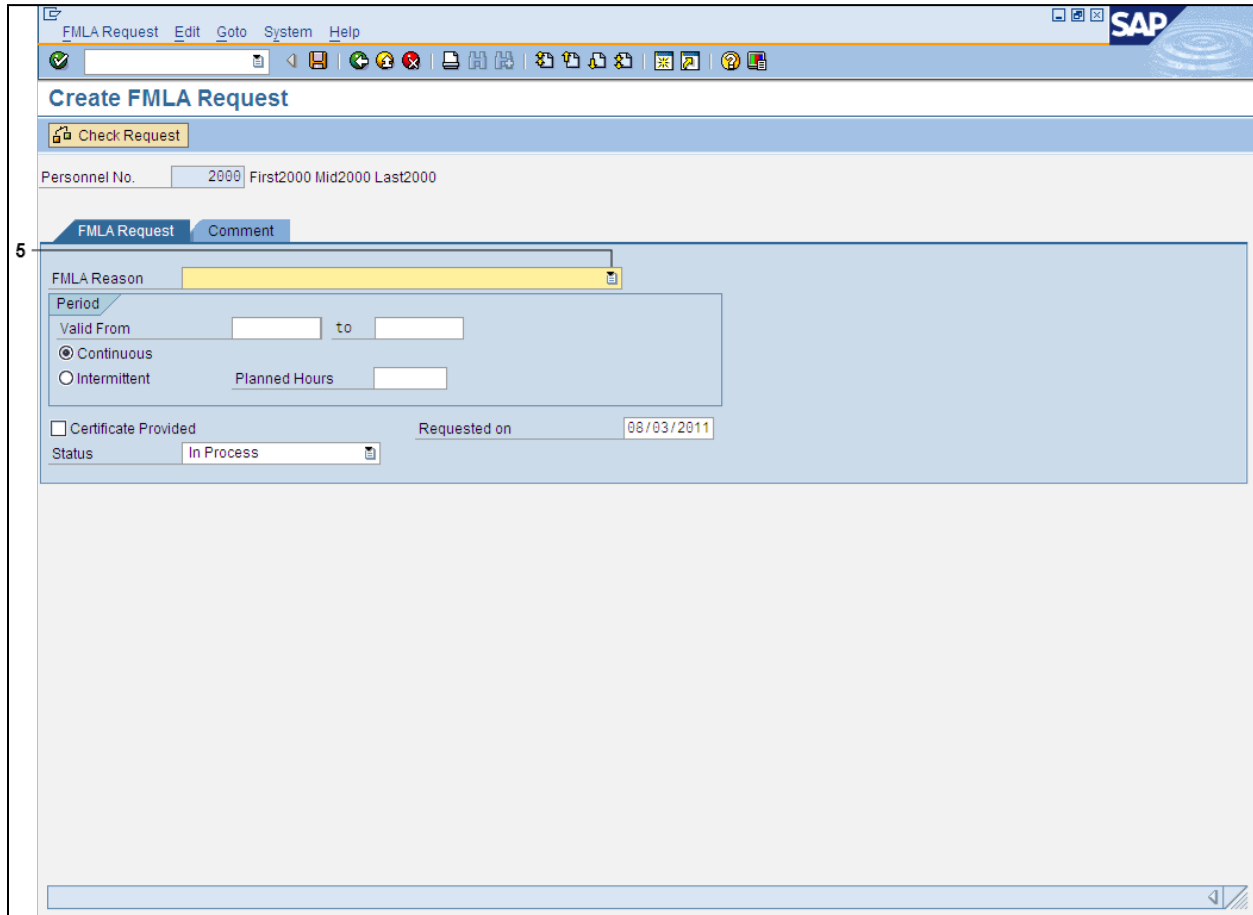
4. Click **Create Request** button .

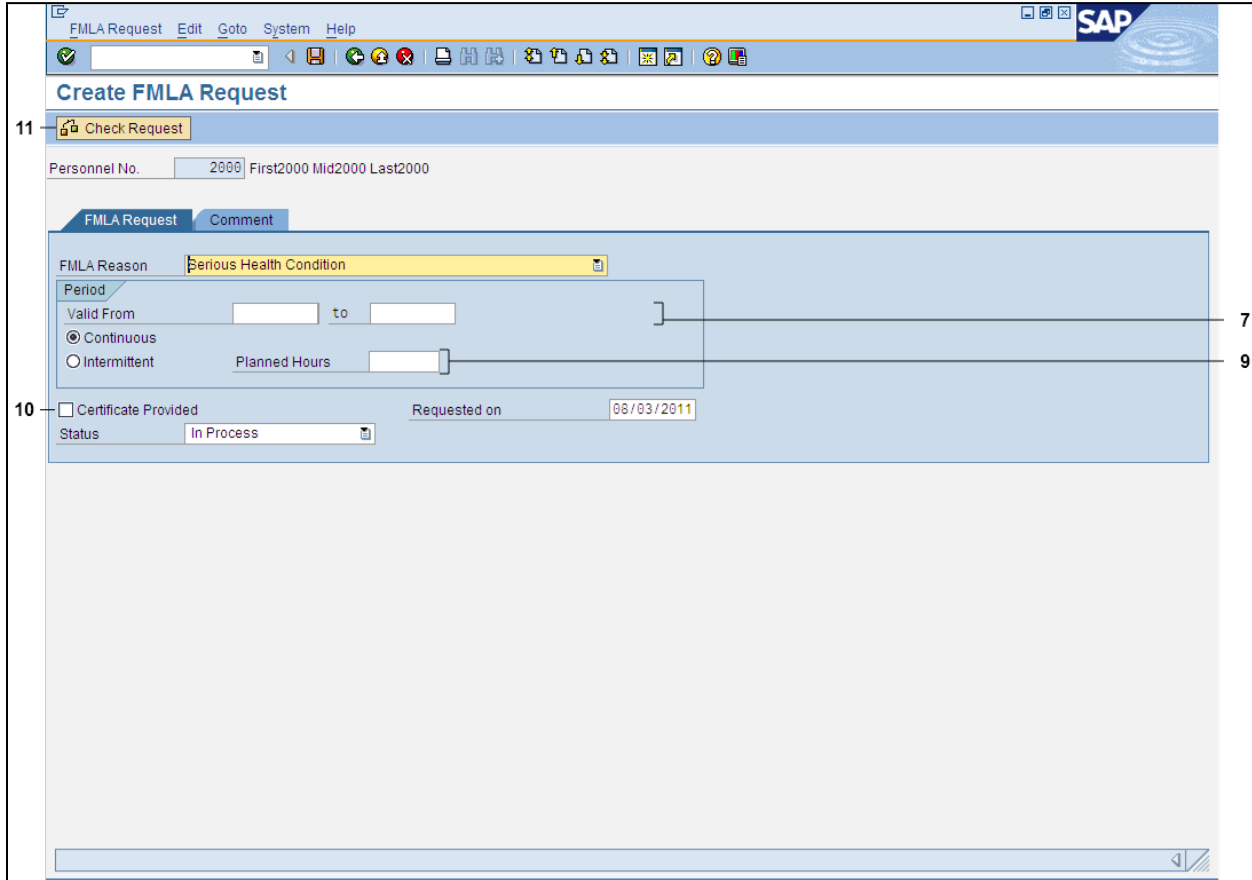**Create FMLA Request**
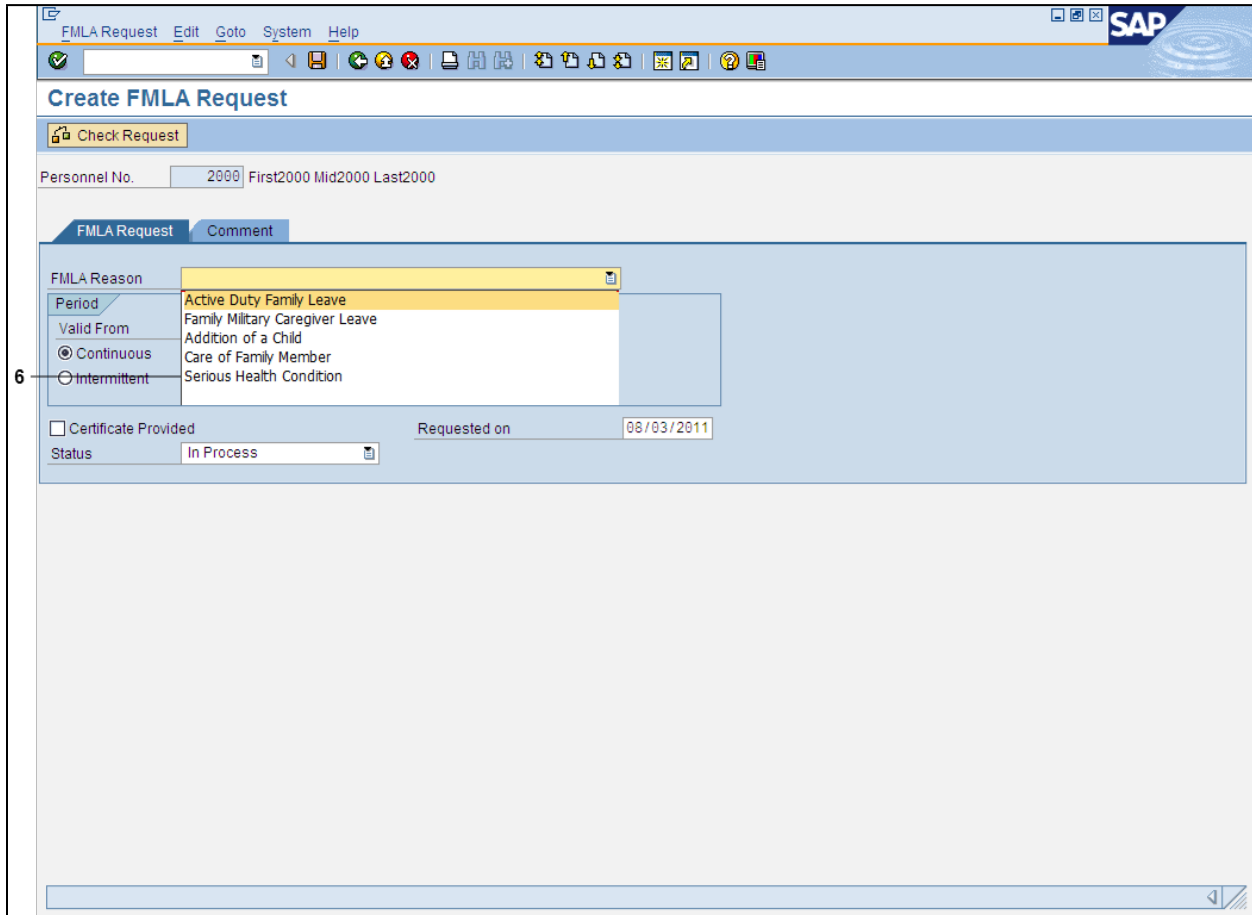
5. Click **FMLA Reason** drop-down button.

Create FMLA Request

6. Select reason from the **FMLA Reason** drop-down menu.

Example: Serious Health Condition

Create FMLA Request

7. As required, complete/review the following fields:

Field	R/O/C	Description
Valid From	Required	Beginning date of the leave period. **Example:** 07/01/2011
to	Required	Upper limit of the range. **Example:** 08/01/2011 The 'Valid From' and 'to' dates must exist within the same fiscal year since the eligible employee is granted 520 hours each new fiscal year, for this type of FML.

8. Perform one of the following:

If	Then
Employee will be off for the entire FML period	Select ⊙ **Continuous** radio button.

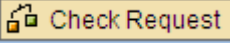| Employee will be working but have some hours that are eligible for FML coding	Select ⊙ **Intermittent** radio button.

9. As required, complete/review the following fields:

Field	R/O/C	Description
Planned Hours	Conditional	Number of planned hours expected to be used during the FML. **Example:** ⓘ If **Continuous** is selected in Step 6, leave this field blank. If **Intermittent** is selected in Step 6, this field is optional.

10. De-select **Certificate Provided** checkbox ☑.

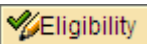ⓘ   This can be done at the time of request, or later as an update.

ⓘ   If documentation is provided for the leave, select the ☑**Certificate Provided** checkbox. Otherwise, ensure ☐ **Certificate Provided** checkbox is not selected. Documentation and certificate must be submitted prior to the approval of FML for both medical and military leave.

11. Click **Check Request** button 🔒 Check Request to check the FML eligibility status.
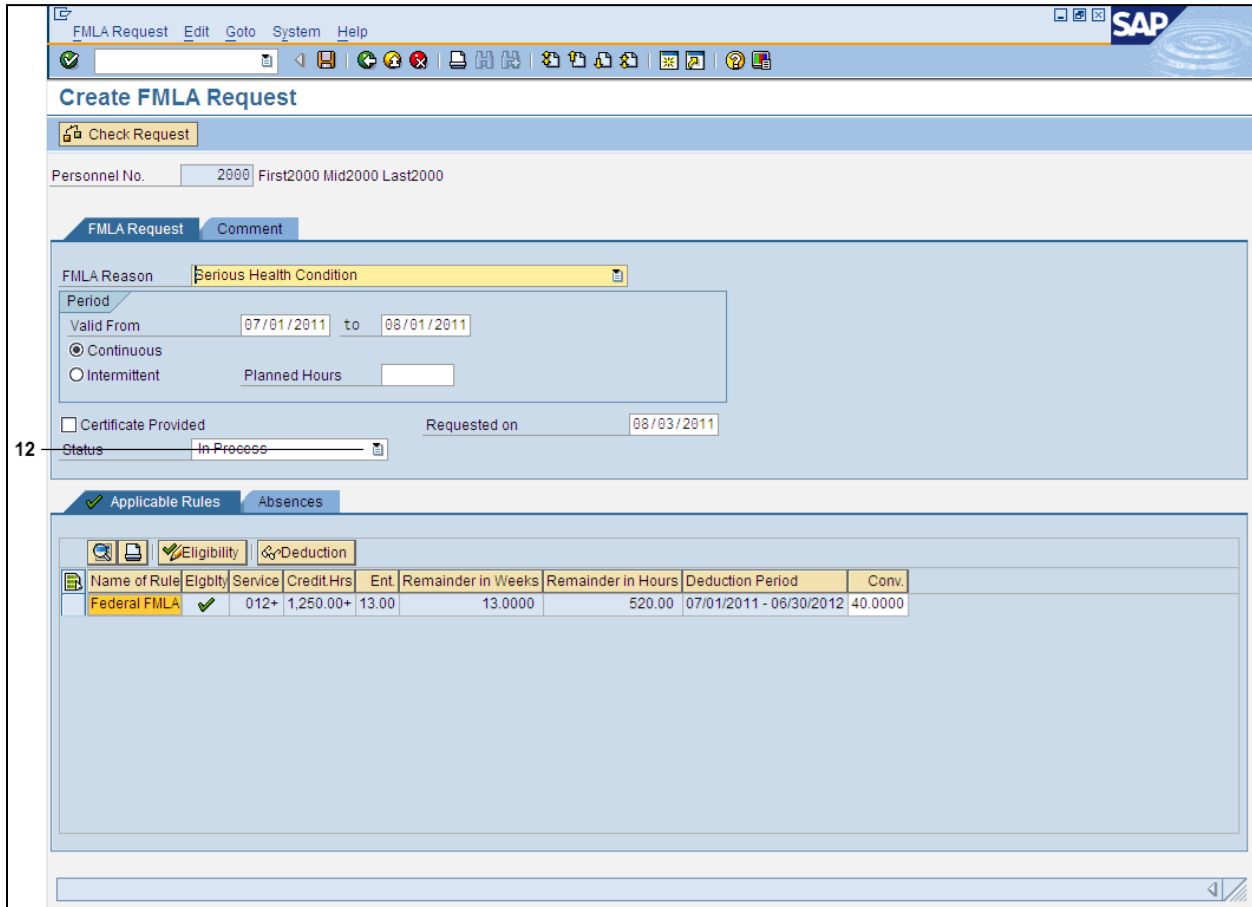
ⓘ   SAP verifies employee eligibility based on Federal guidelines, employee seniority, and hours worked.

ⓘ   If the employee is eligible, a checkmark ✔ will appear under the Eagerly column in the resulting screen.

ⓘ   If the employee is not eligible, a red 'X' will appear under the Eligibility column.

ⓘ   If SAP identifies the employee as ineligible, but the Employee Relations office has declared the employee as eligible, the timekeeper can override the eligibility by clicking ☐ to select the FML request, then clicking Grant Eligibility ✔Eligibility . This should only be done after speaking to the Employee Relations department.

Create FMLA Request

12. Click **Status** drop-down button.

Create FMLA Request

13. Select status from the drop-down menu.

Example: In Process

If 'Rejected' is selected, you cannot attach or check absences against the request.

The FML request should never be placed in "in process"

Create FMLA Request

14. As required, complete/review the following fields:

Field	R/O/C	Description
Service	Optional	Number of months of service employee has earned, up to 12 months. If employee has less than 12 months, the number of months required are listed in parentheses. **Example:** 012+ Once satisfied, there will be no number in parentheses and the service will also read 12, the minimum months required.

Field	R/O/C	Description
Credit.Hrs	Optional	Number of worked hours the employee has achieved within the designated time period. **Example:** 1,250.00+ This is based on the planned hours (40 for full time, etc). Hours in parenthesis are the hours the employee has, or should have as the date of the leave.
Ent.	Optional	Shows the number of FML weeks eligible. **Example:** 13.00
Remainder in Weeks	Optional	Shows the number of FML weeks remaining for the employee in the 12-month period. **Example:** 13.0000
Remainder in Hours	Optional	Shows the number of FML hours remaining for the employee in the 12-month period. **Example:** 520.00
Deduction Period	Optional	Specifies the start date of the period in which an employee can deduct a time quota. **Example:** 07/01/2009 - 06/30/2010
Conv.	Optional	Base hours per week used to determine total FML hours for the employee. **Example:** 40.0000 The hours in the conversion field is multiplied by the hours in the entitlement weeks to determine total entitlement hours. Manually changing this value will cause the total FML entitlement weeks to be adjusted accordingly.

15. Click **Comment** to display the details in the **Comment** tab.

If you need assistance with appropriate comments, seek advice from the Employee Relations office. Be careful with what is entered in the comments section because it is part of the employee's record.

You can skip this step if comments are not required.

Review the fields in the **Applicable Rules** tab and update if needed.

Create FMLA Request
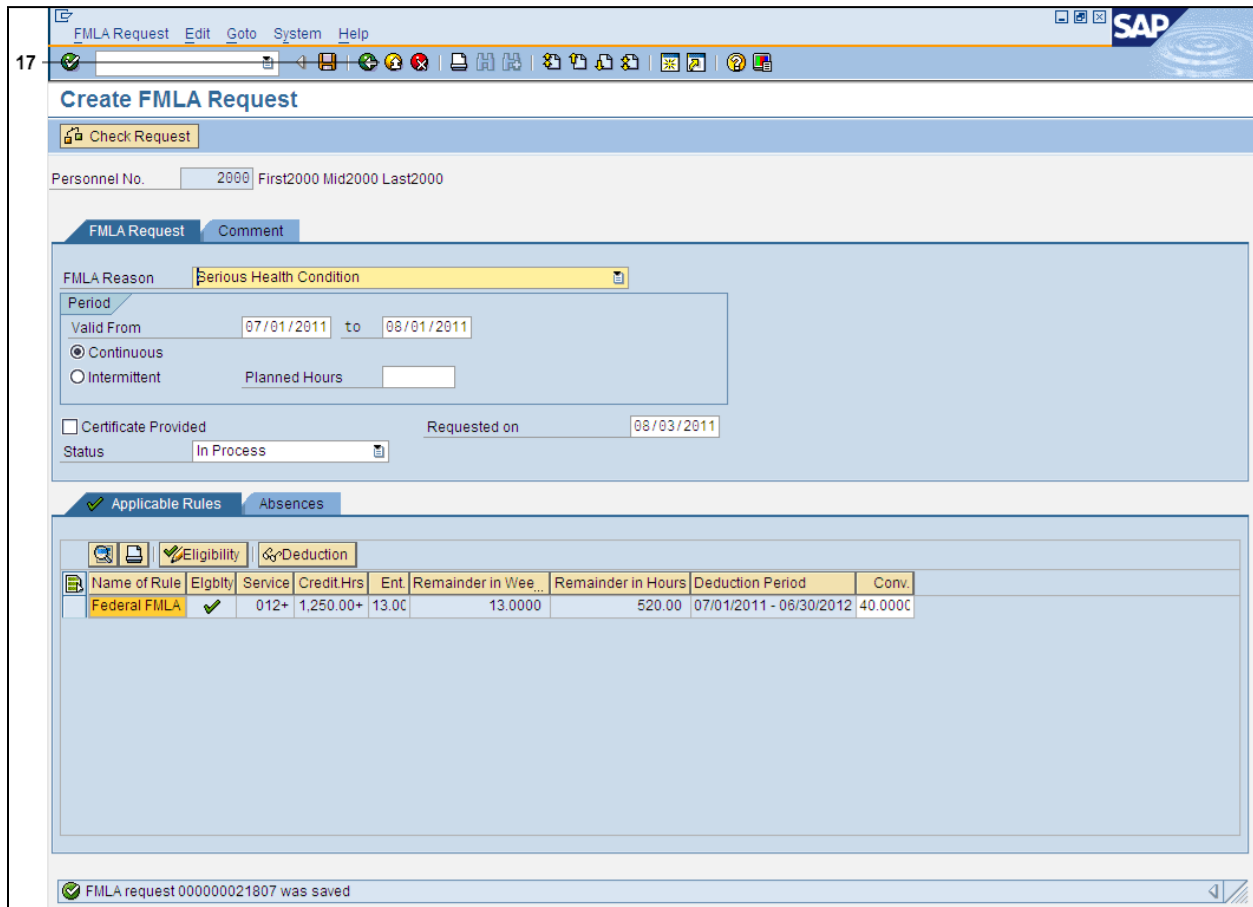
16. Click **Save** button to save the FMLA request.

SAP displays the message, 'FMLA request XXXXXXXXXXXX was saved'.

Create FMLA Request

17. Click **Exit** button 🏠 to go back to the *SAP Easy Access* screen.

ℹ️ You will need to click **Exit** 🏠 twice to return to the *SAP Easy Access* screen.

18. You have completed this transaction.

Result

You have successfully created an FML Workbench for a CDOT employee.

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