- Open Internet Explorer
 from your work computer
- Scroll to the bottom right of the home page and CLICK on: SAP Portal CDOT Hub Links

111	•	SAP Portal
	-	SAP Web GUI
	-	My Pay Stub
	•	PBF Portal
	•	Benefit Solver

• Sign-in to the Portal as usual

Welcome	
Please enter your network (Windows) Username and Password to log into the Portal. If you do not know your Username or have problems logging in, please call the Help Desk at (303) 757-9317.	
Username * Password *	
Log on	
Need Help? Click Here	DOT PORTAL

• On the page that opens, in the upper left, CLICK on: Employee Self Service

Home	Employee Self-Service	Reports
Overview	Universal Worklist	

• On the page that opens, look to the middle under Working Time, and CLICK on: Family Medical Leave Balance



• The Family Medical Leave Balance Report will open, showing the number of FML job protection hours available to you as of the current date, and also the dates in the future on which you will have additional FML hours restored

Date	# of FML Hours Restored	FML Balance
07/04/2015	1.00	170 50
07/01/2015	1.00	470.50
07/08/2015	3.00	473.50
07/09/2015	2.00	475.50
07/23/2015	2.50	478.00
07/24/2015	2.00	480.00
09/29/2015	8.00	488.00
11/13/2015	8.00	496.00
11/14/2015	8.00	504.00
12/08/2015	8.00	512.00
12/12/2015	2.00	514.00
12/15/2015	4.00	518.00
03/31/2016	1.00	519.00
06/10/2016	1.00	520.00