

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.



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Description WELCOME COT SECURITY POLICY WELCOME This system is to be used only by authorized users. Unauthorized access of this system is strictly prohibited and could result in criminal prosecution under applicable state and federal laws. As a user of this system, you have no expectation of privacy, rights or ownership in anything you may access, create, store, send, or receive. By proceeding, your use of this system constitutes your waiver and consent to monitoring, retrieval and disclosure of any information in this system for all purposes deemed appropriate by CDOT, including enforcement of Agency Rules. Welcome to the CDOT Portal! Our goal is to provide you the tools and information necessary to complete certain tasks for your job. All CDOT employees will find tools they can use to sign up for training classes, complete their timesheets, and create notifications. Managers will be able to do all of that plus specific tools such as worklist management, reports, and tools to manage your staff. Please use the Portal navigation tabs above to link to the Employee Self-Service (ESS) and Manager Self-Service (MSS) functionality of the portal. Use the My Learning tab to look at training classes, sign up for classes and track classes you have already taken.	Overview Universal Worklist					Full Coroon	Ontingo T
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Employee Self-Service

Click Employee Self-Service link

Wednesday, May 06, 2015



Employee Services

Employee Services				
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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.

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

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.