Purpose

Use this procedure to display the details of an Employee's Family Medical Leave (FML) Forecast Report. The FML Forecast report displays the date, total number of hours which are restored over the year, the number of hours forecasted to use and the balance of hours available to the employee to use.

Trigger

Perform this procedure when you you need to determine the amount on FML leave available for an employee.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

ZH62

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 not approved.
- The "# of FML hours used" column reports any future FML absences entered on the timesheet. All future FML absences that are in an in process, released or approved status as of the selected start date are included.
- If you do not enter a date in the date field the report will default to today's date.

Procedure

1. Start the transaction using the transaction code. SAP displays the *Family Medical Leave Forecast* screen.

Family Medical Leave Forecast
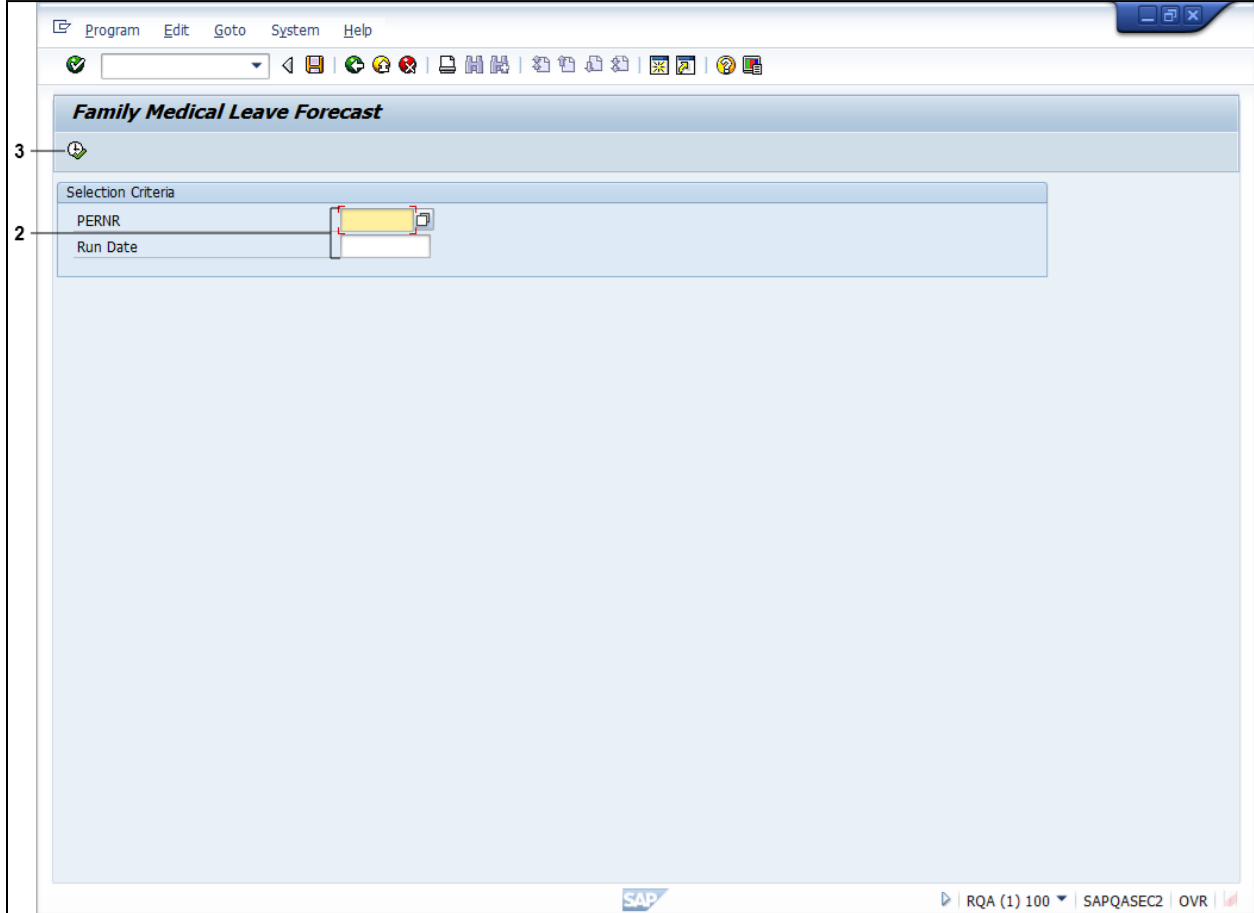
2. As required, complete/review the following fields:

Field	R/O/C	Description
PERNR	Required	**Example:** 1276
Run Date	Optional	**Example:** 05/15/2015

> If a date is not entered in the **Run Date** field, the it will automatically be populated with today's date.
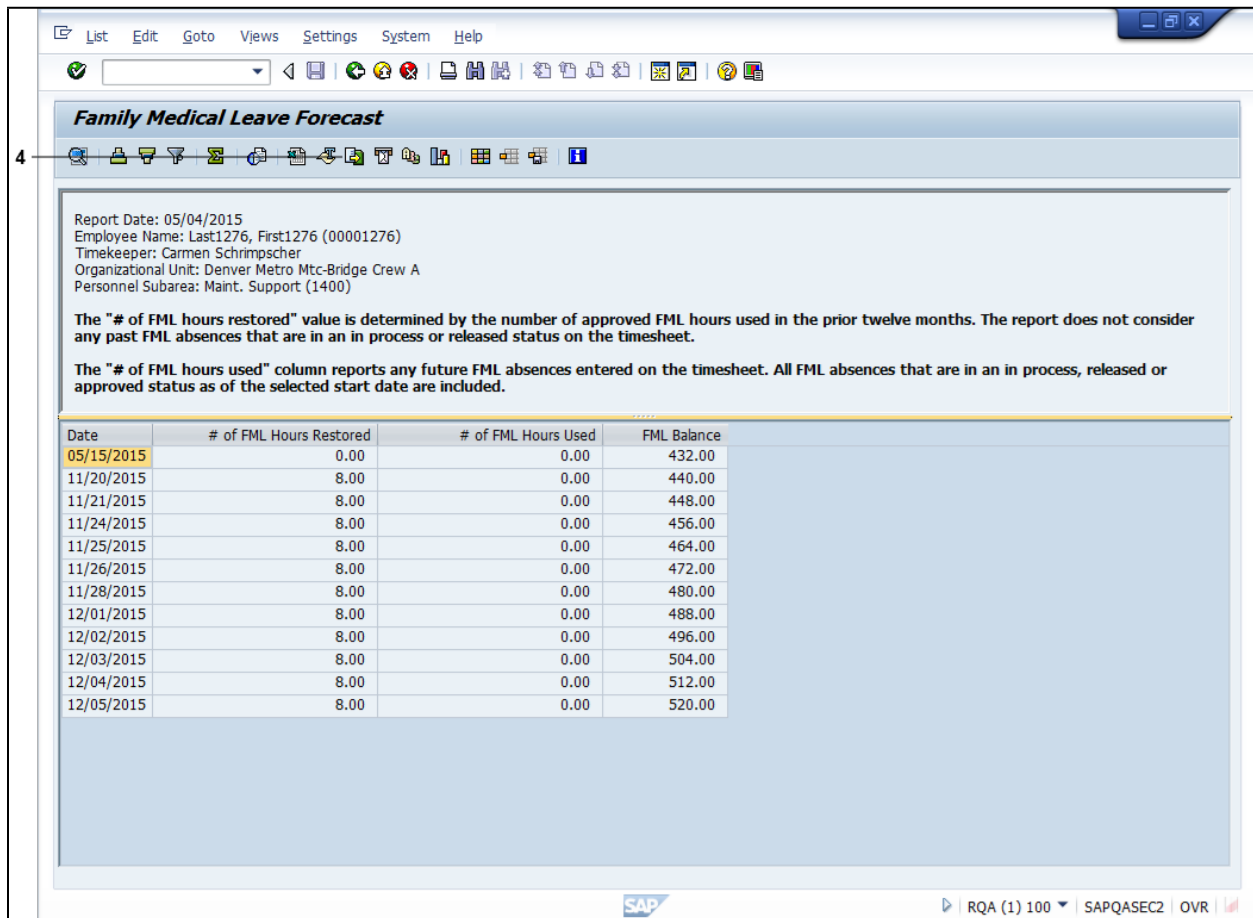
3. Click **Execute** button to display the results of your search.

The Family Medical Leave Forecast report is broken out into four columns. The *Date* column always starts with the date entered by the user. All other dates are instances where the employee has used FML or will have FML restored. The *# of FML Hours Restored* column displays the number of hours that will be restored in the future. The *# of FML Hours Used* column reports any future FML absences entered on the timesheet that are in process, released or approved. The *FML Balance* column provides the total available balance in the first row and changes to the balance going forward.

Family Medical Leave Forecast

Report Date: 05/04/2015
Employee Name: Last1276, First1276 (00001276)
Timekeeper: Carmen Schrimpscher
Organizational Unit: Denver Metro Mtc-Bridge Crew A
Personnel Subarea: Maint. Support (1400)

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 an in process or released status on the timesheet.

The "# of FML hours used" column reports any future FML absences entered on the timesheet. All FML absences that are in an in process, released or approved status as of the selected start date are included.

Date	# of FML Hours Restored	# of FML Hours Used	FML Balance
05/15/2015	0.00	0.00	432.00
11/20/2015	8.00	0.00	440.00
11/21/2015	8.00	0.00	448.00
11/24/2015	8.00	0.00	456.00
11/25/2015	8.00	0.00	464.00
11/26/2015	8.00	0.00	472.00
11/28/2015	8.00	0.00	480.00
12/01/2015	8.00	0.00	488.00
12/02/2015	8.00	0.00	496.00
12/03/2015	8.00	0.00	504.00
12/04/2015	8.00	0.00	512.00
12/05/2015	8.00	0.00	520.00

4. Review the details of the report. You could stop here, or and Click **Local file...** button to begin the process of saving the report. This will also allow you to print the report with the header.
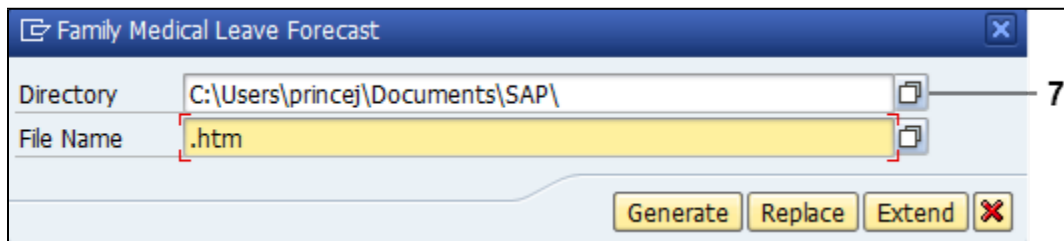
If you want to save or print the report, continue to step 5. xxxx

Save list in file...
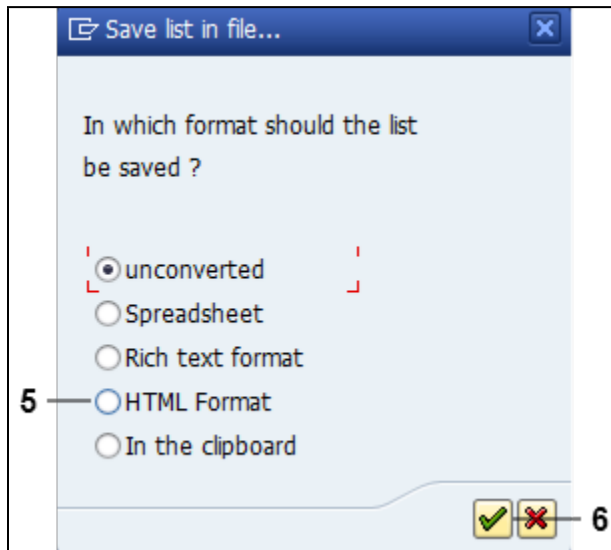
5.   Click **HTML Format** radio button ⭕HTML Format .

6.   Click **Continue** button ✅.

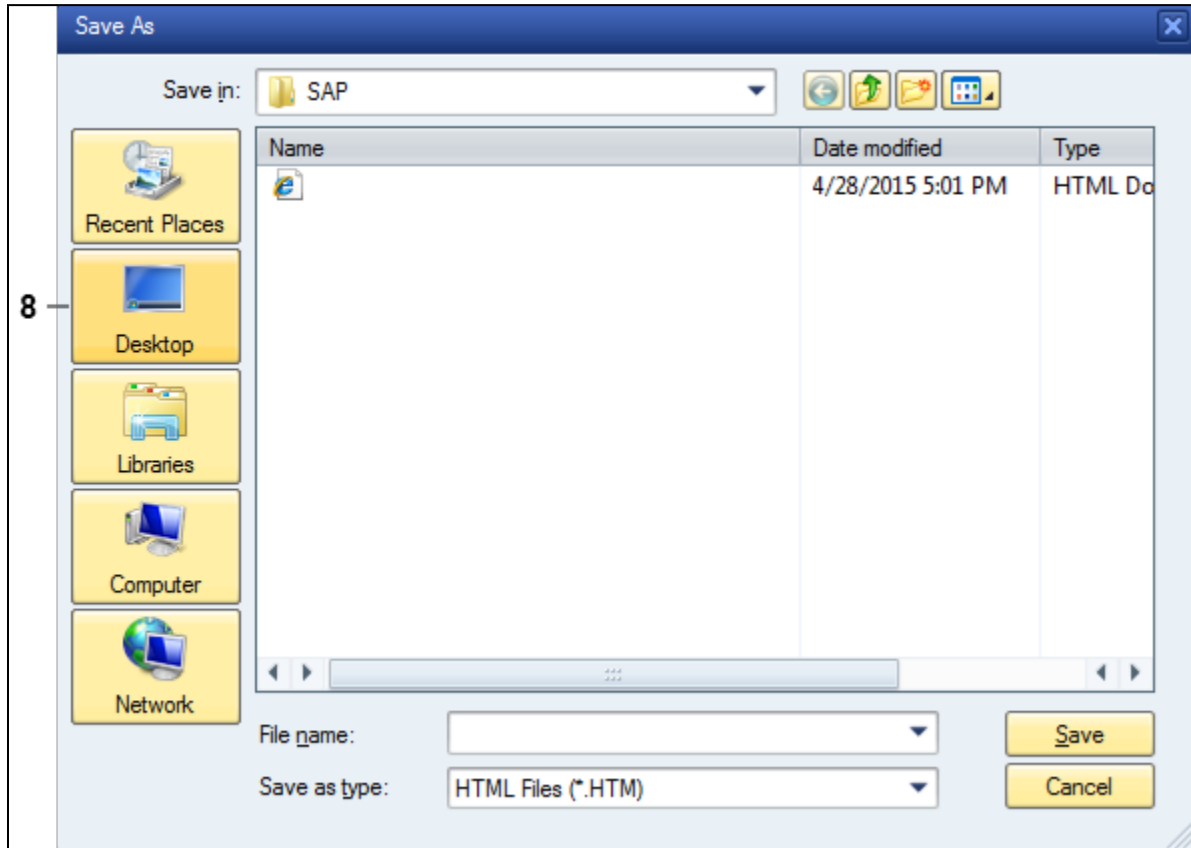**Family Medical Leave Forecast**

7.   Click click the Matchcode button ⬛ to the right to save the file to a specific location on your computer.
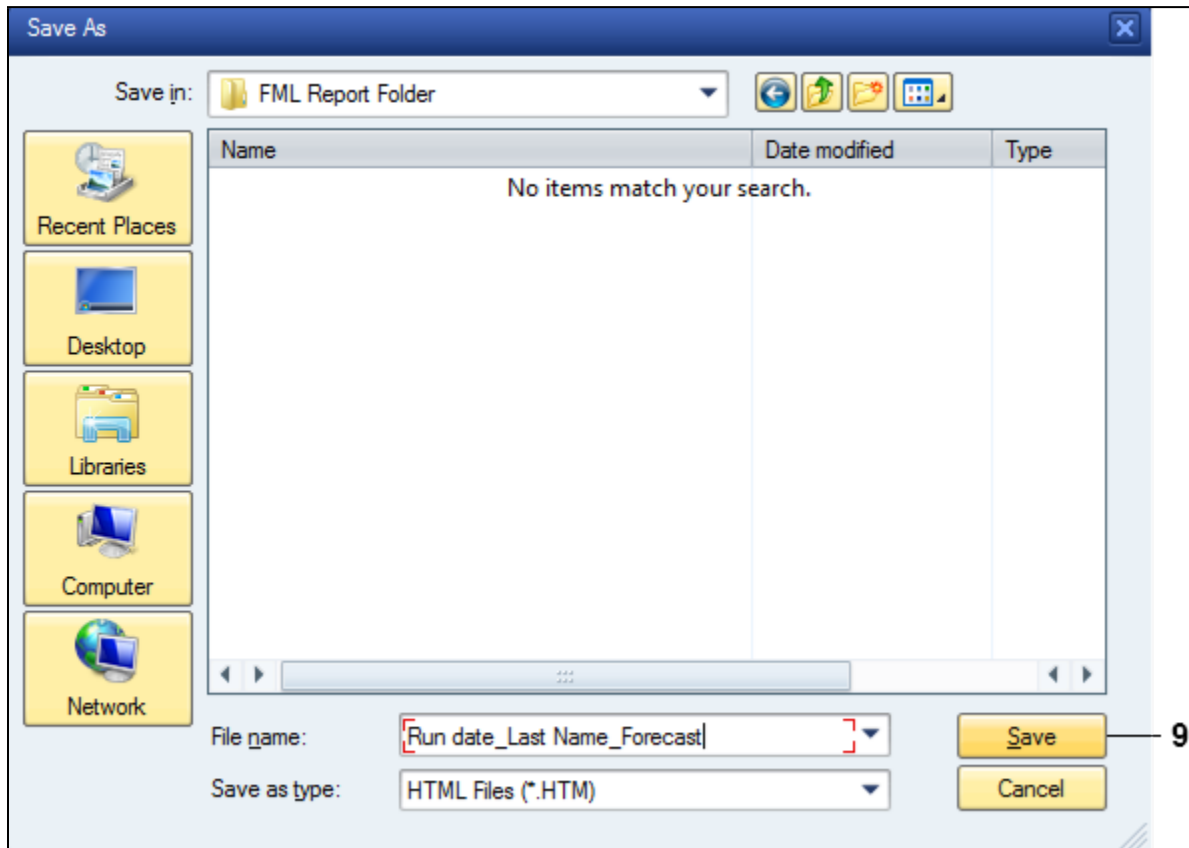
        In this example, the file is being saved to the *FML Report Folder* on the *Desktop*.
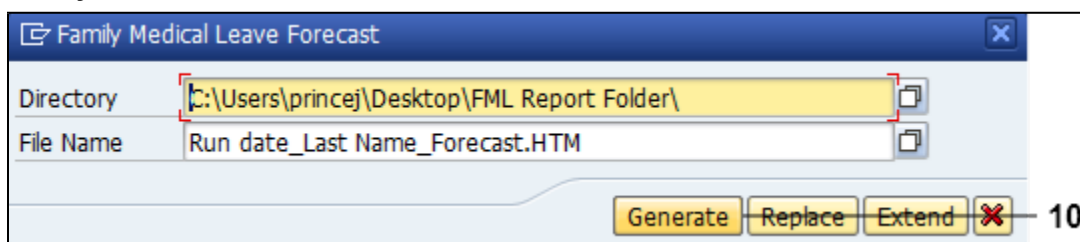
Save As

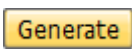8. Navigate to the location you want to save the file.

Save As

9. Click **Save** button [Save]. The *Family Medical Leave Forecast* screen displays with the location you saved the file.

Family Medical Leave Forecast

10. Click **Generate** button [Generate] to save the report.

You must open the report from the saved location to view or print the report.

Report output

```
05/04/2015                    Dynamic List Display                        1

Report Date:        05/04/2015
Employee Name:      Employee Name: Last1276, First1276 (00001276)
Timekeeper:         Carmen Schrimpscher
Organizational Unit: Denver Metro Mtc-Bridge Crew A
Personnel Subarea:  Maint. Support (1400)

                    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 an in process or released status on the
                    timesheet.

                    The "# of FML hours used" column reports any future FML
                    absences entered on the timesheet. All FML absences
                    that are in an in process, released or approved
                    status as of the selected start date are included.
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Date	# of FML Hours Restored	# of FML Hours Used	FML Balance
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12/02/2015	8.00	0.00	496.00
12/03/2015	8.00	0.00	504.00
12/04/2015	8.00	0.00	512.00
12/05/2015	8.00	0.00	520.00

11. You have completed this transaction.

Result

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

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