

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

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	Family Medical Leave Forecast
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	Selection Criteria
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	SAP ▶ RQA (1) 100 ▼ SAPQASEC2 OVR ∅

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 **(b)** 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

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Family Me	dical Leave Forecast			
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Report Date: 0 Employee Name Timekeeper: Ca Organizational U Personnel Suba	5/04/2015 :: Last1276, First1276 (00001276) irmen Schrimpscher Init: Denver Metro Mtc-Bridge Crew / rea: Maint. Support (1400) house rectored - volue is determine	h	and FML hours	used in the prior trucks months. The report does not consider
any past FML	hours restored" value is determi absences that are in an in proces	ned by the number of appr is or released status on the	oved FML hours timesheet.	used in the prior twelve months. The report does not consider
The "# of FMI	hours used" column reports any	future FML absences enter	ed on the times	heet All FML absences that are in an in process, released or
approved stat	tus as of the selected start date a	are included.	eu on the timesi	neet. All the absences that are in an in process, released of
Date	# of FML Hours Restored	# of FML Hours Used	FML Balance	
11/20/2015	0.00	0.00	432.00	
11/20/2015	8.00	0.00	440.00	
11/21/2015	8.00	0.00	446.00	
11/24/2015	8.00	0.00	450.00	
11/25/2015	8.00	0.00	472.00	
11/20/2015	8.00	0.00	490.00	
12/01/2015	8.00	0.00	488.00	
12/01/2015	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	
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4. Review the details of the report. You could stop here, or and Click **Local file...** button **b** 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...

	Er Save list in file
	In which format should the list
	be saved ?
5 -	 Ospreadsheet Rich text format HTML Format
	○ In the clipboard
_	

- 5. Click HTML Format radio button OHTML Format
- 6. Click Continue button

Family Medical Leave Forecast

🔄 Family Medi	ical Leave Forecast	×	
Directory	C:\Users\princej\Documents\SAP\	7	1
File Name	[.htm		
		Generate Replace Extend X	

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
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	Save in:	\mu SAP	•	3 🌶 🖻 🛄	
8 -	Save in: Recent Places Desktop Libraries Libraries Computer	Name		Date modified 4/28/2015 5:01 PM	Type HTML Do
		File <u>n</u> ame:		_	Save
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8. Navigate to the location you want to save the file.



Save As

Save As				×
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9. Click Save button <u>Save</u>. The *Family Medical Leave Forecast* screen displays with the location you saved the file.

Family Medical Leave Forecast

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Directory	C:\Users\princej\Desktop\FML Report Folder\	D	
File Name	Run date_Last Name_Forecast.HTM	ð	
	Generate Replace E	xtend 🔀	- 10

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	Dynar	nic List Display		1
eport Date: mployee Name: imekeeper: rganizational U argonnel Subara	05/04/2015 Employee Name: Carmen Schrimps nit: Denver Metro Ma	Last1276, First12 scher tc-Bridge Crew A (1400)	76 (00001276)
	The "# of FML h number of appr months. The rep that are in an timesheet.	hours restored" va oved FML hours use port does not cons in process or rel	lue is deter d in the pri ider any pas eased status	mined by the or twelve t FML absences on the
Date tof 1	The "# of FML P absences entere that are in an status as of th	ours used" column ed on the timeshee in process, relea ne selected start	reports any t. All FML a sed or appro date are inc	future FML bsences ved luded.
	ML HOURS RESCORED #	of THE Hours Used	THL Balance	
11/20/2015	0.00	0.00	432.00	
11/20/2015	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	
	8.00	0.00	496.00	
12/02/2015				
12/02/2015 12/03/2015	8.00	0.00	504.00	
12/02/2015 12/03/2015 12/04/2015	8.00 8.00	0.00	504.00 512.00	

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.