

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

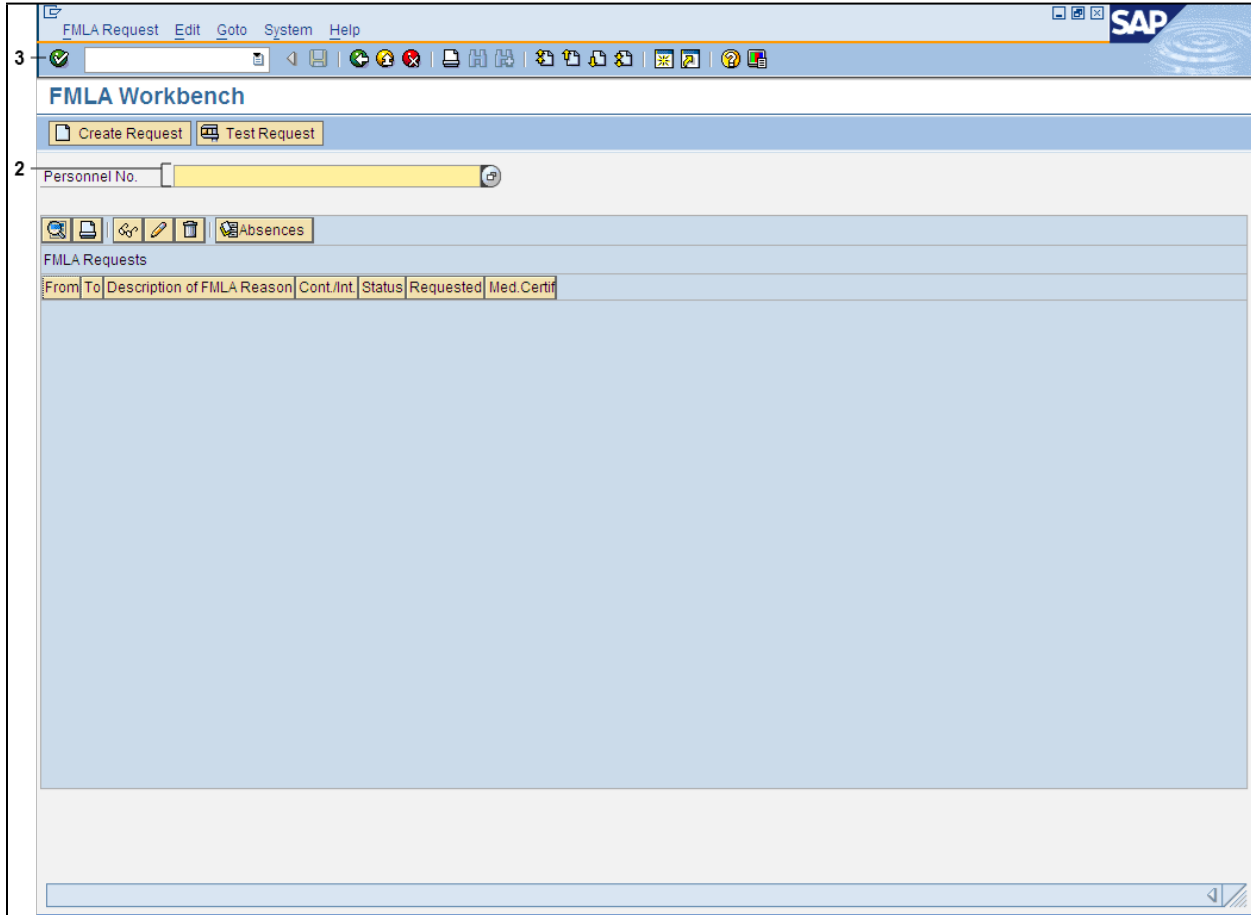
Helpful Hints

- 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



The screenshot shows the SAP 'FMLA Workbench' interface. At the top, there is a menu bar with 'FMLA Request', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'FMLA Workbench' and includes a 'Personnel No.' input field. Below this is a toolbar with icons for 'Absences' and other functions. At the bottom, there is a table header for 'FMLA Requests' with columns: 'From', 'To', 'Description of FMLA Reason', 'Cont./Int', 'Status', 'Requested', and 'Med. Certif'.

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

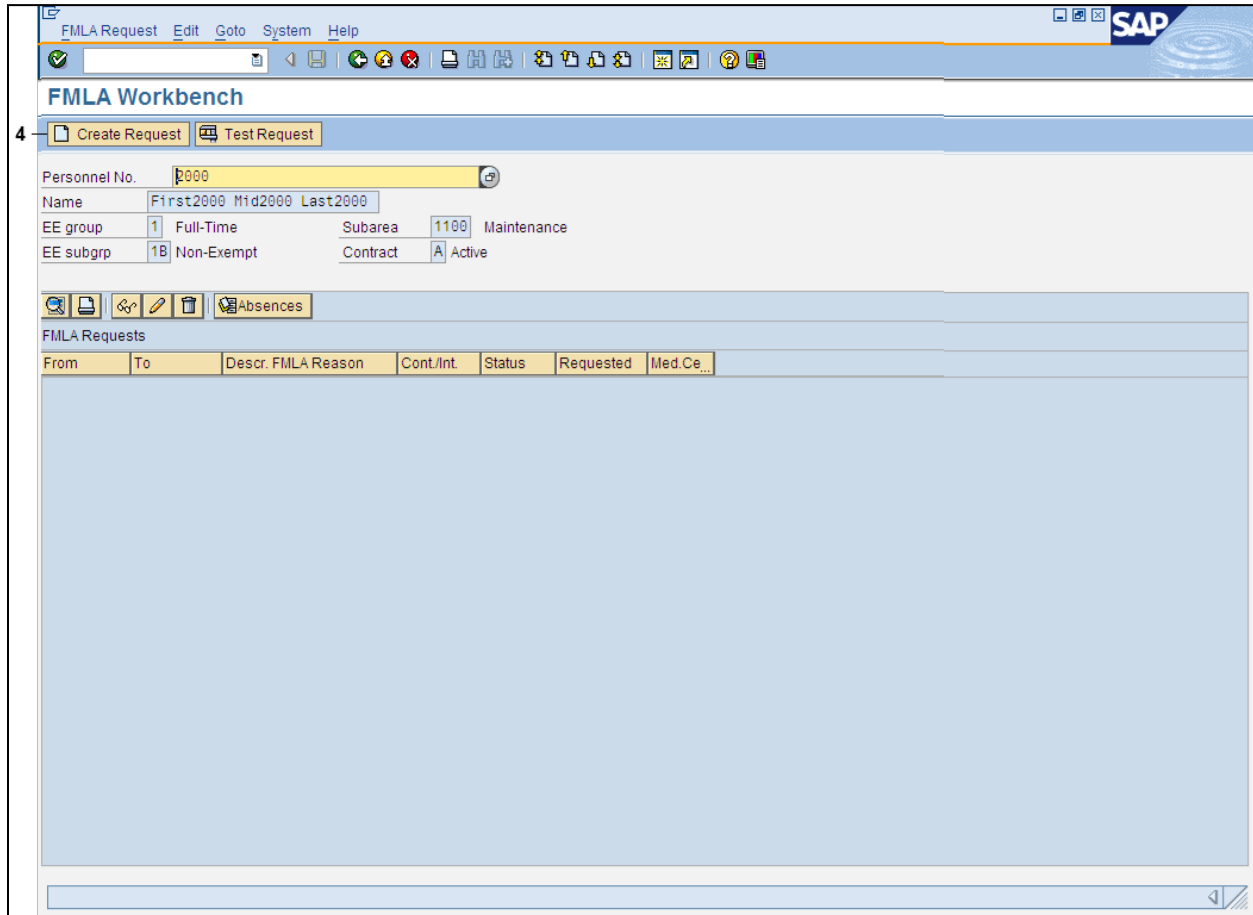
Field	R/O/C	Description
Personnel No.	Required	Number that identifies an employee. Example: 2000

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



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

FMLA Workbench



FMLA Request Edit Goto System Help

FMLA Workbench

4

Personnel No. 0000

Name First2000 Mid2000 Last2000

EE group 1 Full-Time Subarea 1100 Maintenance

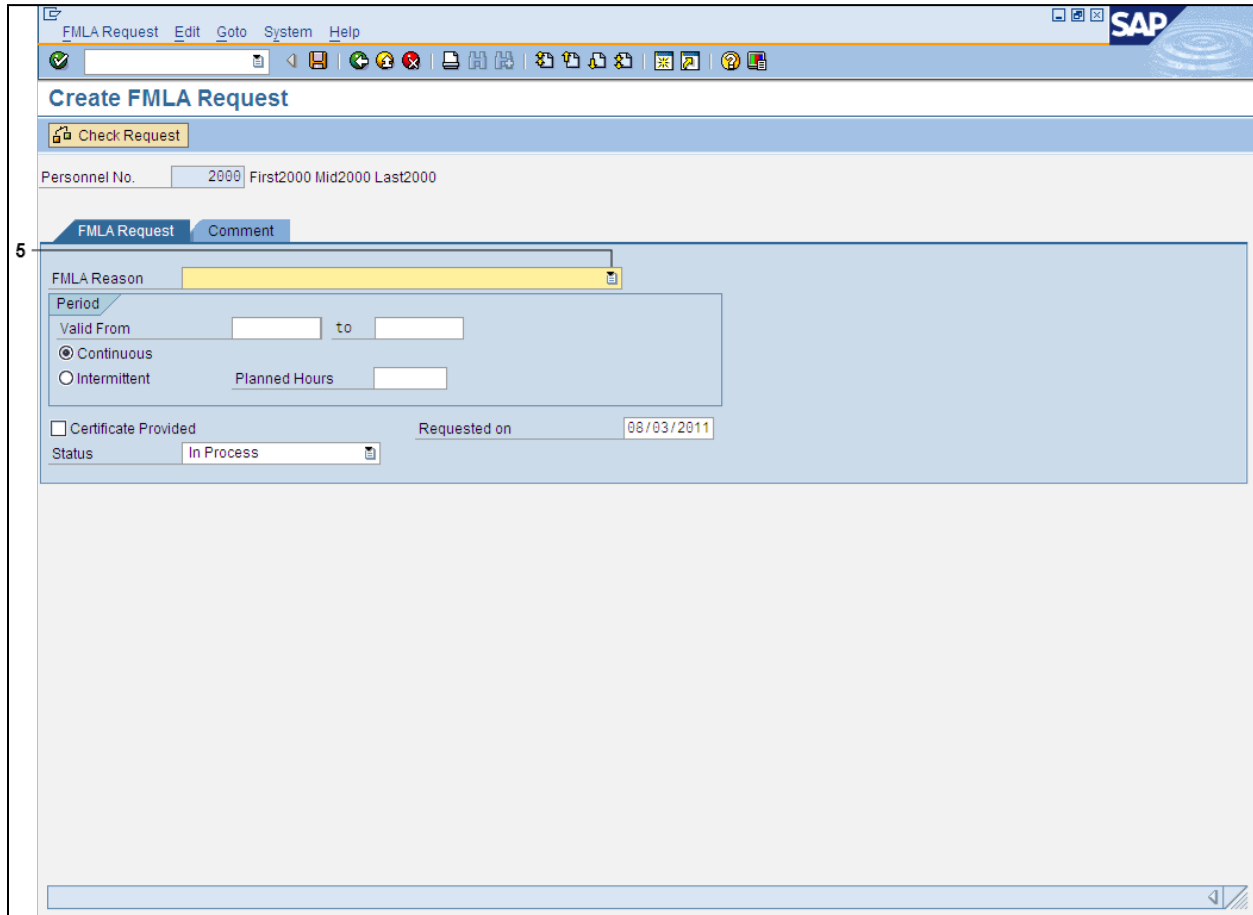
EE subgrp 1B Non-Exempt Contract A Active

FMLA Requests

From	To	Descr. FMLA Reason	Cont./Int.	Status	Requested	Med.Ce...
------	----	--------------------	------------	--------	-----------	-----------

4. Click **Create Request** button

Create FMLA Request



FMLA Request Edit Goto System Help

Create FMLA Request

Personnel No. First2000 Mid2000 Last2000

FMLA Request **Comment**

5 **FMLA Reason**

Period

Valid From to

Continuous

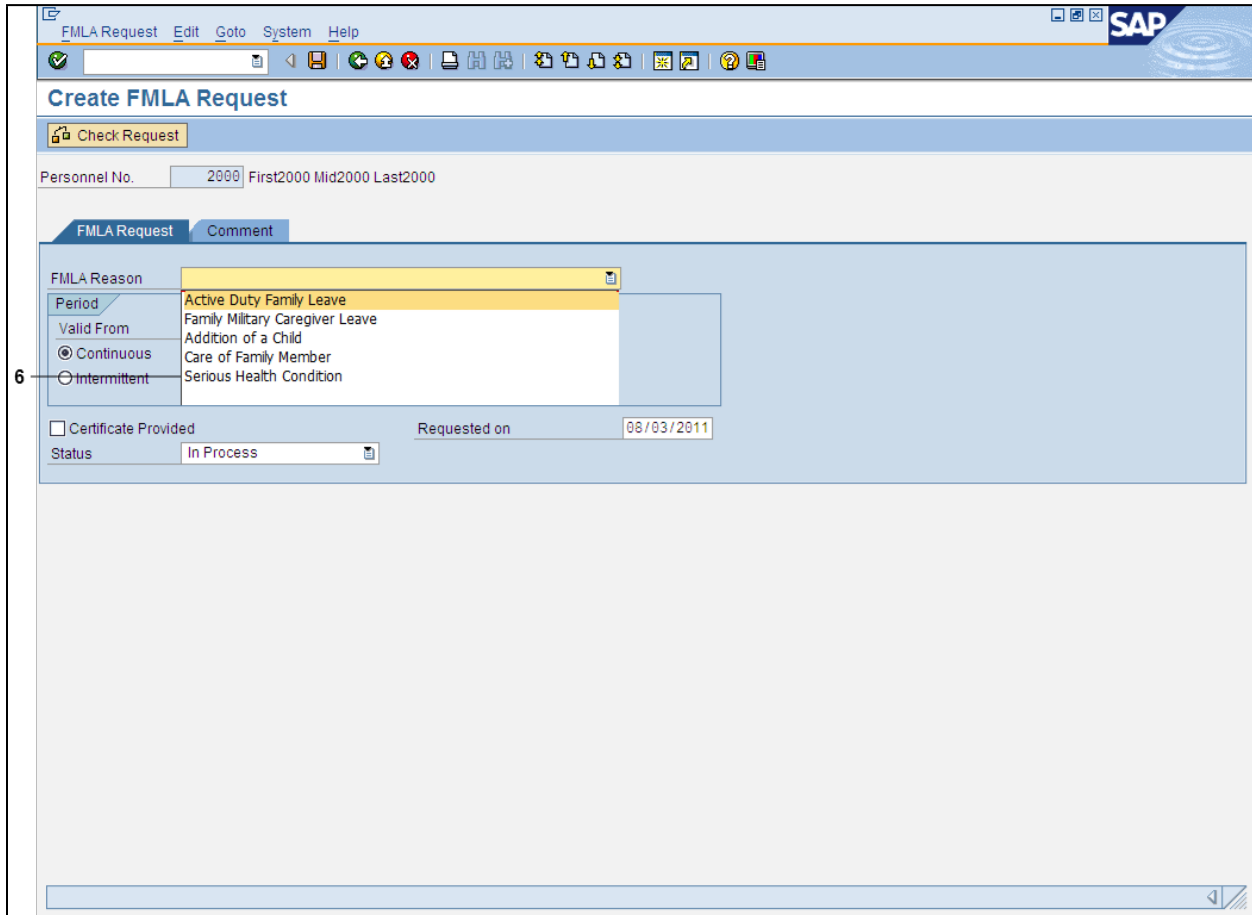
Intermittent Planned Hours

Certificate Provided Requested on

Status

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

Create FMLA Request



FMLA Request Edit Goto System Help

Create FMLA Request

Personnel No. First2000 Mid2000 Last2000

FMLA Request **Comment**

FMLA Reason

Period

Valid From

Continuous Intermittent

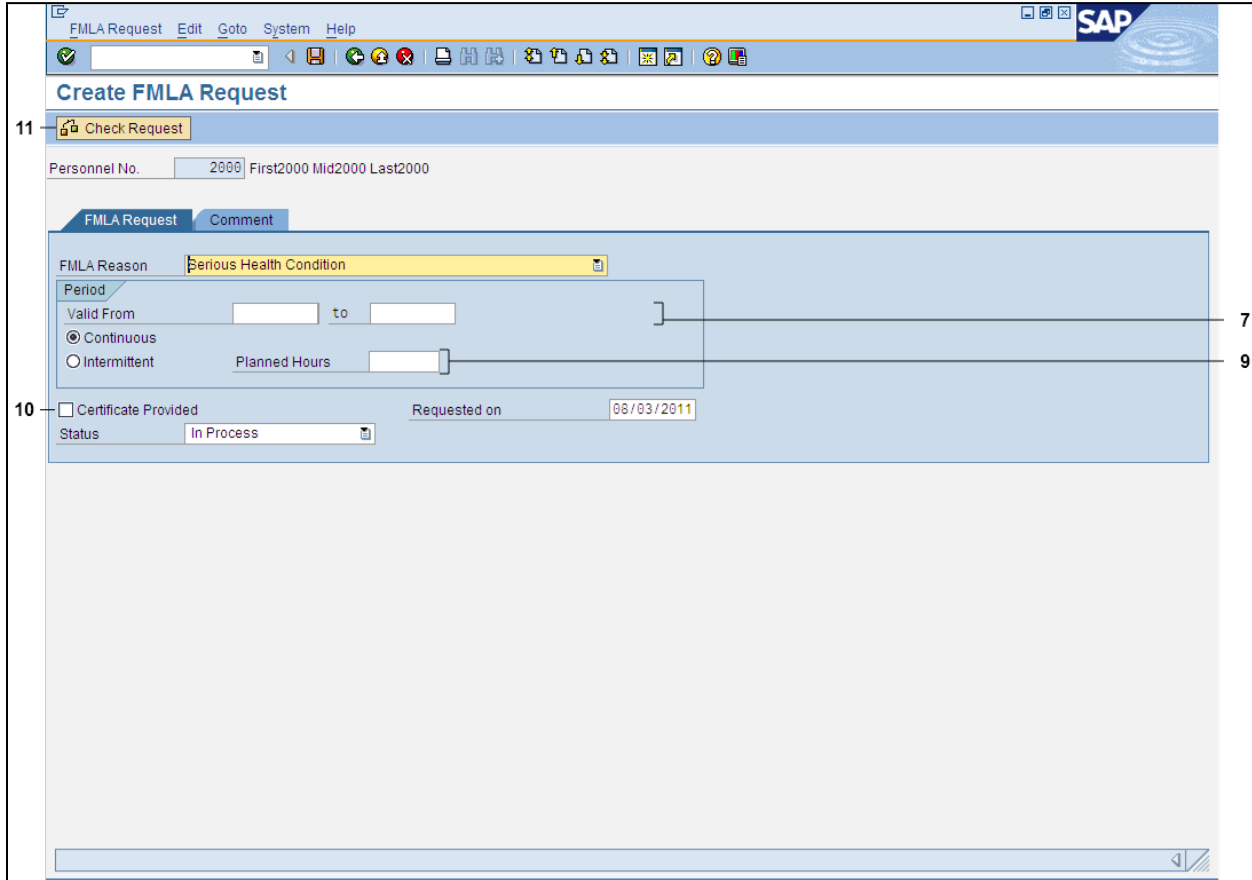
Certificate Provided Requested on

Status

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

Example: Serious Health Condition

Create FMLA Request



11 **Check Request**

Personnel No. 2000 First2000 Mid2000 Last2000

FMLA Request Comment

FMLA Reason Serious Health Condition

Period

Valid From [] to []


Continuous

Intermittent Planned Hours []

10 Certificate Provided Requested on 08/03/2011

Status In Process

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 FMLA period	Select <input checked="" type="radio"/> Continuous radio button.


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

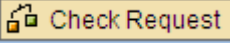
9. As required, complete/review the following fields:


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.



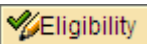
 If documentation is provided for the leave, select the **Certificate Provided** checkbox. Otherwise, ensure **Certificate Provided** checkbox is not selected. Documentation and certificate must be submitted prior to the approval of FML for both medical and military leave.

11. Click **Check Request** button  to check the FML eligibility status.

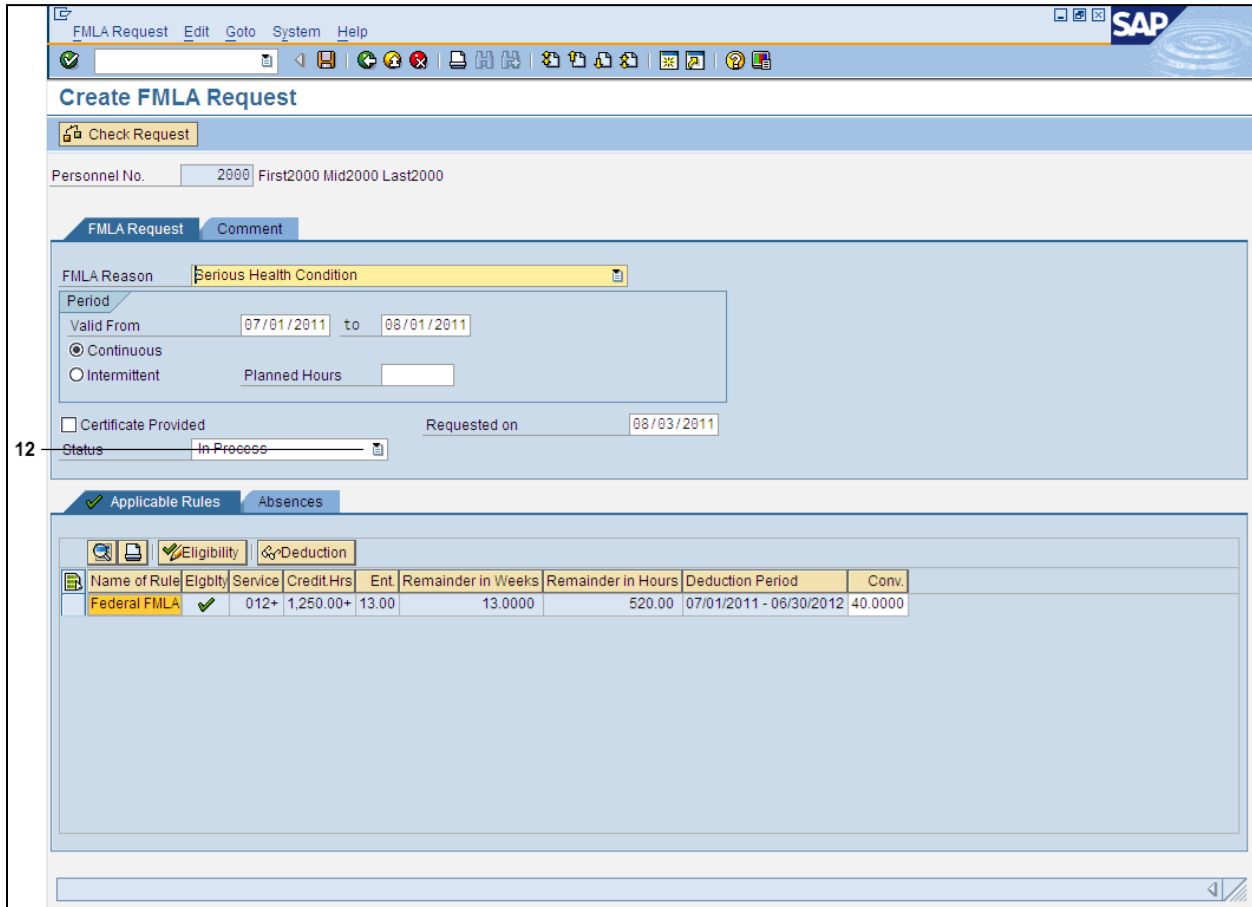
 SAP verifies employee eligibility based on Federal guidelines, employee seniority, and hours worked.

 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 . This should only be done after speaking to the Employee Relations department.

Create FMLA Request



The screenshot shows the SAP 'Create FMLA Request' form. The 'FMLA Reason' is set to 'Serious Health Condition'. The 'Valid From' date is 07/01/2011 and the 'Valid To' date is 08/01/2011. The 'Status' is currently set to 'In Process'. The 'Applicable Rules' section shows a table with one rule: 'Federal FMLA'.

Personnel No. First2000 Mid2000 Last2000

FMLA Request | Comment

FMLA Reason

Period

Valid From to

Continuous

Intermittent

Certificate Provided

Requested on

12. **Status**

Applicable Rules | Absences

Name of Rule	Elgblty	Service	Credit.Hrs	Ent	Remainder in Weeks	Remainder in Hours	Deduction Period	Conv.
Federal FMLA	✓	012+	1,250.00+	13.00	13.0000	520.00	07/01/2011 - 06/30/2012	40.0000

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

Create FMLA Request

Personnel No. 2000 First2000 Mid2000 Last2000

FMLA Reason: Serious Health Condition

Valid From: 07/01/2011 to 08/01/2011

Requested on: 08/03/2011

Status: In Process

Name of Rule	Eligblty	Service	Credit.Hrs	Ent	Remainder in Weeks	Remainder in Hours	Deduction Period	Conv.
Federal FMLA	✓	012+	1,250.00+	13.00	13.0000	520.00	07/01/2011 - 06/30/2012	40.0000

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

15

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

Field	R/O/C	Description
Service	Optional	<p>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.</p> <p>Example: 012+</p>  <p>Once satisfied, there will be no number in parentheses and the service will also read 12, the minimum months required.</p>

Field	R/O/C	Description
Credit.Hrs	Optional	<p>Number of worked hours the employee has achieved within the designated time period.</p> <p>Example: 1,250.00+</p>  <p>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.</p>
Ent.	Optional	<p>Shows the number of FML weeks eligible.</p> <p>Example: 13.00</p>
Remainder in Weeks	Optional	<p>Shows the number of FML weeks remaining for the employee in the 12-month period.</p> <p>Example: 13.0000</p>
Remainder in Hours	Optional	<p>Shows the number of FML hours remaining for the employee in the 12-month period.</p> <p>Example: 520.00</p>
Deduction Period	Optional	<p>Specifies the start date of the period in which an employee can deduct a time quota.</p> <p>Example: 07/01/2009 - 06/30/2010</p>
Conv.	Optional	<p>Base hours per week used to determine total FML hours for the employee.</p> <p>Example: 40.0000</p>  <p>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.</p>

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

Create FMLA Request

Personnel No. 2000 First2000 Mid2000 Last2000

FMLA Reason: Serious Health Condition

Period: Valid From 07/01/2011 to 08/01/2011

Continuous
 Intermittent Planned Hours

Certificate Provided Requested on 08/03/2011

Status: In Process

Applicable Rules

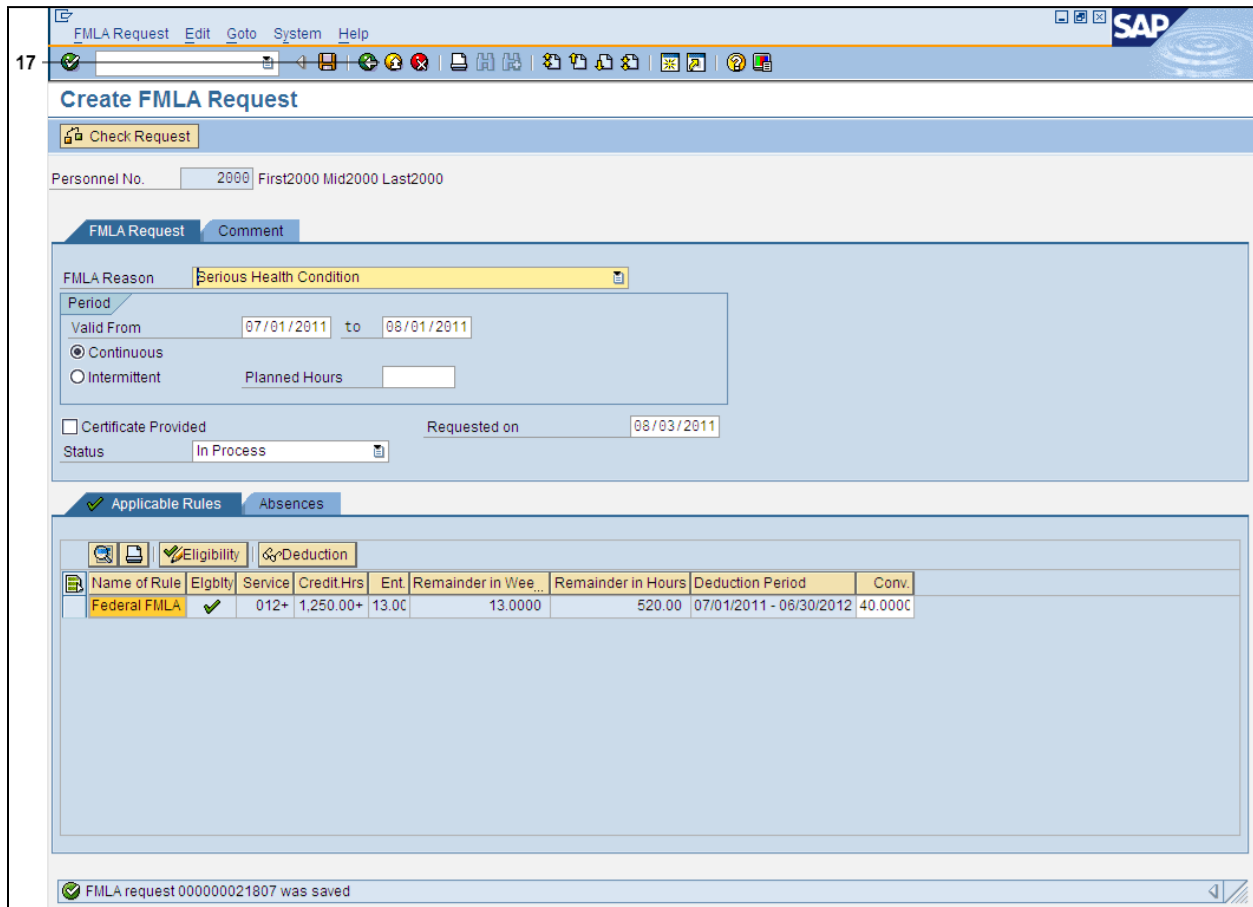
Name of Rule	Elgblty	Service	Credit.Hrs	Ent.	Remainder in Wee...	Remainder in Hours	Deduction Period	Conv.
Federal FMLA	✓	012+	1,250.00+	13.00	13.0000	520.00	07/01/2011 - 06/30/2012	40.0000

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



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

Create FMLA Request

17. 

Personnel No. 2000 First2000 Mid2000 Last2000

FMLA Request Comment

FMLA Reason Serious Health Condition

Period

Valid From 07/01/2011 to 08/01/2011

Continuous

Intermittent Planned Hours


Certificate Provided Requested on 08/03/2011



Status In Process

Applicable Rules Absences

Name of Rule	Elgblty	Service	Credit Hrs	Ent	Remainder in Wee..	Remainder in Hours	Deduction Period	Conv.
Federal FMLA	✓	012+	1,250.00+	13.00	13.0000	520.00	07/01/2011 - 06/30/2012	40.0000

✓ FMLA request 000000021807 was saved

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

 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.