

---

## Purpose

Use this procedure to change an existing FML request.

## Trigger

Perform this procedure when there is a need to change an existing FML request.

## Prerequisites

- Employee must meet eligibility guidelines
- Type of leave must meet FML guidelines

## Transaction Code

PTFMLA

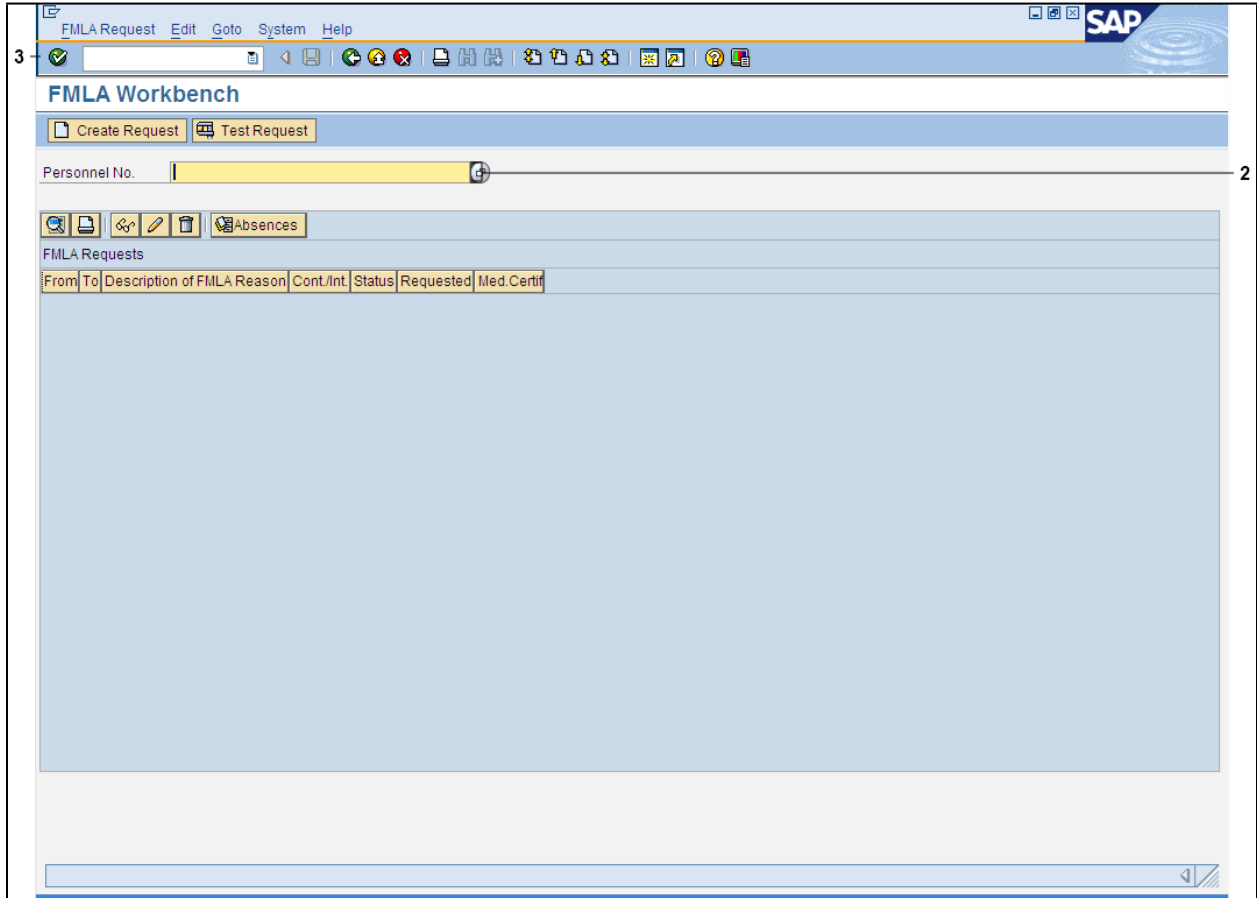
## Helpful Hints

- If an absence meets the FML requirements it needs to be tracked in SAP.
- Once an FML request has been entered and approved, absences entered CAT2 and approved.
- 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 where all other occurrences span over a unique 12 month period.
- You should not create an event with a validity Family Military Caregiver occurrence with a validity period longer than 12 month period looking forward.

**Procedure**

1. Start the transaction using the transaction code. SAP displays the *FMLA Workbench* screen.

**FMLA Workbench**

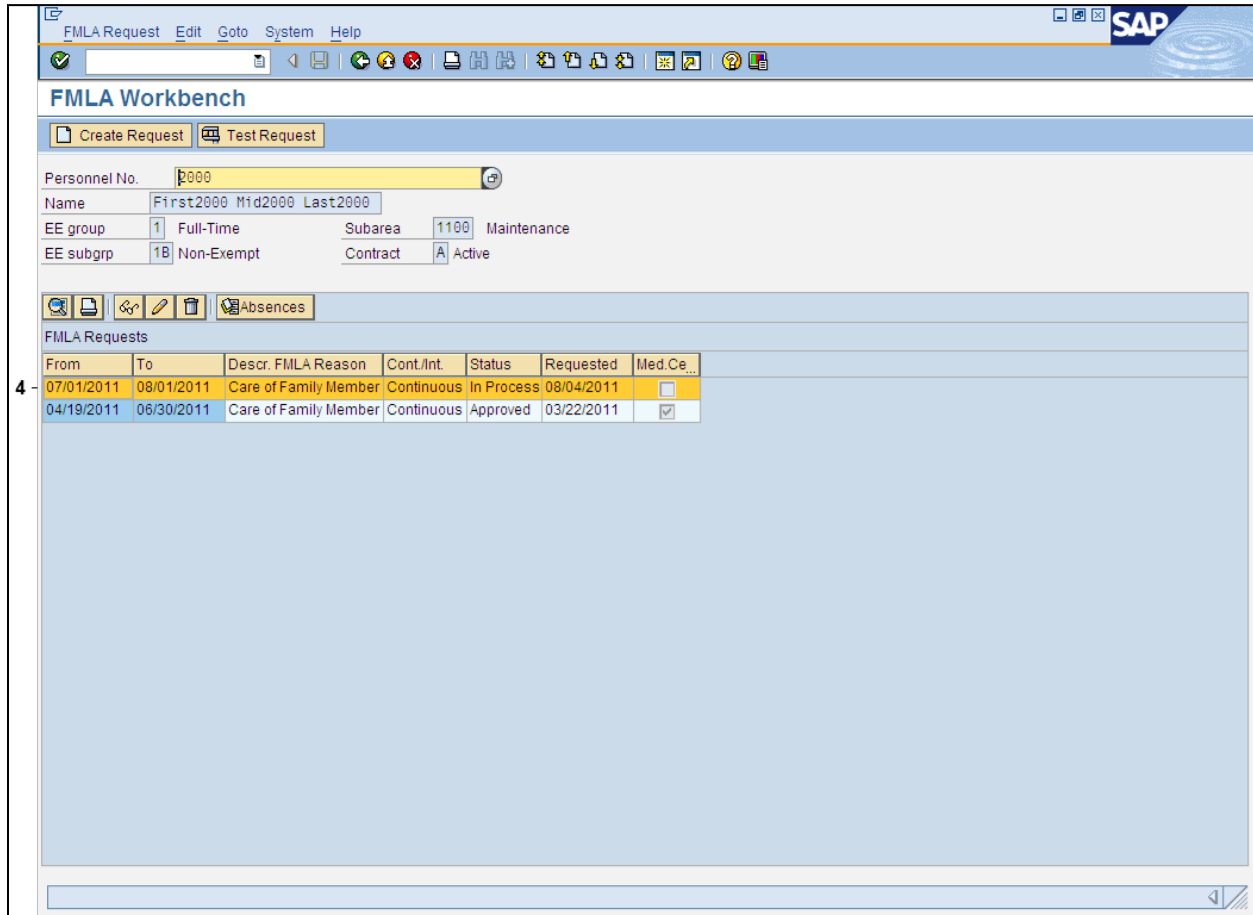


2. As required, complete/review the following fields:

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

3. Click **Enter** button .

## FMLA Workbench



Personnel No.

Name

EE group  Full-Time Subarea  Maintenance

EE subgrp  Non-Exempt Contract  Active

**FMLA Requests**

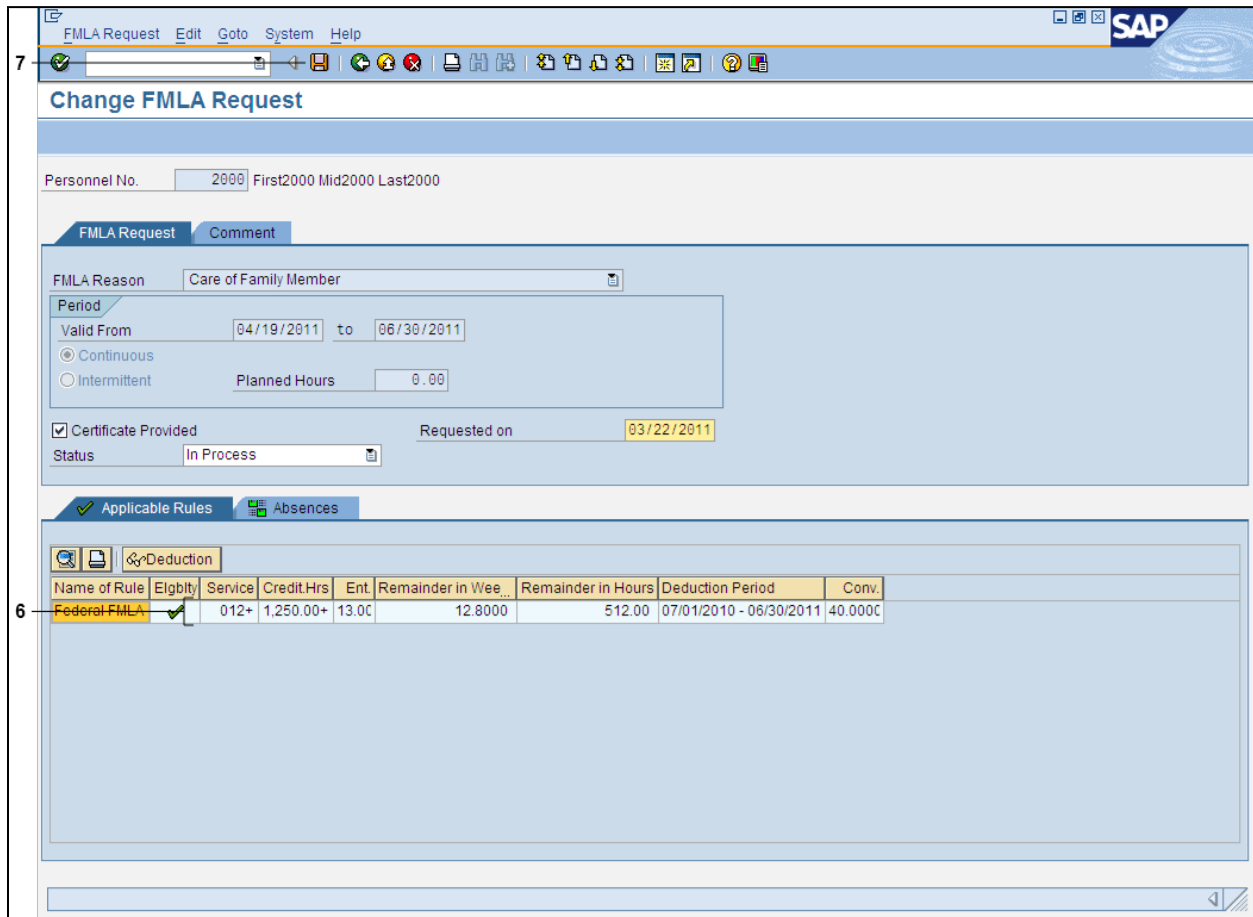
From	To	Descr. FMLA Reason	Cont./Int.	Status	Requested	Med.Ce...
07/01/2011	08/01/2011	Care of Family Member	Continuous	In Process	08/04/2011	<input type="checkbox"/>
04/19/2011	06/30/2011	Care of Family Member	Continuous	Approved	03/22/2011	<input checked="" type="checkbox"/>

- Click on the line item to select the FML request you want to change.



The line item you select will highlight in orange.

## Change FMLA Request



7

FLMR Request Edit Goto System Help

Personnel No. 2000 First2000 Mid2000 Last2000

FLMR Request Comment

FLMR Reason Care of Family Member

Period

Valid From 04/19/2011 to 06/30/2011

Continuous  
 Intermittent Planned Hours 0.00

Certificate Provided Requested on 03/22/2011  
 Status In Process

Applicable Rules  Absences

Deduction

Name of Rule	Elgblty	Service	Credit.Hrs	Ent.	Remainder in Wee...	Remainder in Hours	Deduction Period	Conv.
Federal FMLA	<input checked="" type="checkbox"/>	012+	1,250.00+	13.00	12.8000	512.00	07/01/2010 - 06/30/2011	40.0000

6

### 5. Perform one of the following:

<p><b>If</b></p> <p>You want to add comments</p>	<p><b>Then</b></p> <p>Click <b>Comment</b> and type in your comments.</p>
--	---



If you need assistance with appropriate comments, seek advice from the HR FML Coordinator.

<p>You want to change the status of the FML request</p>	<p>Select from the dropdown list in the <b>Status</b> field.</p>
---	--


**Example** : Approved

<p>The Medical Certificate has been received</p>	<p>Ensure <input checked="" type="checkbox"/> <b>Certificate Provided</b> is enabled.</p>
--	---

### 6. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

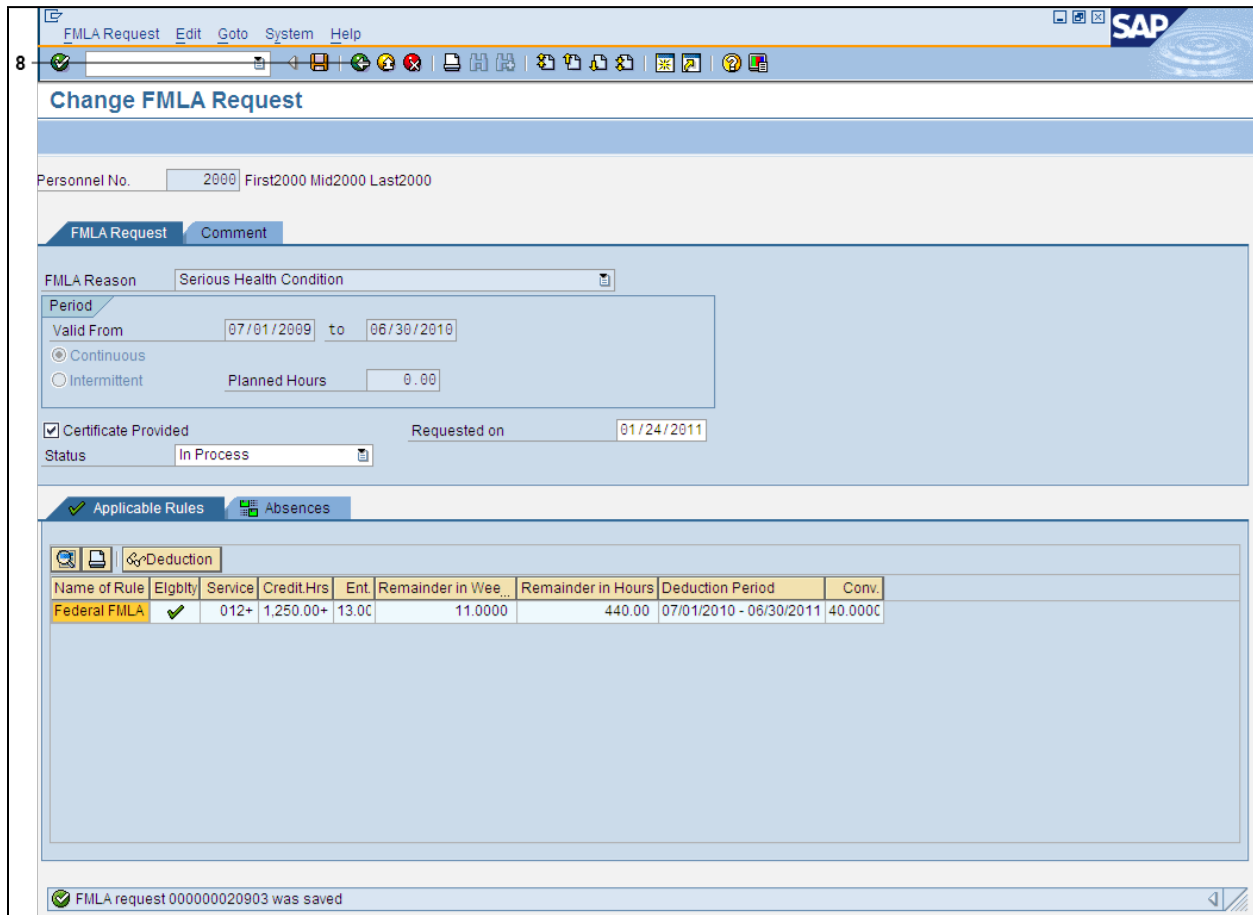
Field	R/O/C	Description
Service	Optional	Number of months of service employee has earned, up to 12 months. If employee has less than 12 months, the number of months required are listed in parentheses. <b>Example:</b> 012+
Credit.Hrs	Optional	Number of worked hours the employee has achieved within the designated time period. <b>Example:</b> 1,250.00+
Ent.	Optional	Shows the number of FML weeks eligible. <b>Example:</b> 13.00
Remainder in Weeks	Optional	Shows the number of FML weeks remaining for the employee in the 12-month period. <b>Example:</b> 11.0000
Remainder in Hours	Optional	Shows the number of FML hours remaining for the employee in the 12-month period. <b>Example:</b> 518.00
Deduction Period	Optional	Specifies the start date of the period in which an employee can deduct a time quota. <b>Example:</b> 07/01/2009 - 06/30/2010
Conv.	Optional	Base hours per week used to determine total FML hours for the employee. <b>Example:</b> 40.0000

7. Click **Save** button  to save the changes made in the FMLA request.



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

## Change FMLA Request



Personnel No.  First2000 Mid2000 Last2000

**FMLA Request** | Comment

FMLA Reason

Period  
Valid From  to

Continuous  
 Intermittent


Certificate Provided

Status

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	11.0000	440.00	07/01/2010 - 06/30/2011	40.0000C

✓ FMLA request 000000020903 was saved

8. Click **Exit** button  to return to the *SAP Easy Access Menu* screen.
9. You have completed this transaction.

## Result

You have successfully changed an FML request and determined eligibility.

For feedback on this document, please contact [dot\\_SAPSupport@state.co.us](mailto:dot_SAPSupport@state.co.us).