

**Purpose**

Use this procedure to delete an FML workbench request.

**Trigger**

Perform this procedure when there is a need to delete an FML workbench.

**Prerequisites**

- FML workbench must exist

**Menu Path**

None.

**Transaction Code**

PTFMLA

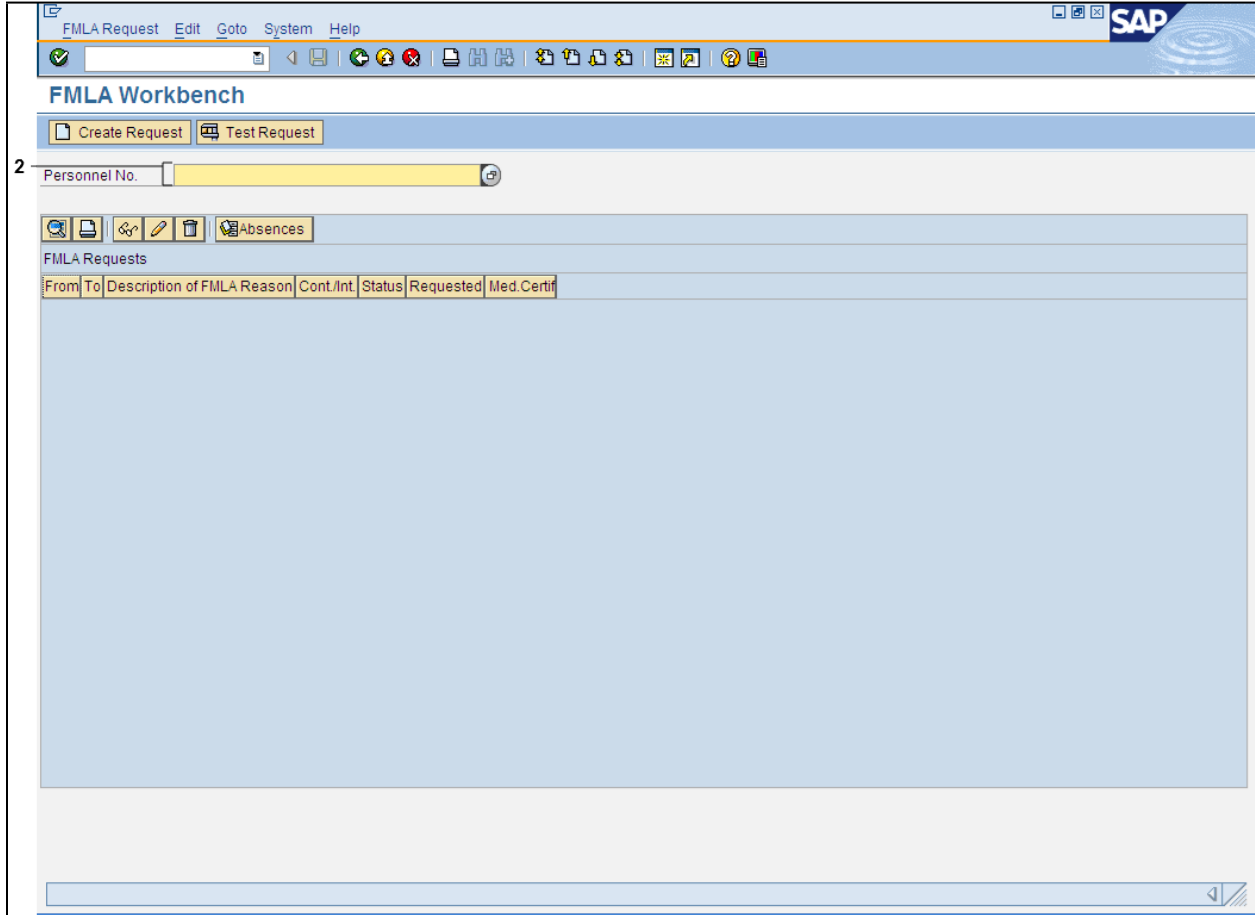
**Helpful Hints**

- Workbenches should only be deleted when:
  - Workbench was set up prematurely (before med cert approved) and situation is not FML qualified
  - Multiple workbenches exist for the same event
  - Workbench was created for the wrong employee

**Procedure**

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

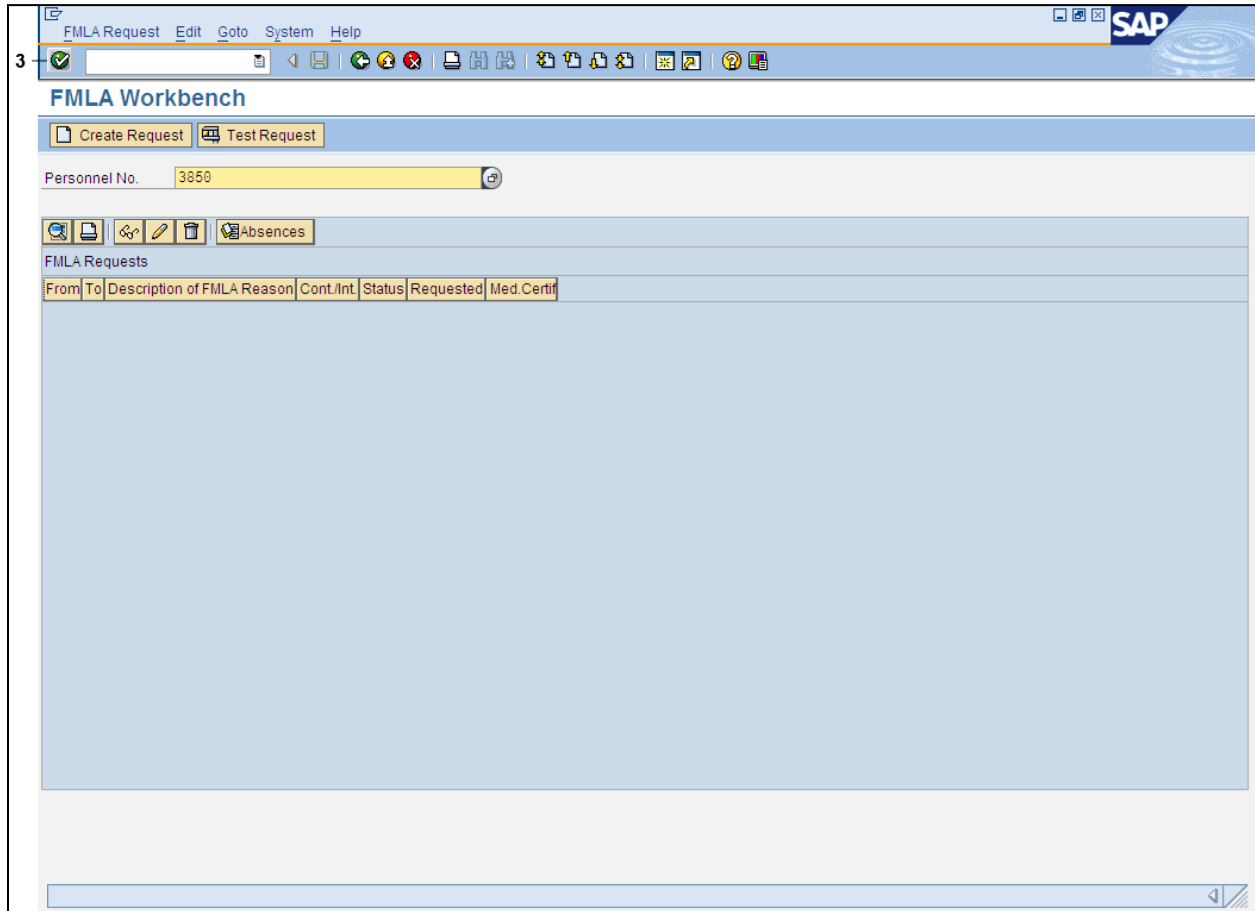
**FMLA Workbench**




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

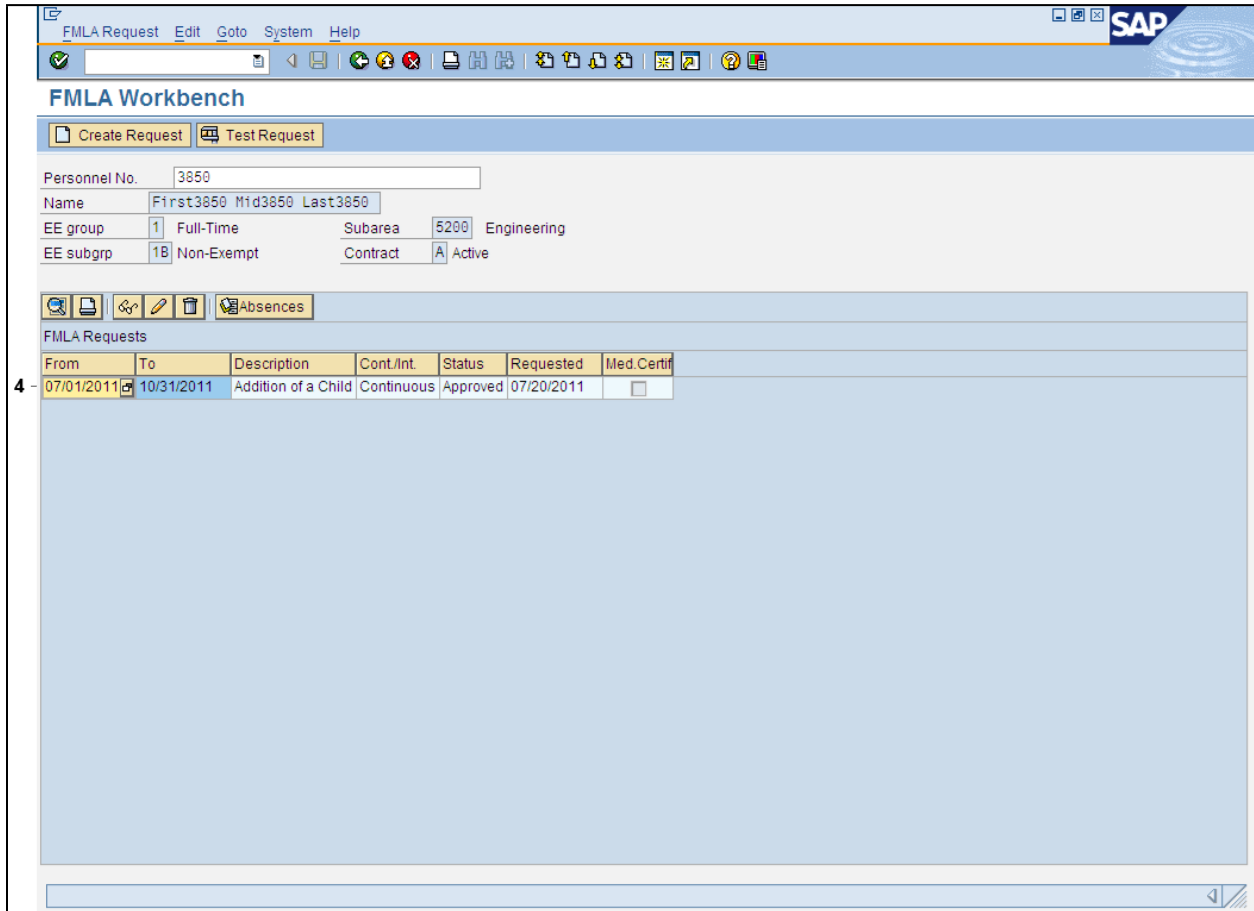
Field	R/O/C	Description
Personnel No.	Required	Number that identifies an employee. <b>Example:</b> 3850

### FMLA Workbench



3. Click **Enter** button  to display the FMLA workbench for the desired personnel number.

### 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 bar is a toolbar with various icons. The main area is titled 'FMLA Workbench' and contains several input fields for personnel information:

- Personnel No.: 3850
- Name: First3850 Mid3850 Last3850
- EE group: 1 Full-Time
- Subarea: 5200 Engineering
- EE subgrp: 1B Non-Exempt
- Contract: A Active

Below these fields is a section for 'Absences' with a table of 'FMLA Requests'. The table has the following columns: From, To, Description, Cont./Int., Status, Requested, and Med. Certif. There is one row in the table, which is highlighted in orange:

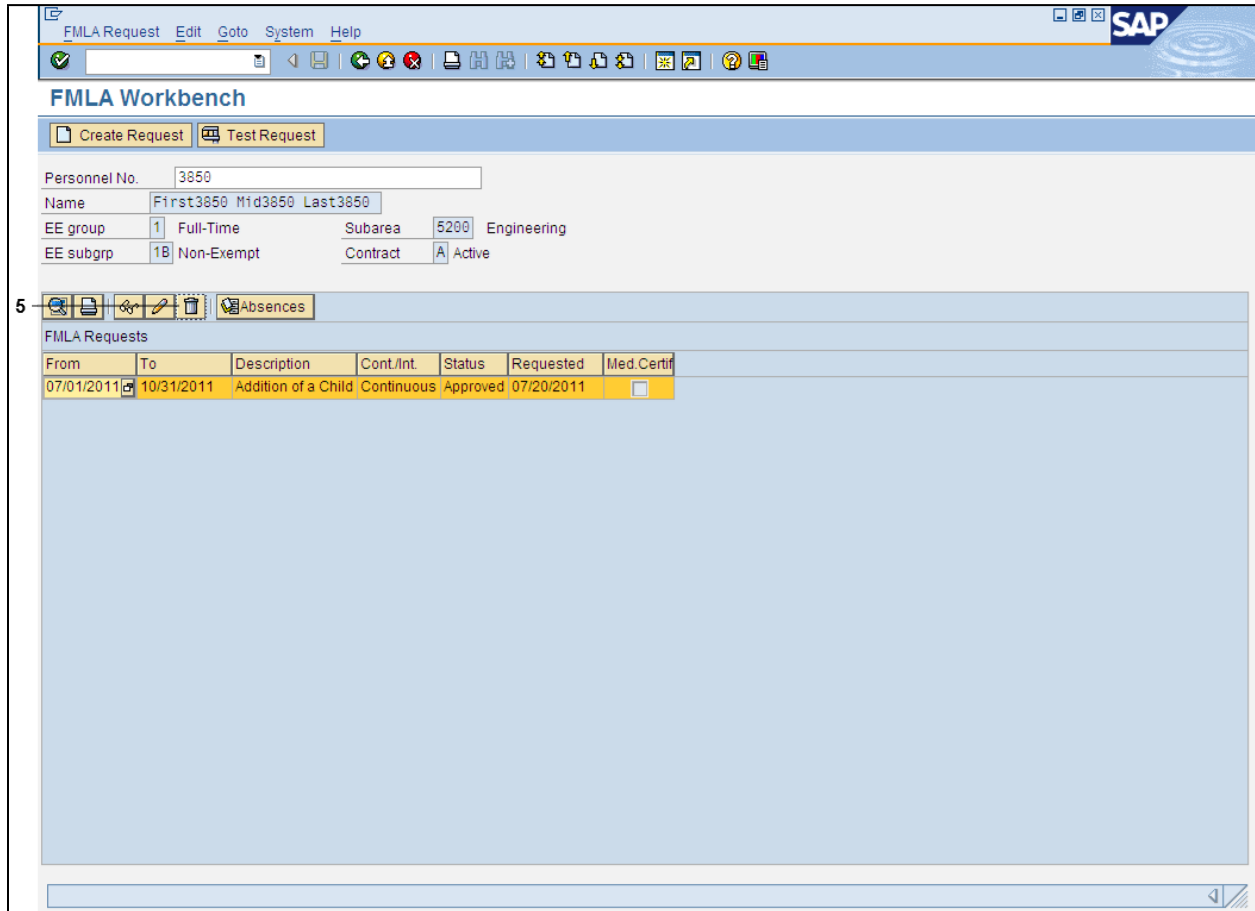
From	To	Description	Cont./Int.	Status	Requested	Med. Certif.
07/01/2011	10/31/2011	Addition of a Child	Continuous	Approved	07/20/2011	<input type="checkbox"/>

- Single-click on the line item to select the FML workbench request you want to delete.



This employee has only one FML workbench request, you may have more than one request in an FML workbench. You will need to click on the line item to select the FMLA request you wish to delete. The line item you select will highlight in orange.

## FMLA Workbench

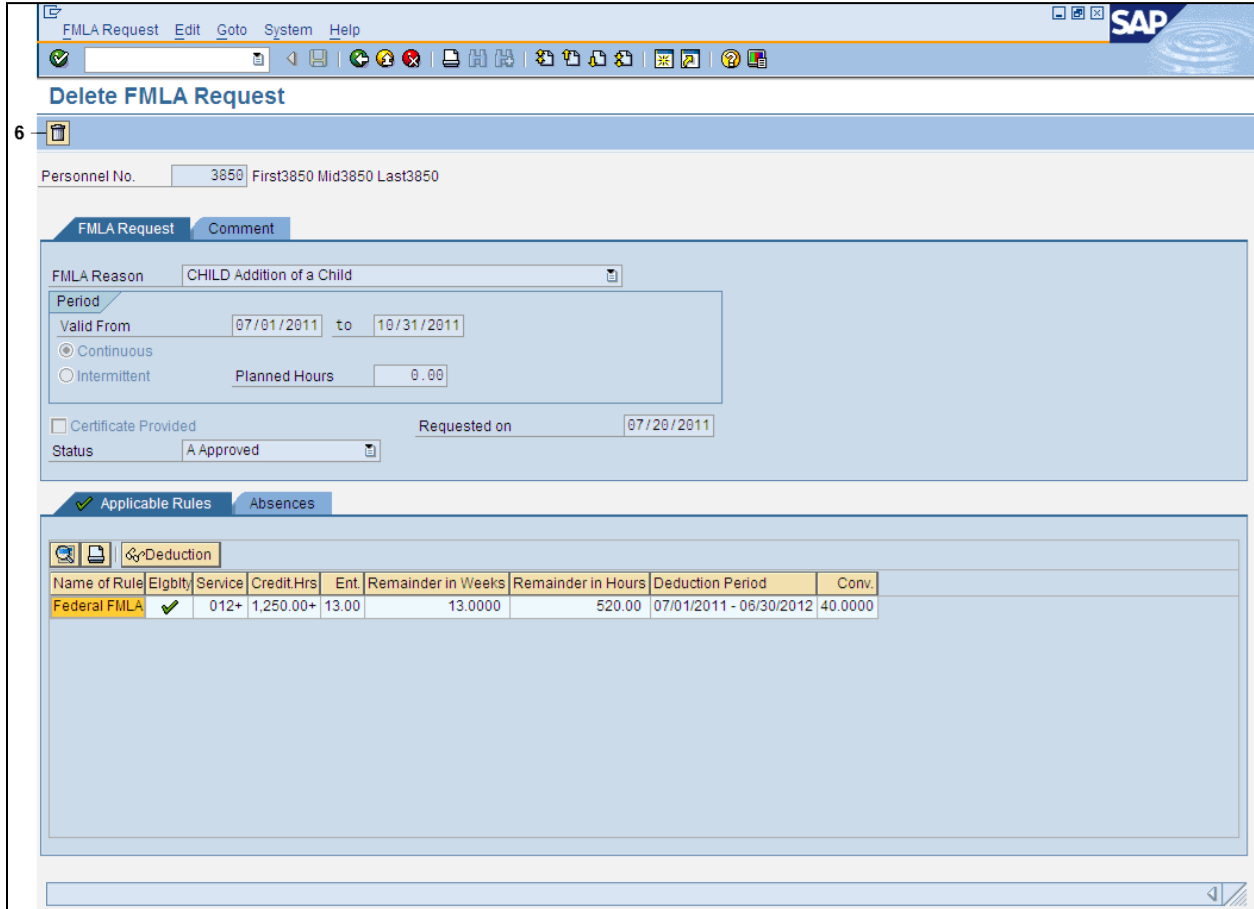


5

From	To	Description	Cont./Int.	Status	Requested	Med. Certif.
07/01/2011	10/31/2011	Addition of a Child	Continuous	Approved	07/20/2011	<input type="checkbox"/>

5. Click **Delete FMLA Request** button .

### Delete FMLA Request



Personnel No. 3850 First3850 Mid3850 Last3850

**FMLA Request** | Comment

FMLA Reason: CHILD Addition of a Child

Period: Valid From 07/01/2011 to 10/31/2011

Continuous  
 Intermittent Planned Hours 0.00

Certificate Provided Requested on 07/29/2011

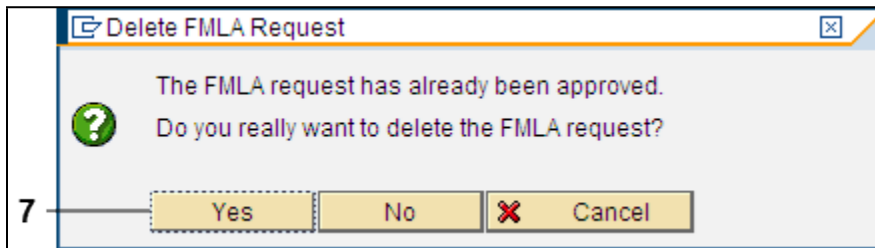
Status: A Approved

**Applicable Rules** | Absences

Name of Rule	Elgblt	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

- Click **Delete** button .

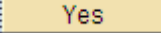
### Delete FMLA Request


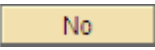
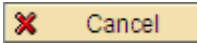


**Delete FMLA Request**

The FMLA request has already been approved.  
 Do you really want to delete the FMLA request?

Yes No Cancel

- Click **Yes** button  to verify the deletion.

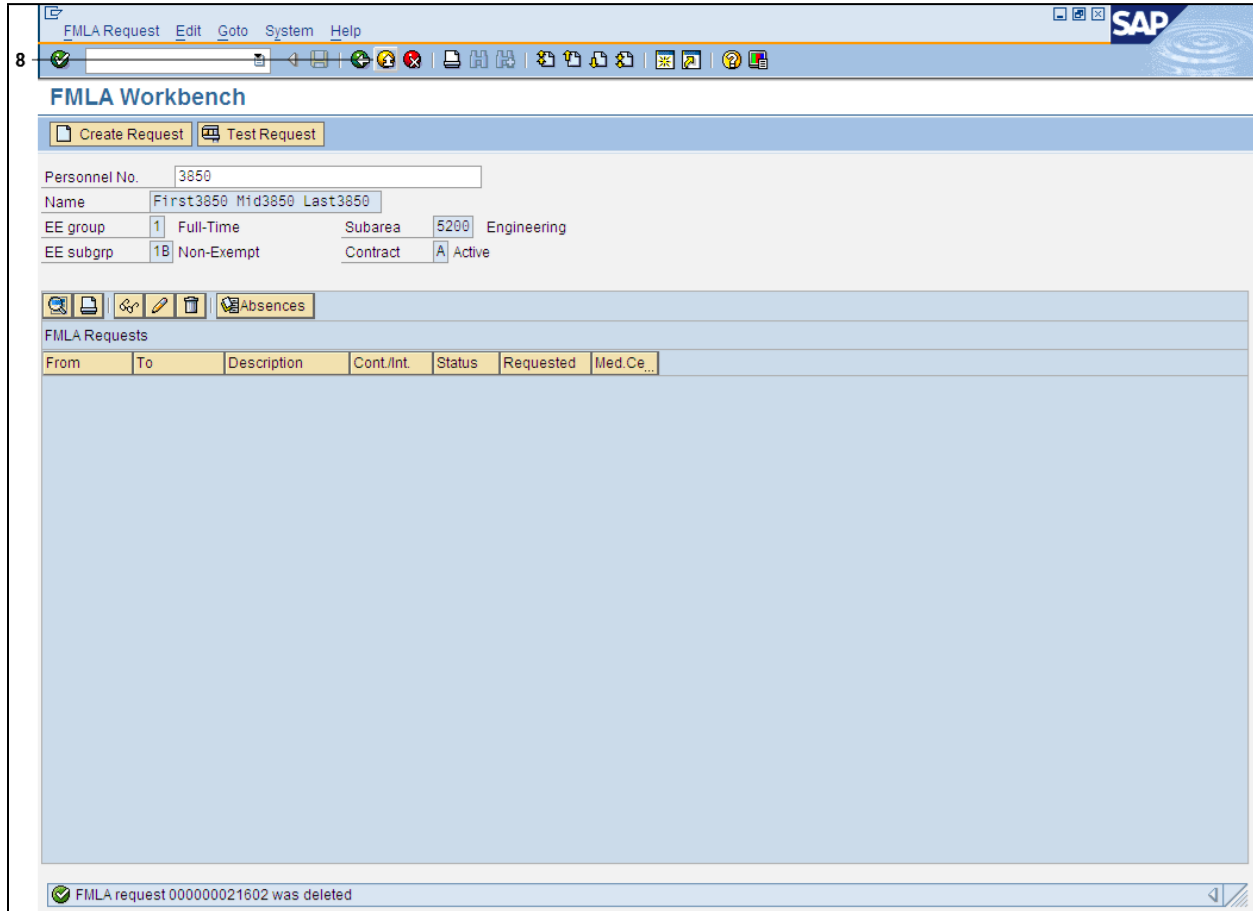
 Click  if you decide not to delete the FMLA request or click  if you wish to cancel the deletion request.

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




You will notice that the FMLA request you deleted is no longer listed in the workbench.

### 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 bar is a toolbar with various icons. The main area is titled 'FMLA Workbench' and contains two buttons: 'Create Request' and 'Test Request'. Below these buttons are input fields for 'Personnel No.' (3850), 'Name' (First3850 Mid3850 Last3850), 'EE group' (1 Full-Time), 'Subarea' (5200 Engineering), 'EE subgrp' (1B Non-Exempt), and 'Contract' (A Active). There is also an 'Absences' button. Below the input fields is a table titled 'FMLA Requests' with columns: 'From', 'To', 'Description', 'Cont./Int.', 'Status', 'Requested', and 'Med.Ce...'. The table is currently empty. At the bottom of the interface, a status bar displays a message: 'FMLA request 000000021602 was deleted'.

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

## Result

You have successfully deleted an FML workbench request.

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