

## PeopleSoft FMLA Usage Panel

An FMLA Usage page has been developed to allow departmental timekeepers (and supervisors when needed) to enter FMLA time on a WEEKLY basis for employees in their area who are on FMLA.

Timekeepers will only be able to enter FMLA time for employees in their authorized area/department. In other words, timekeepers can only see or enter hours for employees who have a current job in a department that belongs to an organization code on their crosswalk table.

FMLA hours need to be entered for the day the hours are used. It is important for tracking and monitoring that FMLA hours used are shown on a day by day basis. Employees may only use 480 FMLA hours per year. WMU uses a 'rolling' year meaning FMLA hours roll back into the 'bucket' a year after use; thus it is important for HR to know the actual dates used for FMLA.

An email will be sent to timekeepers each Friday as a reminder to enter FMLA hours to the Usage page. FMLA hours are extracted and processed every Monday for hours entered for the previous week (e.g. on Monday 6/22/15, hours are processed for the week beginning 6/14/15).

Once hours have been processed, any changes or additions to FMLA hours must be done using an 'FMLA Correction Sheet'. The sheet is found on HR's Web site at:

### TO PROCESS HOURS:

- Access the panel via PeopleSoft: Manu Menu > Benefits > Track FMLA (Family Medical Lv) > WMU-FMLA Usage
- Enter the Employee ID (EmplID) or employee name on the Search page
- Click the 'Search' button

Favorites Main Menu > Benefits > Track FMLA (Family Medical Lv) > WMU - FMLA Usage

### WMU - FMLA Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

<b>Empl ID:</b>	begins with	
<b>Last Name:</b>	begins with	
<b>First Name:</b>	begins with	
<b>User ID:</b>	begins with	kcekola
<b>FMLA Request ID:</b>	begins with	

Include History  Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

This is the timekeeper's User ID

This will bring up the 'WMU FMLA Leave' panel. A blank row of boxes will appear at the top of the 'History' section

WMU FMLA Leave

Empl ID: 1903 Buster Bronco

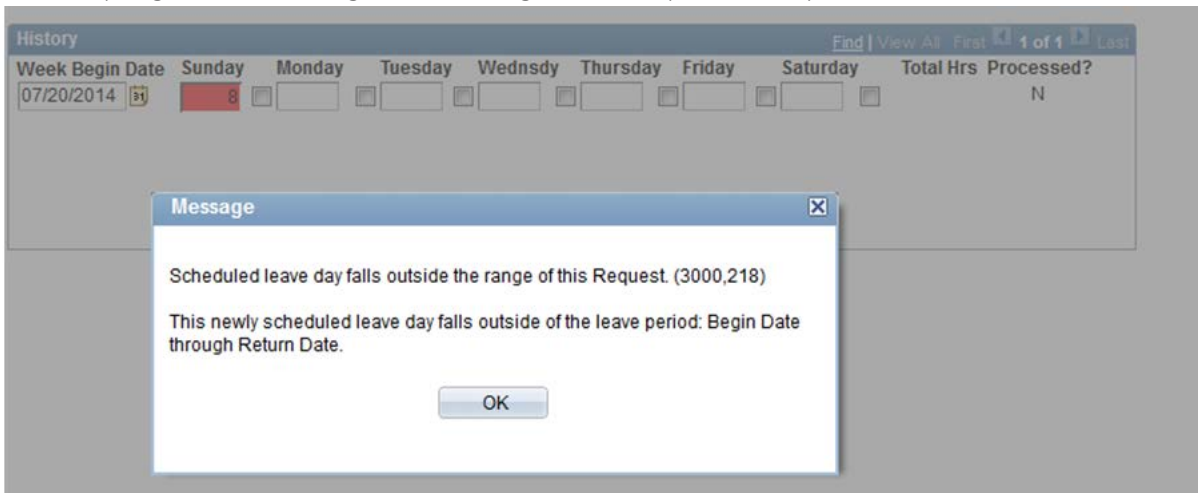
FMLA Request ID:001 Begin Date: 01/01/2015 Return Date: 07/01/2015

Blank row for adding weekly hours

Week Begin Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs	Processed?
04/12/2015									N
03/29/2015				0.50	3.50			4.0	Y
03/08/2015		3.56				8.00		11.6	Y

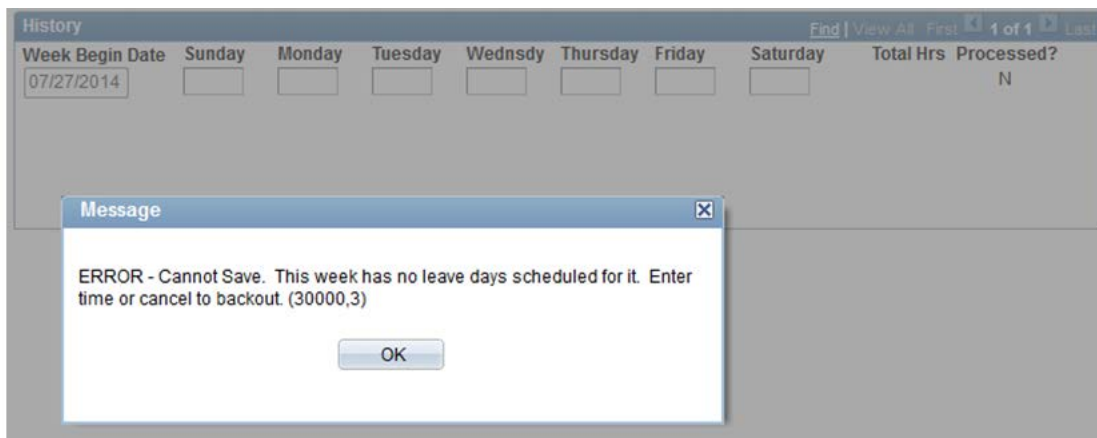
NOTE: the FMLA week starts with SUNDAY

- Enter the number of FMLA hours used PER DAY for the week - tab out of each box
  - Hours per day cannot exceed regularly scheduled hours
  - Report paid AND unpaid FMLA hours
  - Check entry before saving
- As hours are entered, a weekly total is displayed at the end of the row
- The system edits to ensure that days of the week fall within the time frame of the FMLA Request Id's Begin and Return dates (which are displayed at the top of the page).
  - If you get the following error message, contact your HR Representative:



Once you have entered all the hours, save your changes by clicking the 'Save' button at the bottom of the panel.

NOTE: After you have entered hours and saved, but before the hours are processed, you can go back and change/correct hours. You cannot, however, remove all hours. Trying to remove all hours will result in the following error Message:



- If this happens, back out of the page by clicking the 'Return to Search' button.
- Then submit an FMLA Usage correction form and HR will remove the hours

Each week, an interface is run to load the previous week's hours to the main PeopleSoft FMLA tracking page. Once processed, the row will still display but only in read-only mode and cannot be changed. A processed flag will display 'Y' at the far right of the row.

If you need to fix FMLA time that has already been processed, you will need to fill out an FMLA Usage Correction Sheet.

WMU FMLA Leave

Empl ID: 1903 Buster Bronco  
 FMLA Request ID: 001 Begin Date: 01/01/2015 Return Date: 07/01/2015

This changes to 'Y' once payroll has processed

Week Begin Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs	Processed?
04/12/2015									N
03/29/2015				0.50	3.50			4.0	Y
03/08/2015		3.56				8.00		11.6	Y

These two weeks have been processed by payroll; hours cannot be adjusted or corrected manually. A Correction Sheet must be submitted to HR

SPECIAL CIRCUMSTANCES

It is possible for an employee to have multiple FMLA request IDs. This occurs when the employee has consecutive FMLA requests that fall in the same week (e.g the first FMLA leave ends on 3/31/xx & the new FMLA leave begins on 4/1/xx). Both request IDs will display in the search results set. Based on the usage date, choose the request ID you wish to add time for; you may need to add hours in both request IDs.

If you are unsure which Request ID to enter time for, contact your HR Assistant or HR Representative.

### Search Results

View All First 1-8 of 8 Last

Empl ID	Last Name	First Name	FMLA Request ID	Begin Date	Return Date
1903	BRONCO	BUSTER	001	03/16/2015	04/15/2015
1903	BRONCO	BUSTER	002	04/15/2015	07/15/2015

Note that each Request ID has different dates

### AUTOMATIC SYSTEM EDITS:

- Hours per day cannot not exceed regularly scheduled hours (typically 8 hours per day)
- The system checks hours entry against the FMLA request dates
  - Will not allow hours entry for dates prior to FMLA begin date
  - Will not allow hours entry for dates after FMLA return date
    - Check for multiple request & make sure hours are entered in correct ID
    - Contact your HR Representative if there appears to be a date discrepancy

## ENTRY ISSUES/ERROR MESSAGES

Error Message: ERROR - Daily Hours May Not Exceed 8

Problem: The number of hours entered into the usage box are greater than eight (8) for one day

Resolution: Click the 'error message' OK button.

- Then retype the correct number of hours in the usage box  
OR
  - Click the 'Return to Search' button at the bottom of the panel to start over
- 

Error Message: Scheduled leave day falls outside the range of this request

Problem: The hours were entered to a day/date that is either before the FMLA begin date or after the FMLA return date

Resolution: Recheck entry.

- If the dates appear to be correct, contact your HR Representative  
OR
  - Recheck for multiple request IDs. Make sure hours are following the request dates
- 

Error Message: ERROR - Cannot Save. This week has no leave days scheduled for it. Enter time or cancel to backout

Problem: Once hours are entered and saved (but before hours are processed), they cannot all be removed to go back to a blank row.

Resolution: An FMLA correction sheet must be completed indicating hours were entered in error. HR will remove the hours from the FMLA tracking system.

## **SAMPLE**



# WESTERN MICHIGAN UNIVERSITY

## Human Resources

1300 Seibert Administration Building, Mail Stop 5217  
Phone (269) 387-3620 Fax (269) 387-3441

LOA

## FMLA Hours Usage

### Correction Form

Employee Name		Employee ID No.
Department		

Please enter the hours of FMLA used for each day.  
Daily hours should not exceed 8 per day unless the employee is normally scheduled to work over 8 hours.  
**For FMLA usage, the week is Sunday – Saturday**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours

Comments:

Submitted by:		<p align="center"><b>Please return Correction Form to Human Resources:</b>  <b>Fax: 387-3441</b>  <b>Email: hr-hris@wmich.edu</b>  <b>Questions? Phone: 387-3620</b></p>
Phone Number		
Date:		

HR-206 (05/15)