

FMLA Request Application – Internet Login Job Aid

When attempting to login to the FMLA Request Application you will be required to enter four pieces of information. A majority of the information requested can be gathered from a paystub found in the self-service page within PeopleSoft. The self-service portion of PeopleSoft can be found [here](#) and will require your WAMS ID and Password to login.

IMPORTANT: The data entered into the FMLA Request Application login page must match what is found within PeopleSoft or it will not recognize the data as valid and will not allow you to enter the system. The screen capture below shows the FMLA Request application login screen and a portion of an employee pay stub. Reference the red numbering to find the information on the pay stub that is requested by the FMLA Request application login screen.

Fig. 1- FMLA Request Application Login Screen

Please complete the WisDOT employee details from PeopleSoft to enter the FMLA Request application. If you need assistance finding this information, click [here](#) for help.

1 First Name: _____

2 Last Name: _____

Date Of Birth: _____
MM/YY/YY Enter employee's actual date of birth

3 Employee ID: _____

3 Verify Employee ID: _____

Fig. 2- PeopleSoft Self-Service Paystub

State of Wisconsin - Central Payroll PO Box 7932 Madison, WI 53707-7932		Pay Group: Pay Begin Date: Pay End Date:
1 John B Smith 2 5555 Main St. Apt 221 Madison, WI 53719-5644	Employee ID: 3 100085310 Department: Location: Job Title:	

If you have difficulties logging into the system, please contact the FMLA Team by e-mail at HR-FMLA@wisconsin.gov.