



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



Important:

- *You are responsible for clearly communicating your need for FMLA related leave to your supervisor and answering supervisory questions regarding these absences as outlined in Region 1's Medical Leave Policy.*
 - *Entering FMLA is the same for both elapsed and punch time reporters.*
 - *Approval for any type of leave must be obtained from your supervisor before entering leave time into PeopleSoft.*
 - *You must enter an absence event in conjunction with an FMLA entry. You may use personal holiday, sick leave, earned vacation, leave without pay, etc.*
 - *If your FMLA request is pending approval, enter earned paid leave on the days the absence was due to the FMLA reason. If you have no paid leave available, you will have to enter Leave Without Pay (LWOP).*
 - *Employees may only enter FMLA coding after FMLA has been approved by the Region 1 Medical Coordinator. Retroactive FMLA coding may be needed once FMLA has been approved.*
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Contents

How to Enter FMLA as an Employee.....	2
How to Enter FMLA on Behalf of an Employee.....	9



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors

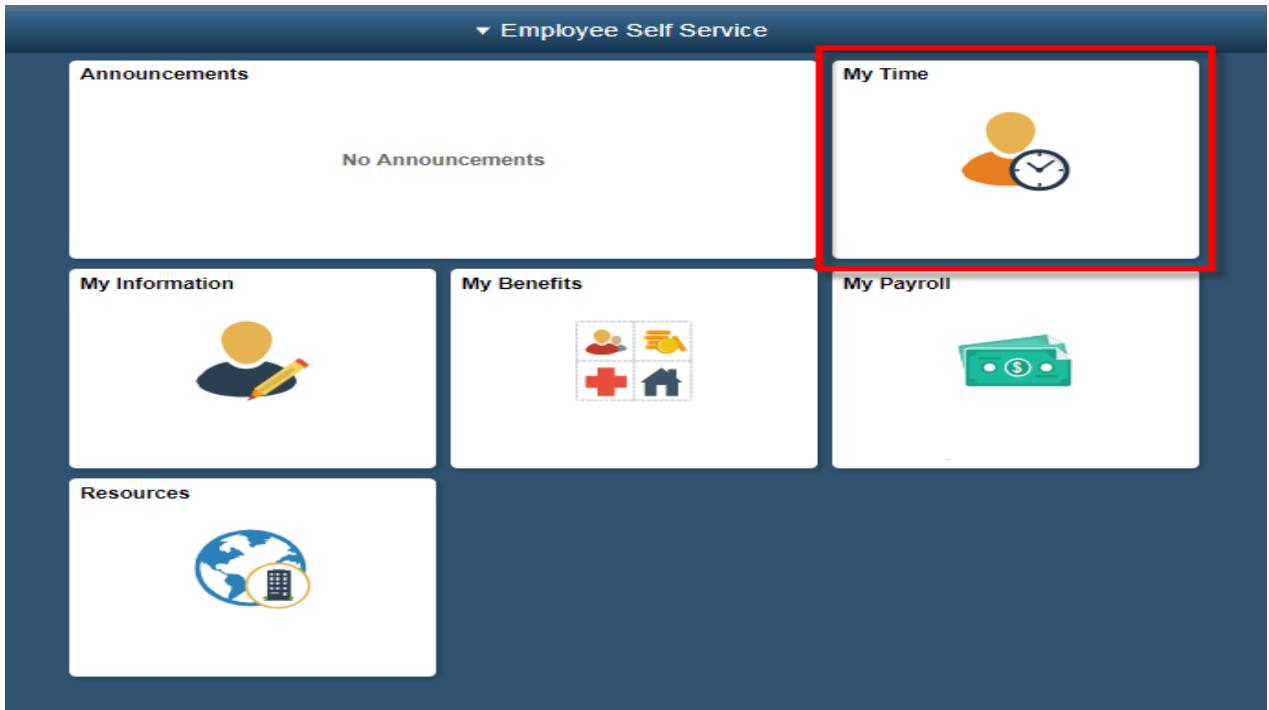


How to Enter FMLA as an Employee

Note: If you do not already have FMLA approved by the Region 1 Medical Coordinator, you will still need to follow steps 1-13. After your FMLA request is approved, you will need to follow steps 14-24.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov/>
2. Log in to PeopleSoft Employee Self Service (ESS) using your IAM account.
3. Click **My Time** on your PeopleSoft dashboard and navigate to your timesheet:

Dashboard



*Enter your timesheet as usual (refer to **Elapsed Time Entry** or **Punch Time Entry** job aid for more information).*

When you are ready to enter your FMLA time, begin step #4.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



4. Click the **Absence Tab** underneath the time sheet. Click **Add Absence Event**.

The screenshot shows a time sheet interface with columns for Day, Date, Reported Status, First In, Out, In, Last Out, Punch Total, Time Reporting Code, Quantity, Rule, Element 1, and Date. Below the table are 'Submit' and 'Clear' buttons. A red box highlights the 'Absence' tab in the navigation bar. Below that, the 'Absence Events' section is visible, with a red box highlighting the 'Add Absence Event' button.

5. Enter the start and end date of the absence. For a single day absence, your start date and end date will be the same day; for **multiple days** your start date is the first day of your approved leave and the end date is the last day of your approved leave. For 24 hour scheduled employees, you will need to add entries based on your specific work schedule. For example, an employee that works Sunday – Saturday with a two day break you would need to enter Sunday – Tuesday, then Friday – Saturday.

The screenshot shows the 'Absence Events' form with an 'Absence Take' button. Below it is a table with columns: *Start Date, End Date, Absence Name, Reason, Unit Type, Details, Status, and App. The 'Start Date' and 'End Date' fields are highlighted with a red box and contain the date '02/05/2021'. The 'Absence Name' field is a dropdown menu with 'Select Absence Na' visible.

6. Choose an **Absence Name** from the drop-down box and the appropriate **Reason**.
Important: You may use any earned paid leave or unpaid leave when entering time off with FMLA.

The screenshot shows the 'Absence Events' form with the 'Absence Name' and 'Reason' dropdown menus highlighted with a red box. The 'Absence Name' dropdown is set to 'Sick Leave' and the 'Reason' dropdown is set to 'Sick - Employee Illness'. The 'Start Date' and 'End Date' fields are also visible, both containing '02/05/2021'.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



7. Click **Details**.

Absence Events ?

Absence Take ||▶

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
02/05/2021	02/05/2021	Sick Leave	Sick - Employee Illness		Hours	Details

8. In the **Absence Event Details** window, click the **Partial Days** drop-down box and select **All Days**. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

Absence Event Details

Employee Name

▼ **Instructions**
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 02/05/2021

End Date: 02/05/2021

Filter by Type: All

*Absence Name: Sick Leave

*Reason: Sick - Employee Illness

Partial Days: **All Days**

All Days Hours:

Duration: Hours

Current Balance 100.51 Hours**

Important: You may use any earned paid leave or unpaid leave when entering time off with FMLA. This example is using Sick Leave.

Calculate End Date or Duration



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



- 9. Click **Calculate End Date or Duration**. The **Duration** field will calculate the total number of hours you will be absent. In this case, 8 hours was calculated for someone who works 8 hours per day for a 1-day absence. If someone works 8 hours per day and entered a 5-day absence, the **Duration** field would calculate 40 hours.

Absence Detail ?

*Start Date: 02/05/2021

End Date: 02/05/2021

Filter by Type: All

*Absence Name: Sick Leave

*Reason: Sick - Employee Illness

Partial Days: All Days

All Days Hours: 8.00

Duration: [] Hours

Calculate End Date or Duration

- 10. Click **OK**.

- 11. This will bring you back to your absence event on your Timesheet. Click **Forecast**.

Absence Events ?

Absence Take

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
02/05/2021	02/05/2021	Sick Leave	Sick - Employee Illness	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete

- 12. You will then receive a message indicating a successful forecast.

Summary | Leave / Compensatory Time | **Absence** | Exceptions | Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Note: You must have an absence event on each day you use FMLA.

- 13. Click **Submit**.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



Now you need to enter an FMLA Absence Request for the same time frame you entered your absence.

Note: You will need to use the start date that your FMLA was approved for to add an FMLA event to your previously coded leave time (steps 1-13).

- 14. Navigate to your timesheet using steps 1-3 above if needed.
- 15. Click the **Absence Tab** underneath the time sheet. Click **Add Absence Event**.

The screenshot shows a timesheet interface with columns for Day, Date, Reported Status, First In, Out, In, Last Out, Punch Total, Time Reporting Code, Quantity Rule Element 1, and Date. Below the timesheet are buttons for Submit and Clear. A tabbed interface shows 'Absence' selected. Below that is an 'Absence Events' section with a table and an 'Add Absence Event' button highlighted with a red box.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date		
	Mon		New									+	-
	Tue		New									+	-
	Wed		New										
	Thu		New										
	Fri		New										
	Sat		New										
	Sun		New										

Buttons: Submit, Clear

Tabs: Summary, **Absence**, Exceptions, Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Buttons: Add Absence Event

- 16. Enter the start and end date of your FMLA request. Your FMLA request must have the same dates as the previous absence request.

The screenshot shows the 'Absence Events' form with a table for entering absence events. The 'Start Date' and 'End Date' fields are highlighted with a red box.

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	App
02/05/2021	02/05/2021	Select Absence Na			Details	New	App



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



17. Select **Family Leave Act** under **Absence Name** and either “Self” or “Family” under **Reason**.

Select	*Start Date	End Date	Absence Name	Reason
<input type="checkbox"/>	02/05/21	02/05/21	Family Leave Act	Self

18. Click **Details**.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
<input type="checkbox"/>	02/05/21	02/05/21	Family Leave Act	Self		Hours	Details

19. In the **Absence Event Details** window, click the **Partial Days** drop-down box and select **All Days**. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

Employee Name

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 02/05/2021
End Date: 02/05/2021
Filter by Type: All
*Absence Name: Family Leave Act
*Reason: Self
Partial Days: All Days
All Days Hours: [highlighted]
Duration: [] Hours
Calculate End Date or Duration



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



20. Click **Calculate End Date or Duration**. The **Duration** field will calculate the total number of hours you will be absent.

Absence Detail

*Start Date: 02/05/2021

End Date: 02/05/2021

Filter by Type: All

*Absence Name: Family Leave Act

*Reason: Self

Partial Days: All Days

All Days Hours: 8.00

Duration: 8.00 Hours

Calculate End Date or Duration

21. Click **OK**.

22. Click **Forecast**.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
02/05/2021	02/05/2021	Family Leave Act	Self	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete

23. You will receive a message indicating a successful forecast. *Please contact your Payroll and Benefits Specialist if you do not receive the blue message.*

Summary | Leave / Compensatory Time | **Absence** | Exceptions | Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

24. Click **Submit**.

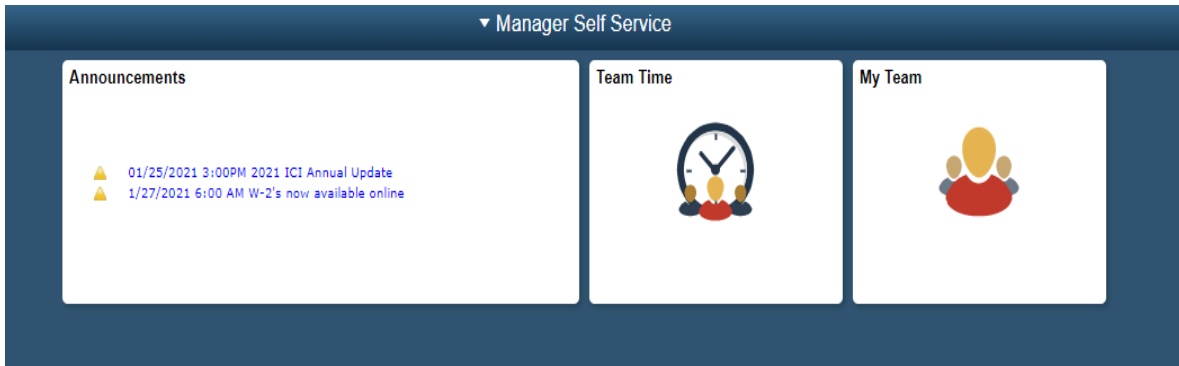


Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors

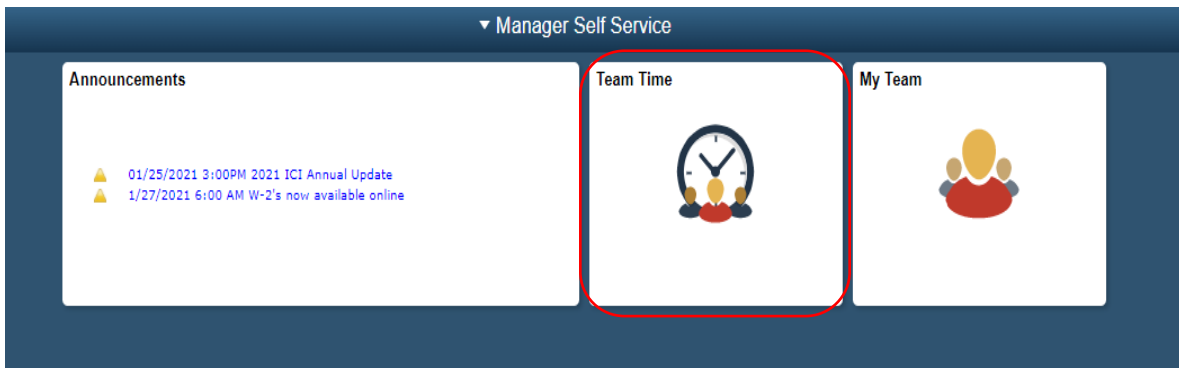


How to Enter FMLA on Behalf of an Employee

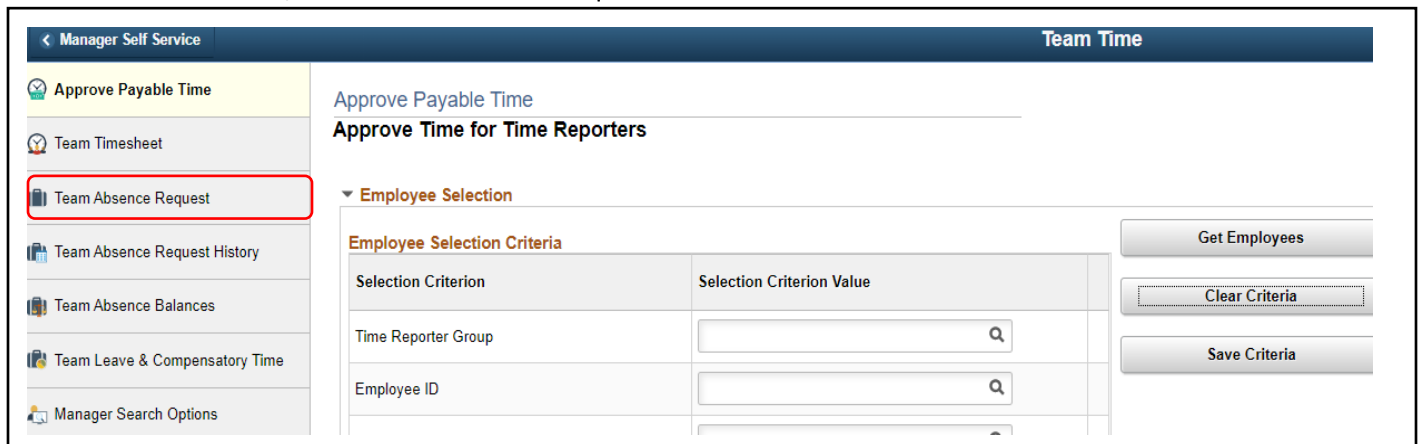
1. Access PeopleSoft
2. Log in to Manager Self Service using your IAM account.



3. From Manager Self Service click on the Team Time Tile



4. In Team Time, select Team Absence Request





Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



5. In Team Absence Request, select the employee

Request Absence

Employee Selection Criteria
Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date: 02/04/2021 Refresh Employees

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select	Last Name, First Name		1	Active	Active	
Select	Last Name, First Name		0	Active	Active	
Select	Last Name, First Name		0	Active	Active	
Select	Last Name, First Name		0	Active	Active	
Select	Last Name, First Name		0	Active	Active	

6. Enter the start and end date of the absence. For a single day absence, your start date and end date will be the same day; for **multiple days** your start date is the first day of your approved leave and the end date is the last day of your approved leave. For 24 hour scheduled employees, you will need to add entries based on your specific work schedule. For example, an employee that works Sunday – Saturday with a two day break you would need to enter Sunday – Tuesday, then Friday – Saturday.

7. Choose an **Absence Name** from the drop-down box and the appropriate **Reason**. When using another leave type other than sick, you will select “in lieu of sick” for the reason. *Important: The employee may choose to use any earned paid leave or unpaid leave when entering time off with FMLA.*

Absence Detail

* Start Date: 02/04/2021

End Date: 02/04/2021

Filter by Type: All

* Absence Name: Sick Leave

* Reason: Sick - Employee Illness

Partial Days: All Days

All Days Hours: 8.00

Duration: 8.00 Hours

Calculate End Date or Duration Forecast Balance



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



8. In the **Absence Event Details** window, click the **Partial Days** drop-down box and select **All Days**.

The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (02/04/2021), End Date (02/04/2021), Filter by Type (All), *Absence Name (Sick Leave), *Reason (Sick - Employee Illness), Partial Days (All Days - highlighted with a red box), All Days Hours (8.00), and Duration (8.00 Hours). Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.

9. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (02/04/2021), End Date (02/04/2021), Filter by Type (All), *Absence Name (Sick Leave), *Reason (Sick - Employee Illness), Partial Days (All Days), All Days Hours (8.00 - highlighted with a red box), and Duration (8.00 Hours). Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



10. Click **Calculate End Date or Duration**. The **Duration** field will calculate the total number of hours the employee will be absent. In this case, 8 hours was calculated for someone who works 8 hours per day for a 1 day absence. If someone works 8 hours per day and entered a 5 day absence, the **Duration** field would calculate 40 hours.

Absence Detail ?

*Start Date

End Date

Filter by Type

*Absence Name

*Reason

Partial Days

All Days Hours

Duration Hours

Calculate End Date or Duration **Forecast Balance**

11. Click **OK**.
12. Click **Forecast Balance**. You will receive a message indicating a successful forecast.

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: February 05,2021 at 08:23

Date or Duration **Forecast Balance** [View Forecast Details](#)

Note: You must have an absence event on each day you use FMLA.

13. Click **Submit**.

Now you need to enter an FMLA Absence Request during the same time frame you entered the employee's absence.

Note: Based on the FMLA approval sent by the Region 1 Medical Coordinator, the employee will need to contact their Payroll and Benefit Specialist to add an FMLA Absence Event retroactively to previously approved leave.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



- 14. Enter the start and end date of the absence. For a single day absence, your start date and end date will be the same day; for **multiple days** your start date is the first day of your approved leave and the end date is the last day of your approved leave. For 24 hour scheduled employees, you will need to add entries based on your specific work schedule. For example, an employee that works Sunday – Saturday with a two day break you would need to enter Sunday – Tuesday, then Friday – Saturday.
- 15. Choose **FMLA** from the drop-down box and the appropriate reason for the FMLA, family member or self.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 02/04/2021
- End Date: 02/04/2021
- Filter by Type: All
- *Absence Name: Family Leave Act (highlighted with a red box)
- *Reason: Self
- Partial Days: All Days
- All Days Hours: 8.00
- Duration: 8.00 Hours

Buttons at the bottom: Calculate End Date or Duration, Forecast Balance

- 16. In the **Absence Event Details** window, click the **Partial Days** drop-down box and select **All Days**.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 02/04/2021
- End Date: 02/04/2021
- Filter by Type: All
- *Absence Name: Family Leave Act
- *Reason: Self
- Partial Days: All Days (highlighted with a red box)
- All Days Hours: 8.00
- Duration: 8.00 Hours

Buttons at the bottom: Calculate End Date or Duration, Forecast Balance



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



17. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (02/04/2021), End Date (02/04/2021), Filter by Type (All), *Absence Name (Family Leave Act), *Reason (Self), Partial Days (All Days), All Days Hours (8.00), and Duration (8.00 Hours). The 'All Days Hours' field is highlighted with a red box. At the bottom, there are two buttons: 'Calculate End Date or Duration' and 'Forecast Balance'.

18. Click **Calculate End Date or Duration**. The **Duration** field will calculate the total number of hours the employee will use FMLA. In this case, 8 hours was calculated for someone who works 8 hours per day for a 1 day absence. If someone works 8 hours per day and entered a 5 day absence, the **Duration** field would calculate 40 hours.

The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (02/04/2021), End Date (02/04/2021), Filter by Type (All), *Absence Name (Sick Leave), *Reason (Sick - Employee Illness), Partial Days (All Days), All Days Hours (8.00), and Duration (8.00 Hours). The 'Calculate End Date or Duration' button is highlighted with a red box. At the bottom, there are two buttons: 'Calculate End Date or Duration' and 'Forecast Balance'.

19. Click **OK**.



Employee Self Service Job Aid: How to Enter FMLA – Employees and Supervisors



20. Click Forecast **Balance**. You will receive a message indicating a successful forecast.

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: February 05,2021 at 08:23

Date or Duration	Forecast Balance	View Forecast Details
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21. Click **Submit**.