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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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**

   ![Dashboard Image]

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

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.

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.
7. Click 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.

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

10. Click **OK**.

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

![Absence Events](image)

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

![Message](image)

*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 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.

16. Enter the start and end date of your FMLA request. Your FMLA request must have the same dates as the previous absence request.
17. Select Family Leave Act under Absence Name and either “Self” or “Family” under Reason.

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

21. Click OK.

22. Click Forecast.

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.

24. Click Submit.
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
5. In Team Absence Request, select the employee

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

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

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

**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.
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.

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

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.

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

![Message: 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.*

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<table>
<thead>
<tr>
<th>Date or Duration</th>
<th>Forecast Balance</th>
<th>View Forecast Details</th>
</tr>
</thead>
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21. Click **Submit**.