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 WisDOT’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 you do not use an absence event while on FMLA, you will not be paid for your time off. The absence event can be entered even if your FMLA is not approved yet.

**Employees may only enter FMLA coding after FMLA has been approved by the WisDOT Medical Coordinator or FMLA HR Assistant. Retroactive FMLA coding may be needed once FMLA has been approved.**

---

Contents

- How to Enter FMLA as an Employee ................................................................. 2
- How to Enter FMLA on Behalf of an Employee .................................................. 8
How to Enter FMLA as an Employee

Note: If you do not already have FMLA approved by the WisDOT Medical Coordinator or FMLA HR Assistant, 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 **Timesheet** on your PeopleSoft dashboard or navigate using the breadcrumbs below:

   **Dashboard**

```
WISCONSIN TIME AND ABSENCES
  Timesheet
  Absence Request
  Absence Leave Summary
  Absence balances:
  Absence Type
  Personal Holiday Balance: 32 25 Hours
  Sick Balance: 62 58 Hours
  Vacation Balance: 52 00 Hours

WISCONSIN PAYROLL
  View Paycheck
  Paycheck Manager
  Direct Deposit
  W-4 Tax Information
  W-2 Make Forms

Wisconsin Information
  Personal Information
  Family Medical Leave

Wisconsin Benefits
  Benefits Summary
  Benefit Summary

Announcements
  No Current Announcements

Company Directory
  Search by Name, Job Title, Department, or Email

Advanced Search
```

**Breadcrumbs**

```
Main Menu >> Self Service >> Time Reporting >> Report Time >> Timesheet
```

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.

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.

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 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.

11. Click OK.

Important: You may use any earned paid leave or unpaid leave when entering time off with FMLA. This example is using Sick Leave.
12. Click Forecast Balance. You will receive a message indicating a successful forecast.

![Forecast Balance Screen]

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

13. After you finish filling out your entire timesheet, click Submit.

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

Note: If you have received a retroactive FMLA approval, you must use the date your FMLA was approved to start and add an FMLA event to your previously coded leave time (steps 1-13).

14. Click Timesheet on your PeopleSoft dashboard or navigate using the breadcrumbs below:

Dashboard

![PeopleSoft Dashboard]

Breadcrumbs

Main Menu  >  Self Service  >  Time Reporting  >  Report Time  >  Timesheet
15. Search for the appropriate week's timesheet for which you need to add an FMLA absence event. If you need to add an FMLA absence event more than 15 days in the past, please contact your payroll coordinator or supervisor.

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

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

18. Select **Family Leave Act** under **Absence Name** and either “Self” or “Family” under **Reason**.
19. Click Details.

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

21. In the All Days Hours field, enter the total number of hours you are requesting off for each day.
22. Click Calculate End Date or Duration. The Duration field will calculate the total number of hours you will be absent.
23. Click **OK**.
24. Click Forecast **Balance**. You will receive a message indicating a successful forecast. *Please contact your HR representative if you do not receive the blue message.*

![Warning message]

25. After you finish filling out your entire timesheet, click **Submit**.

**How to Enter FMLA on Behalf of an Employee**

1. Access PeopleSoft using the following links:
   - Supervisors use this link: [https://ess.wi.gov/](https://ess.wi.gov/)
   - Payroll Coordinators and HR Coordinators use this link: [https://starhcm.wi.gov](https://starhcm.wi.gov)
2. Log in to PeopleSoft using your IAM account.
3. Navigate to **Timesheet** using the breadcrumbs below:

   ![Breadcrumbs]

4. Select the employee you are entering for from your list. If you do not see the employee you are looking for enter their First Name and Last Name then click **Get Employees**.

5. Click their hyperlinked LAST name that appears under **Employees For *Your Name***.
6. Find the week you are looking for either by clicking Previous Week or Next Week or by using the pop out calendar and clicking the green refresh arrows.

OR

Enter your employee’s hours worked as appropriate (refer to the Entering On Behalf of an Employee sections of the Elapsed Time Entry or Punch Time Entry job aids for more information). When you are ready to enter their FMLA absence, begin step #7.

7. Click the Absence Tab underneath the time sheet. Click Add Absence Event.
8. Enter the start and end date of the absence. For a single day absence, the start date and end date will be the same day; for **multiple days** the start date is the first day of your employee’s approved leave and the end date is the last day of the approved leave.

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

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

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

13. 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.

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

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

![Forecast Success Message](image)

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

16. After you finish filling out your employee’s entire timesheet, 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 WisDOT Medical Coordinator or FMLA HR Assistant, the supervisor and payroll coordinator may need to add an FMLA Absence Event retroactively to previously approved leave.*

17. Navigate to your employee’s **Timesheet** using the breadcrumbs below:

![Breadcrumbs](image)

18. Select the same employee you are entering for from your list. If you do not see the employee you are looking for enter their First Name and Last Name then click **Get Employees**.

![Employee Selection Screen](image)
19. Click their hyperlinked LAST name that appears under Employees For *Your Name*.
20. Find the same week as you entered the absence by clicking Previous Week or Next Week or by using the pop out calendar and clicking the green refresh arrows.

OR

21. Click the Absence tab underneath the timesheet. Click Add Absence Event.
22. Enter the start and end date of the employee’s FMLA request. The FMLA request must have the same dates as the previous absence request.

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

24. Click Details.

25. In the Absence Event Details window, click the Partial Days drop-down box and select All Days.
26. In the **All Days Hours** field, enter the total number of hours the employee needs off for each day.
27. Click **Calculate End Date or Duration**. The **Duration** field will calculate the total number of hours you will be absent.

![Absence Detail](image)

28. Click **OK**.
29. Click Forecast **Balance**. You will receive a message indicating a successful forecast. *Please contact your HR representative if you do not receive the blue message.*

![Message](image)

30. Click **Submit**.