

# Electronic Family Medical Leave Processes for Employees, Managers, and HR Directors



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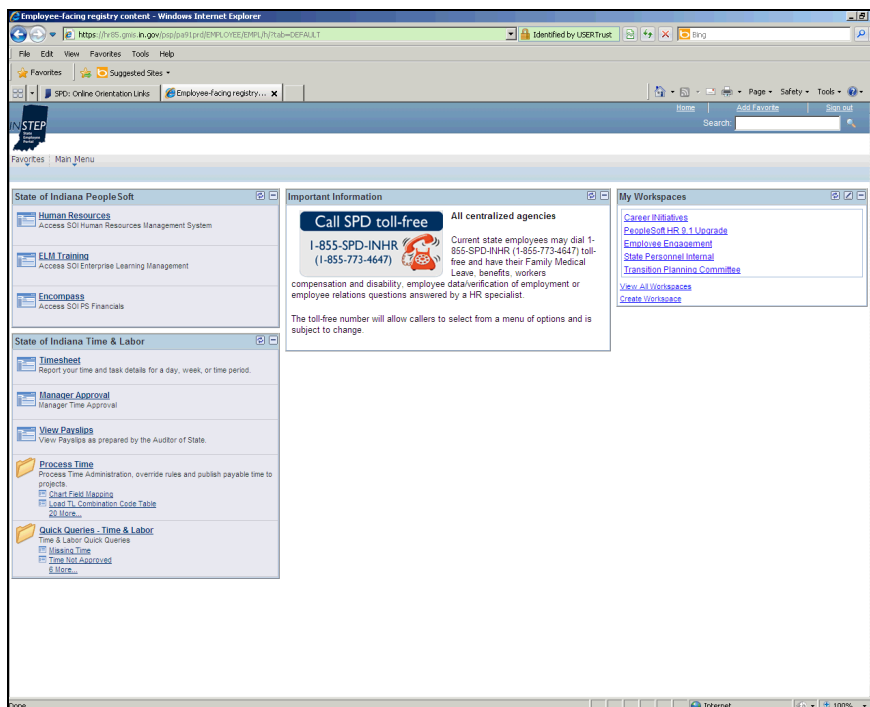
# Electronic Family Medical Leave Processes for Employees, Managers, and HRDS

## Employee Self Service Step-by-Step Screenshot Instructions

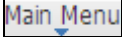
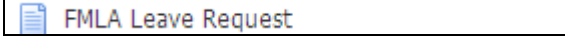
### How to Submit an FML Request

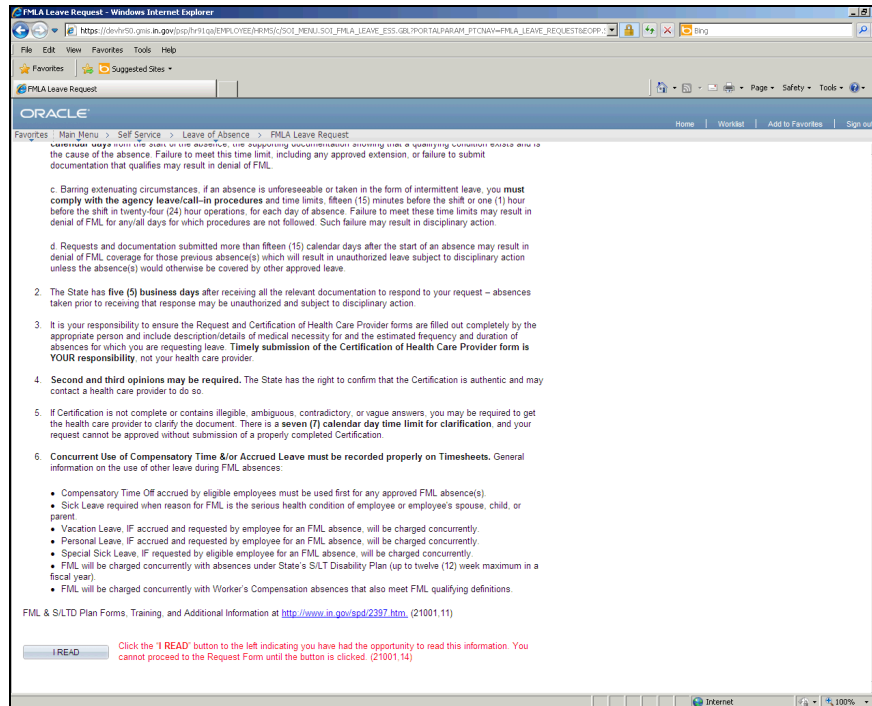
This module will instruct you on how to complete an FML request. Navigate to this website to begin: [www.in.gov/spd/instep](http://www.in.gov/spd/instep)

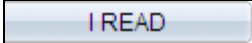
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>


















Step	Action
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> <p><a href="#">Human Resources</a></p>

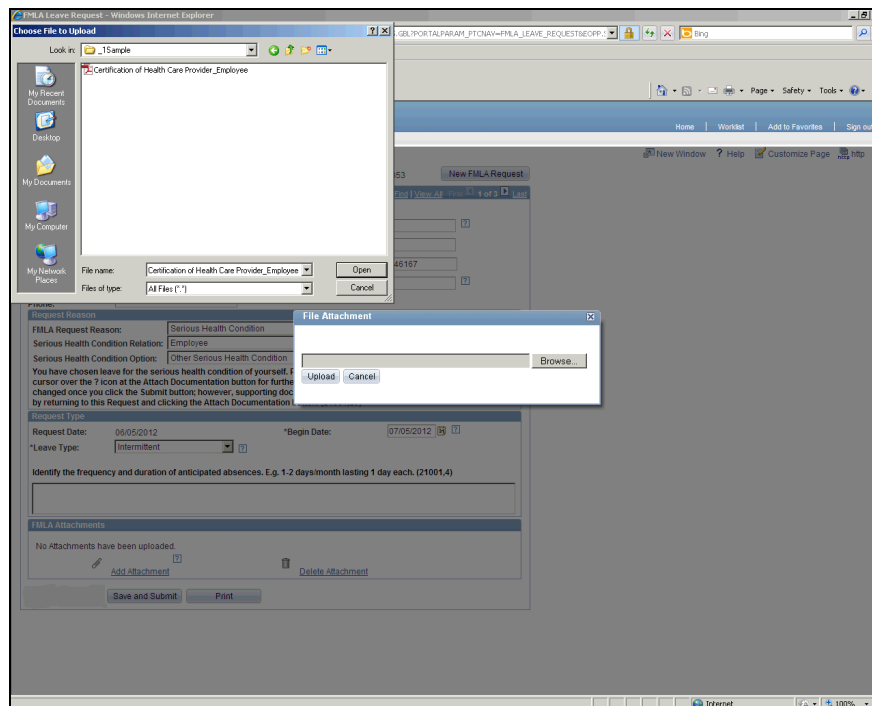
Step	Action
3.	Click the <b>Main Menu</b> button. 
4.	Point to the <b>Self Service</b> menu.
5.	Point to the <b>Leave of Absence</b> menu.
6.	Click the <b>FMLA Leave Request</b> menu. 
7.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.

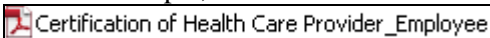


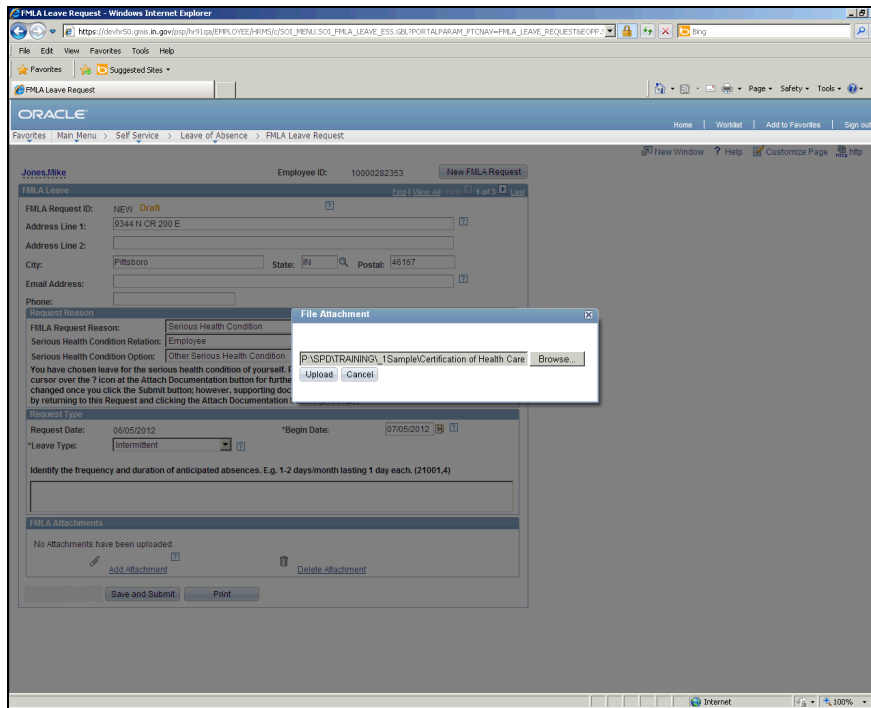
Step	Action
8.	Click the <b>I READ</b> button. 
9.	If you have submitted prior FML Requests and are now submitting a new one, please click the <b>New FMLA Request</b> link.  If you have never submitted an FML Request, please continue to the next step.
10.	Please confirm that your home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b>  Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.

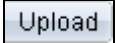
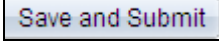
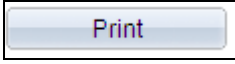

Step	Action
11.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> list.</p> 
12.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> 
13.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> 
14.	<p>For this example, we will click the <b>Employee</b> list item.</p> 
15.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list.</p> 
16.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> 
17.	<p>Select the desired <b>Leave Type</b> from the available options.</p> 
18.	<p>For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> link.</p>
19.	<p>For this example, click the <b>Intermittent</b> list item.</p> 
20.	<p>Enter the date the selected leave type is anticipated to begin.</p> <p>Click the <b>Calendar</b> button.</p> 
21.	<p>For additional information on the Begin Date click on the <b>Question Mark</b> button.</p> 
22.	<p>Click the <b>July</b> list item.</p> 
23.	<p>Select <b>5</b> from the calendar.</p> 
24.	<p>Once you have selected the Leave Type and Begin Date appropriate for your situation, you may be asked to provide additional information about your leave request. You can do this by providing the information in the text box directly below the Leave Type Field.</p> <p>Click in the <b>Text Box</b> field.</p>

Step	Action
25.	<p>Supporting documentation must be attached before we can make a determination on your <b>FML Request</b>.</p> <p>The next steps will show how to attach supporting documents. If you don't have the documentation you must <b>Save and Submit</b> now and add documentation within the <b>15 calendar day timeline</b>.</p> <p>Click the <b>Add Attachment</b> link.</p> 
26.	<p>Please review the instructions for Attaching Supporting Documentation by selecting the <b>Question Mark</b> button.</p> 
27.	<p>Click the <b>Browse...</b> button.</p> 



Step	Action
28.	<p>Double Click on the Document Link you want to attach.</p> <p>For this example, double-click the <b>Certification of Health Care Provider_Employee</b> list item.</p> 

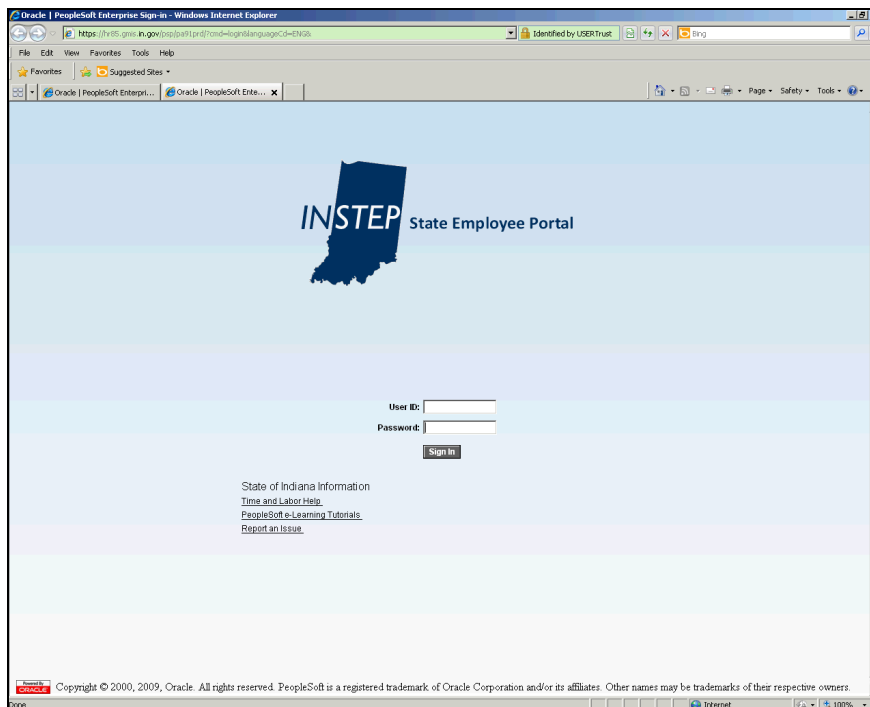


Step	Action
29.	Click the <b>Upload</b> button to attach the document. 
30.	Click the <b>Save and Submit</b> button.  <b>NOTE:</b> To ensure your security if you are using a computer other than our personal one, we recommend you delete any medical documentation that you have saved once you have attached it and submitted your FML Request. 
31.	After you have submitted the request you will want to print a copy for your records. Please record the FML Request ID number (e.g. 001).  Click the <b>Print</b> button. 
32.	You will notice that your <b>FML Status</b> will update once you Save and Submit.
33.	Click the <b>Sign Out</b> link. 


Step	Action																								
34.	<p><b>Have Questions? Need More Help?</b>  Call the FML Helpline Toll Free (Outside Indianapolis) 1-(855)773-4647 (FML option) or within the Indianapolis area (317) 234-7955.</p> <p><i>If you work in one of the direct bill agencies listed below, your hours of work will not be properly calculated by the system, and you will receive an automatic Denial Letter. Therefore, you must immediately call the FML Helpline for further instructions.</i></p> <table border="1"> <thead> <tr> <th colspan="3">Direct Bill Agencies</th> </tr> <tr> <th>Co</th> <th>Unit</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SGB</td> <td>00719</td> <td>Commission for Higher Education</td> </tr> <tr> <td>SGB</td> <td>08009</td> <td>Hoosier Lottery</td> </tr> <tr> <td>SGB</td> <td>00261</td> <td>IN Finance Authority</td> </tr> <tr> <td>SGB</td> <td>08002</td> <td>IN Housing &amp; Community Dev Authority</td> </tr> <tr> <td>SGB</td> <td>00072</td> <td>IN Public Retirement System</td> </tr> <tr> <td>SGB</td> <td>00310</td> <td>White River State Park Commission</td> </tr> </tbody> </table>	Direct Bill Agencies			Co	Unit	Description	SGB	00719	Commission for Higher Education	SGB	08009	Hoosier Lottery	SGB	00261	IN Finance Authority	SGB	08002	IN Housing & Community Dev Authority	SGB	00072	IN Public Retirement System	SGB	00310	White River State Park Commission
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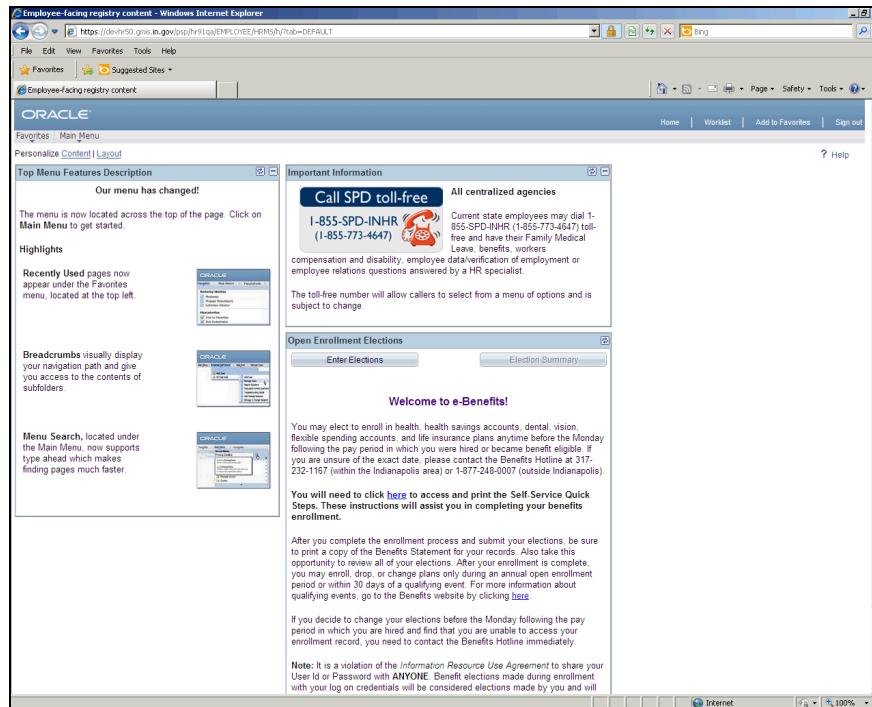
## How to Attach Documents to a Saved FML Request

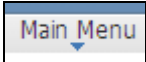
This module will instruct you on how to attach supporting documentation to a Saved FML Request. Navigate to this website to begin: [www.in.gov/spd/instep](http://www.in.gov/spd/instep)

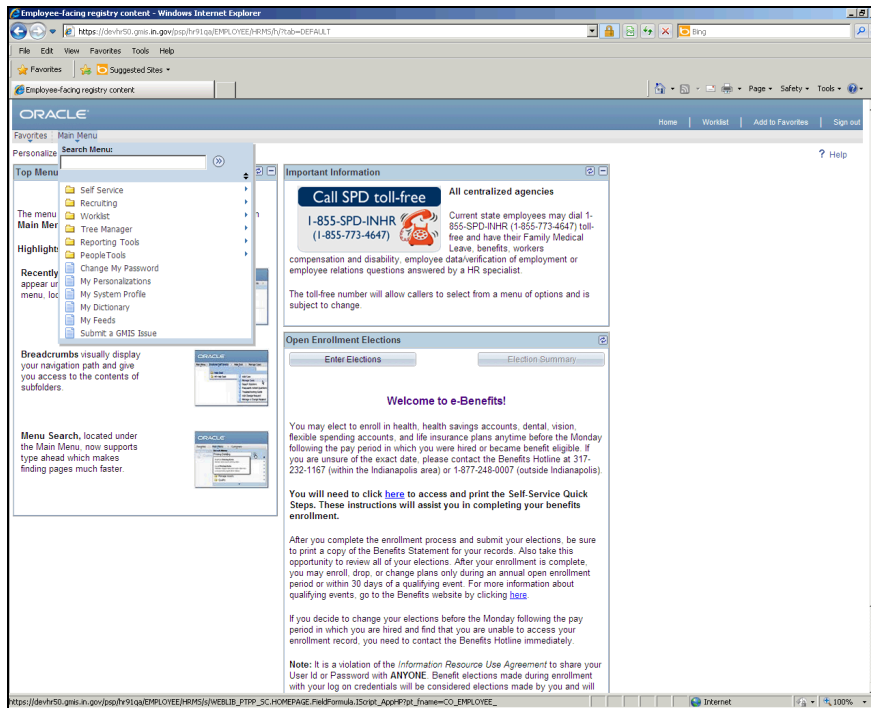


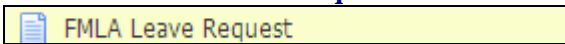


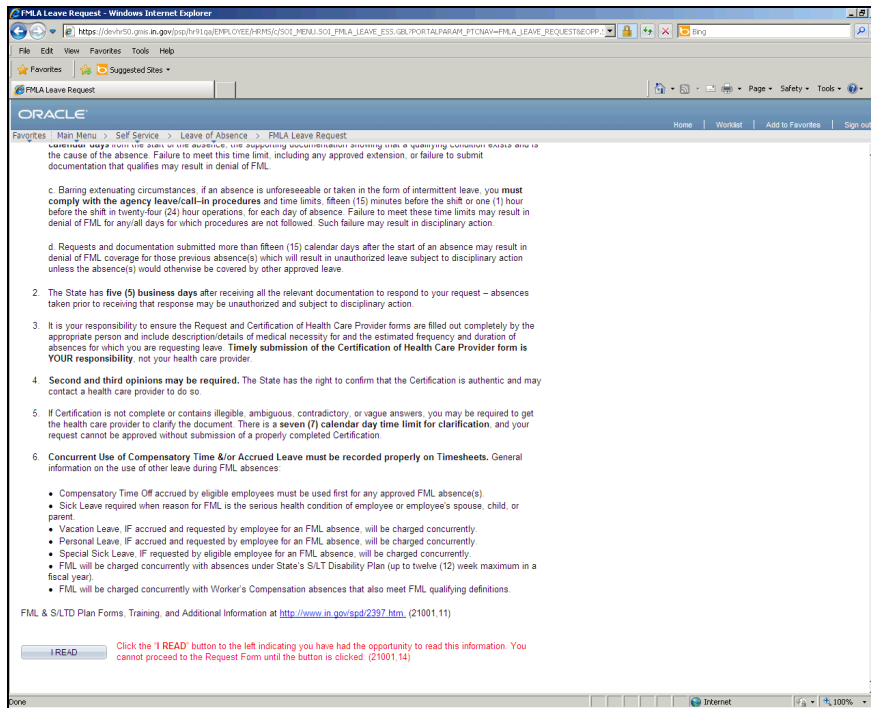
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Press <b>[Enter]</b>.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> 

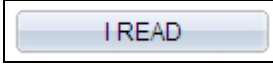


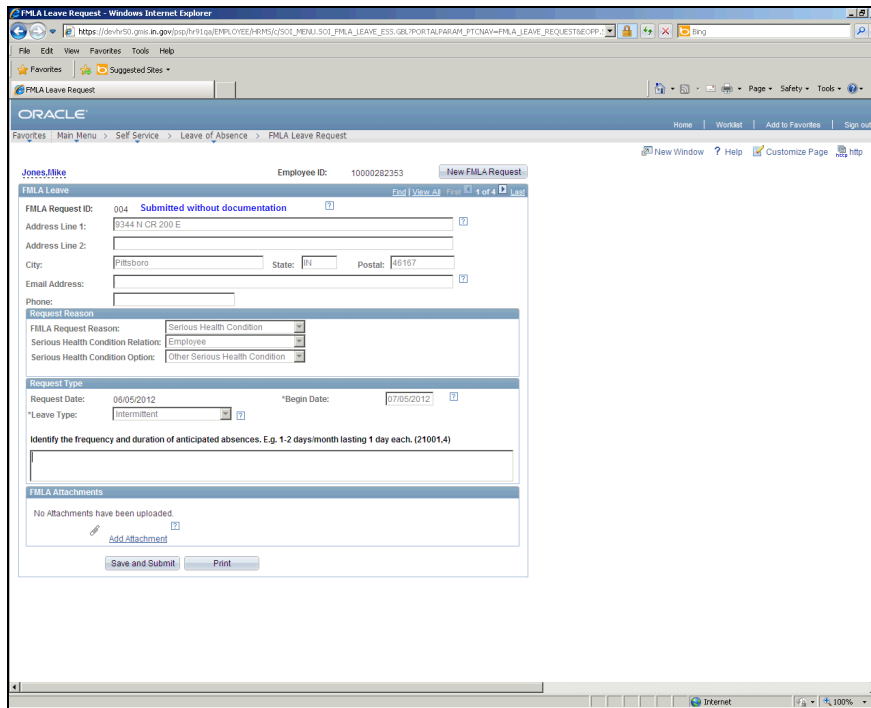
Step	Action
3.	<p>Click the <b>Main Menu</b> link.</p> 



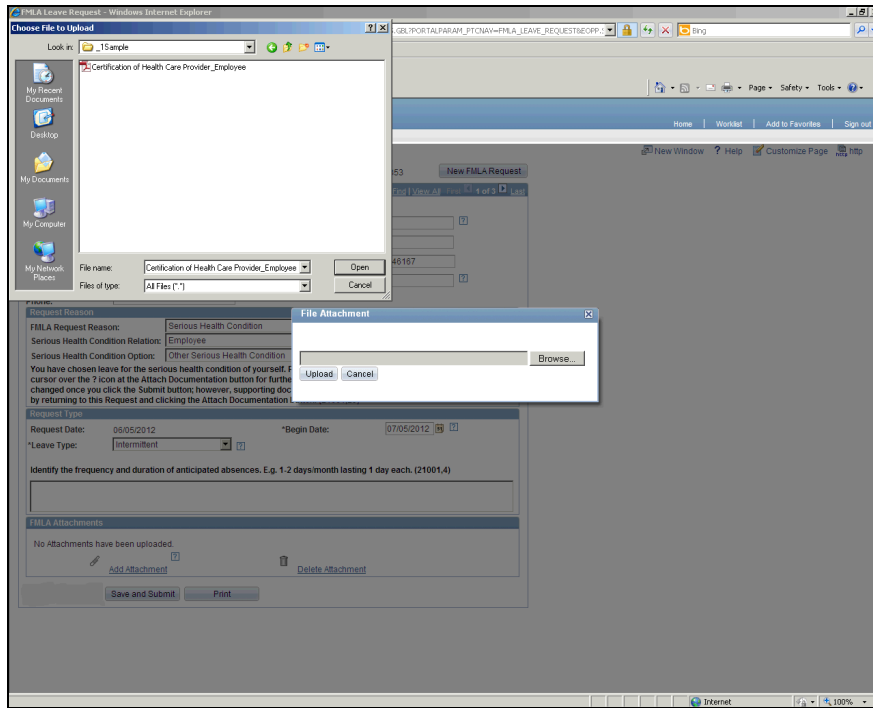
Step	Action
4.	Point to the <b>Self Service</b> menu.
5.	Point to the <b>Leave of Absence</b> menu.
6.	Click the <b>FMLA Leave Request</b> menu. 
7.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.



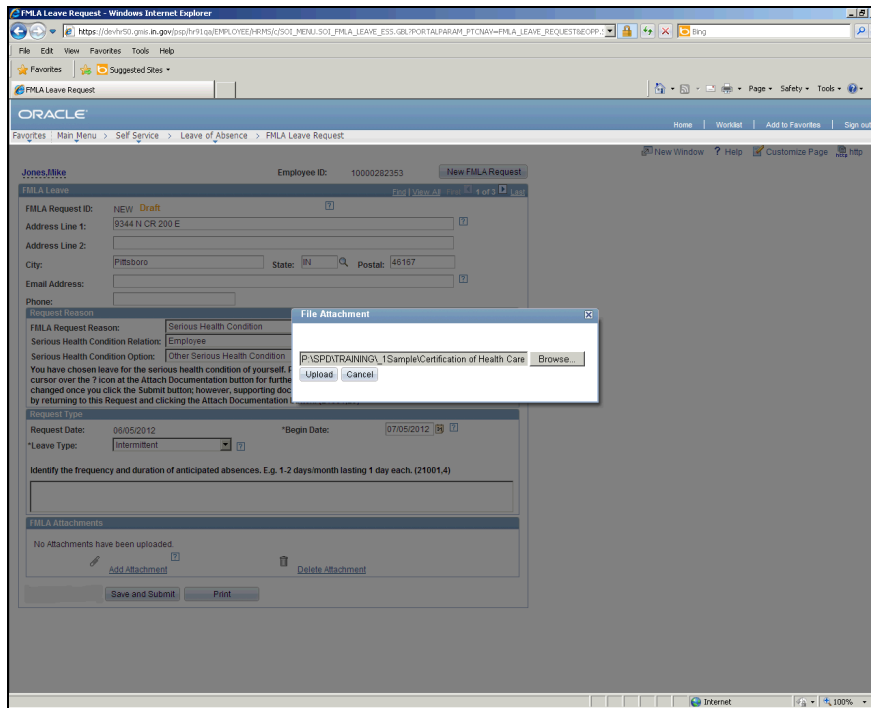
Step	Action
8.	Click the <b>I READ</b> button. 
9.	Select the <b>FML Request</b> you want to attach document(s) to. You can use the arrow buttons to page through multiple requests.

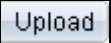
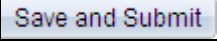




Step	Action
10.	<p>Supporting documentation must be attached before we can make a determination on your <b>FML Request</b>.</p> <p>The next steps will show how to attach supporting documents. If you don't have the documentation you must <b>Save and Submit</b> now and add documentation within the <b><u>15 calendar day timeline</u></b>.</p> <p>Click the <b>Add Attachment</b> link.</p> <p><a href="#">Add Attachment</a></p>
11.	<p>Click the <b>Browse</b> button.</p> <p><a href="#">Browse...</a></p>



Step	Action
12.	<p>Double Click on the Document Link you want to attach.</p> <p>For this example, double-click the <b>Certification of Health Care Provider_Employee</b> list item.</p> <p><a href="#">Certification of Health Care Provider_Employee</a></p>

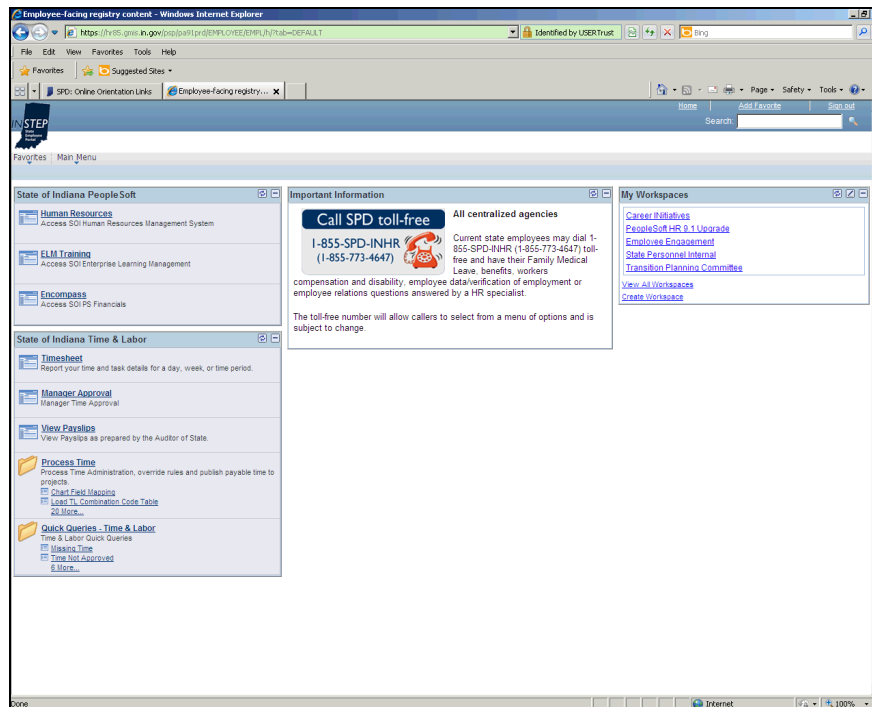


Step	Action
13.	Click the <b>Upload</b> button to attach the document. 
14.	Click the <b>Save and Submit</b> button.  <b>NOTE:</b> Please delete any medical documentation that you have saved on a computer other than your personal computer once you have submitted your FML Request. 
15.	After you have submitted the request you will want to print a copy for your records. Please record the FML Request ID number (e.g. 002).  Click the <b>Print</b> button. 
16.	You will notice that your <b>FML Status</b> will update once you Save and Submit.
17.	Click the <b>Sign Out</b> link. 
18.	<b>Have Questions? Need More Help?</b>  Call the FML Helpline Toll Free (Outside Indianapolis) 1-(855)773-4647 (FML option) or within the Indianapolis area (317) 234-7955. <b>End of Procedure.</b>


# FMLA Time and Labor

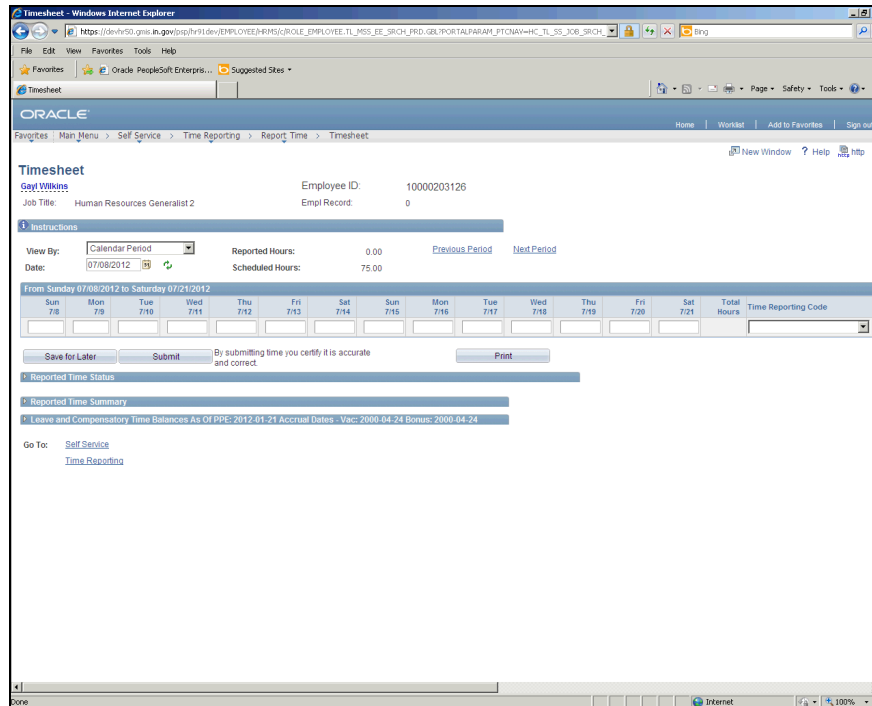
This module will instruct you on how to complete your time and labor with an approved FML Request. It is important to accurately record all hours worked and all leave time taken with the pay period.



Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>





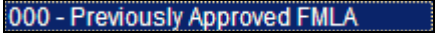
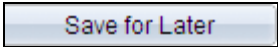



Step	Action
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> <p><a href="#">Human Resources</a></p>
3.	<p>Click the <b>Main Menu</b> button.</p> <p><a href="#">Main Menu</a></p>
4.	<p>Point to the <b>Self Service</b> menu.</p>
5.	<p>Point to the <b>Time Reporting</b> menu.</p>

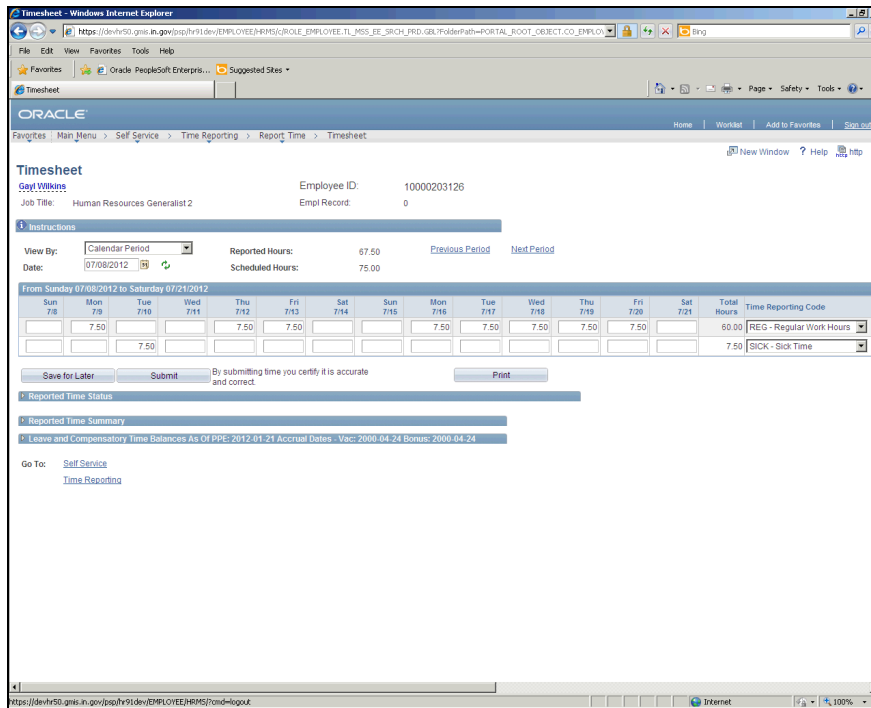
Step	Action
6.	Point to the <b>Report Time</b> menu.
7.	Click the <b>Timesheet</b> menu. 



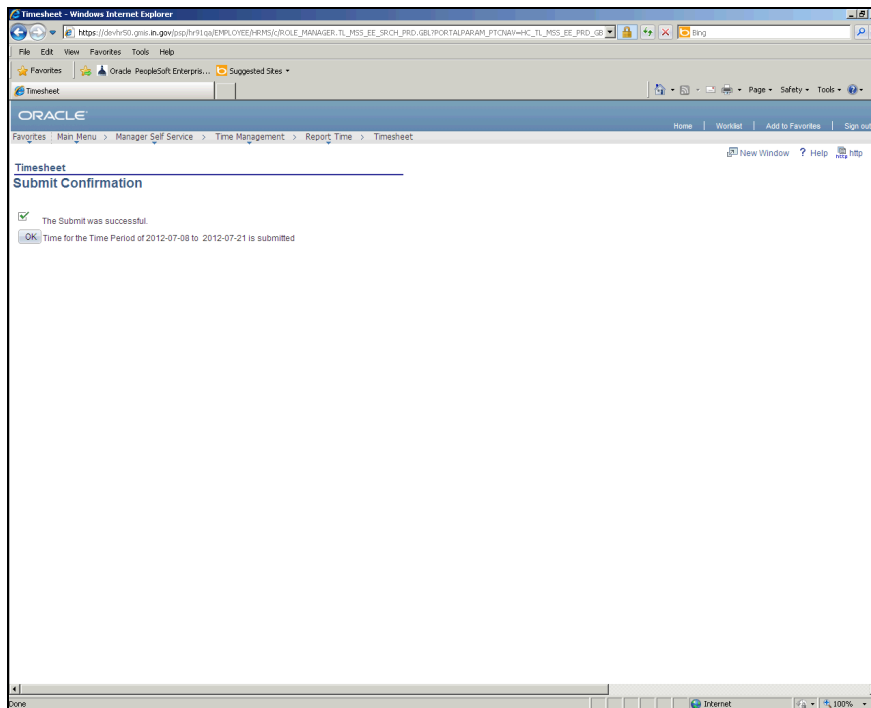
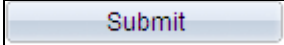
Step	Action
8.	Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.
9.	<p>Choose the proper <b>Time Reporting Code</b> for each day of your work schedule.</p> <p>Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p> <p>If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."</p> <p>If your FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.</p>
10.	Click the <b>Time Reporting Code</b> list. 
11.	<p>Choose the proper <b>Time Reporting Code</b> for each day you were scheduled to work.</p> <p>Click the <b>REG - Regular Work Hours</b> list item.  </p>

Step	Action
12.	Click the scrollbar and move to the right side of the <b>Time Reporting Code</b> .
13.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Add Row</b> button if you need more rows to document your hours worked or accrued leave taken during the pay period.</p> 
14.	Enter the hours worked or leave time taken for each day in the corresponding box.
15.	<p><b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>Click the <b>Time Reporting Code</b> list.</p> 
16.	<p>Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item.</p> 
17.	Click the scrollbar.
18.	<p>Click the <b>FMLA Request</b> list.</p> 
19.	<p><b>NOTE:</b> FML request approved prior to the electronic implementation will default to 000.</p> <p>Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box.</p> <p>For this example, click the <b>000 FMLA Request ID</b>.</p> 
20.	Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.
21.	Click the scrollbar.
22.	<p>Now you will need to continue to add your time worked or leave taken for each day of the week.</p> <p><b>NOTE:</b> Once you have completed your time entry, you should do both of the following to complete time submission:</p> <ol style="list-style-type: none"> <li>1. <b>Save</b> using the <b>Save for Later</b> button.</li> <li>2. <b>Submit</b> your time using the <b>Submit</b> button.</li> </ol>
23.	<p>Click the <b>Save for Later</b> button.</p> 
24.	<p>Click the <b>Yes</b> button.</p> 
25.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>FMLA Request ID</b> on the correct rows for the entire pay period.



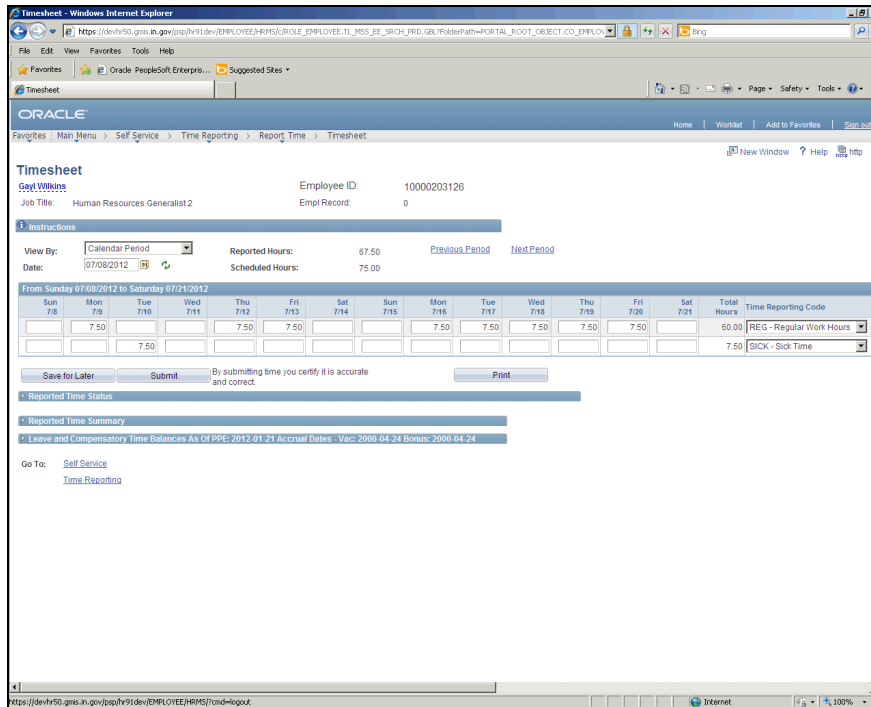


Step	Action
26.	Click the <b>Submit</b> button.



Step	Action
27.	Click the <b>OK</b> button.



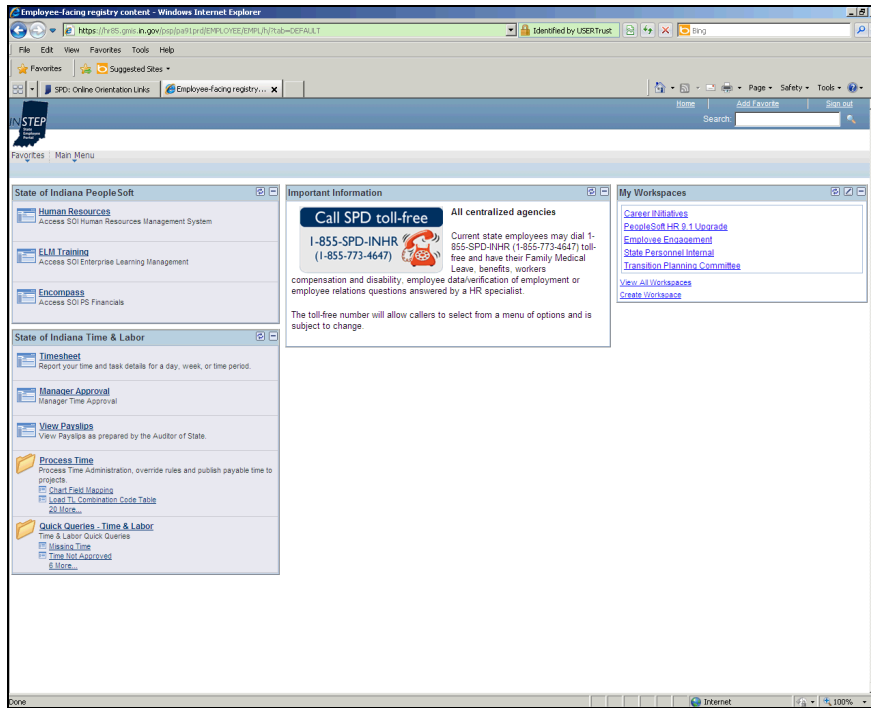



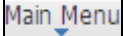
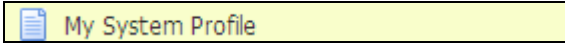
Step	Action
28.	Click the <b>Sign out</b> link. <a href="#">Sign out</a>
29.	<b>End of Procedure.</b>

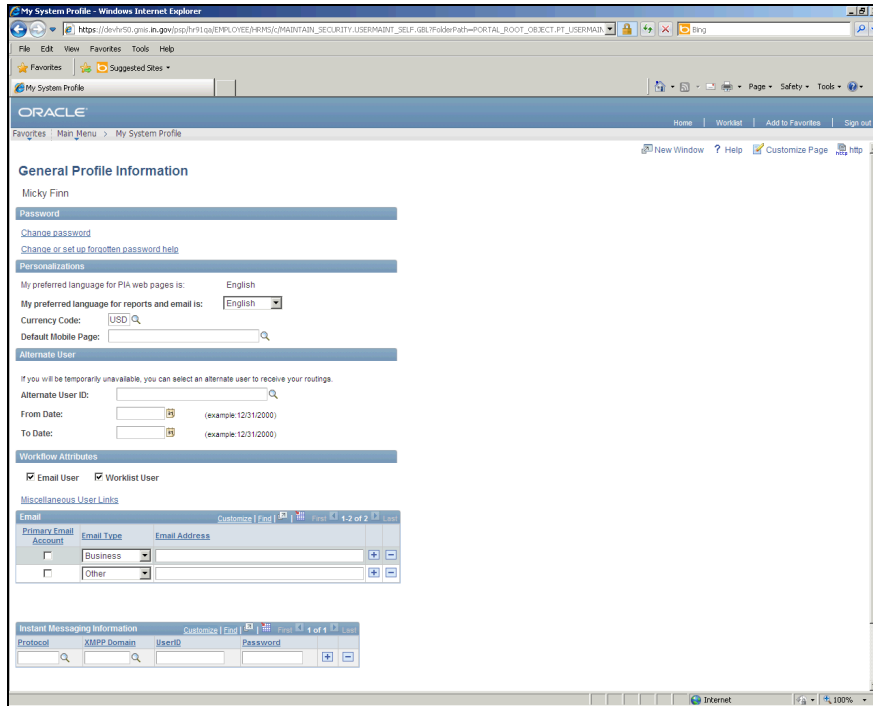
## How to Delegate an Alternative User for Workflow Messages


This module will instruct you on how to delegate an alternative user to receive workflow messages for a period of time. Navigate to this website to begin: [www.in.gov/spd/instep](http://www.in.gov/spd/instep)






Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p><b>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b></p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>

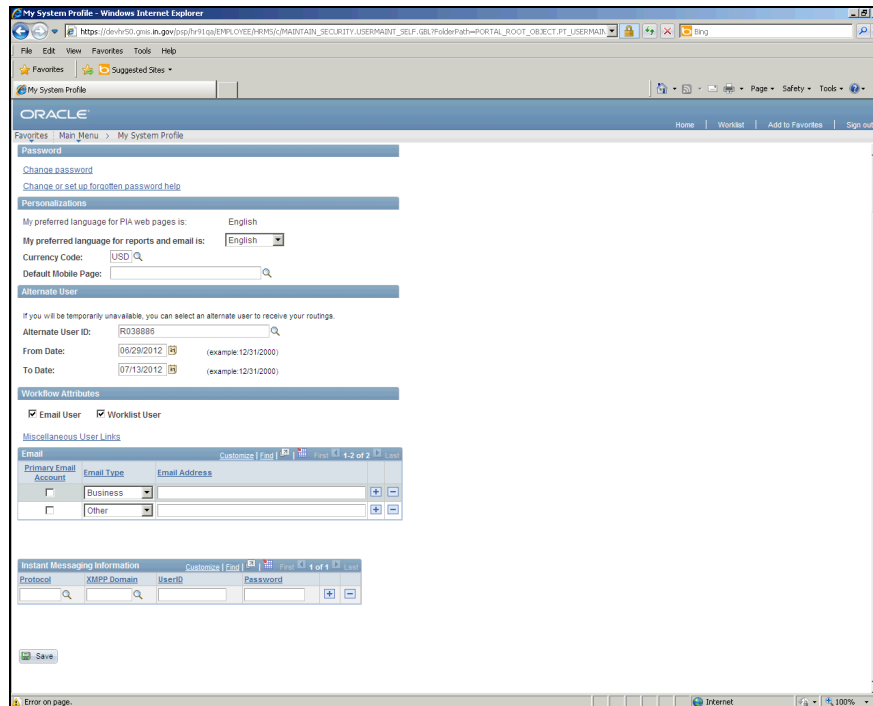


Step	Action
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> button. 
4.	Click the <b>My System Profile</b> menu. 
5.	<p>This page allows you to designate an alternative user to receive workflow messages in your absence. All workflow messages addressed to you will go to the alternate user and you will not have them unless you make arrangements with the alternate user to forward them back to you.</p> <p>For example, job posting approvals, FMLA notices, and subordinate requests for training or time and labor.</p>

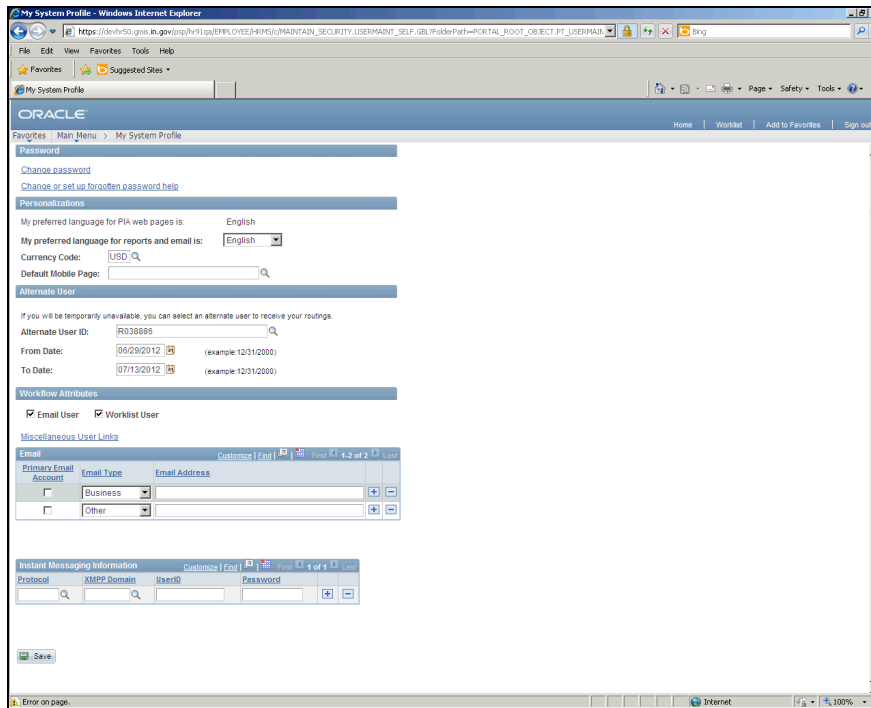


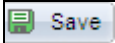

Step	Action
6.	Click in the <b>Alternate User ID</b> field. <input type="text"/>
7.	Click the <b>Magnifying Glass</b> button. 
8.	Click in the <b>User ID or Description</b> field to search for Alternate User ID. <input type="text"/>
9.	If you don't know the User ID you can do an advanced search to find the alternate user.  Click the <b>Advanced Lookup</b> link. <a href="#">Advanced Lookup</a>
10.	Enter the name of the alternate user into the description box and then click the <b>Look Up</b> button.  <b>NOTE:</b> You will need to notify the alternate user to inform them of this delegation so that they won't be surprised and will know to share any messages that require follow up with you when you return to work.  <input type="button" value="Look Up"/>
11.	Locate the correct individual and click on the User ID or the Description name link.  Click the <b>User ID</b> link.

Step	Action
12.	<p>Now that you have selected the alternate user you will need to select the length of time established for the alternate user to receive your routings and notifications.</p> <p><b>Note: If you return to work before the original time specified you can adjust this to reflect the new date.</b></p> <p>Click the <b>Calendar</b> button.</p> 
13.	<p>For this example the alternate user will need to cover June 29 - July 12.</p> <p>Click the <b>29</b> link.</p> 
14.	<p>Click the <b>Month</b> list item.</p> 
15.	<p>For this example, click the <b>July</b> link.</p> 
16.	<p>For this example, click the <b>13</b> link.</p> 



Step	Action
17.	Click on the scrollbar and scroll down to locate the save button.
18.	Please ensure that you have checked the <b>Email User</b> box in the Workflow Attributes section. This will ensure that the user will receive the workflow that is delegated.



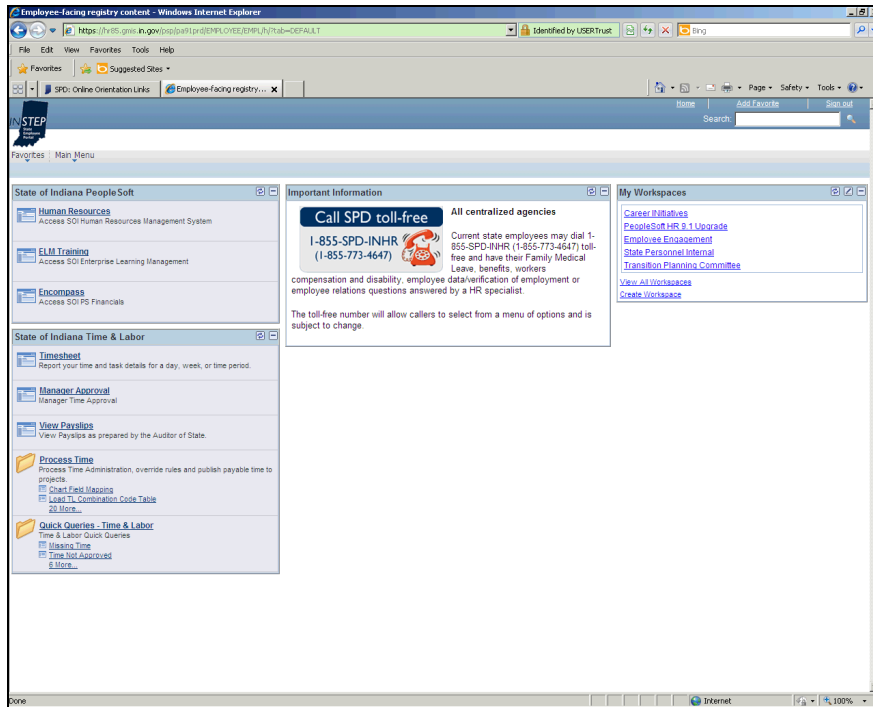
Step	Action
19.	<p><b>REMINDER:</b> If follow up might be needed for any workflow you delegated, you must communicate with your alternate user and get those messages.</p> <p>Click the <b>Save</b> button.</p> 
20.	<p>Click the <b>Sign Out</b> link.</p> 
21.	<p><b>End of Procedure.</b></p>

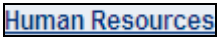
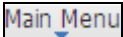

## Manager/HRD Self Service Step-by-Step Screenshot Instructions

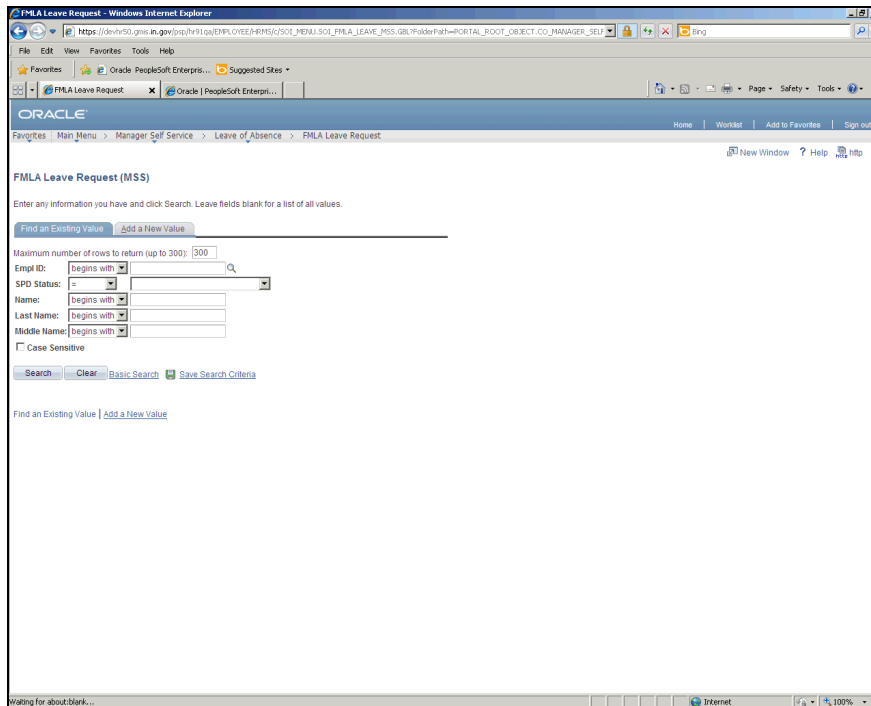
### Manager: How to an Submit FML Request on Behalf of Employee

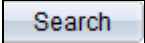

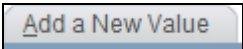
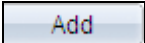
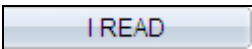
This module will instruct you on how to complete an FML request on behalf of your employee.

Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p><b>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b></p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>








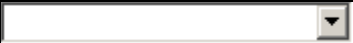





Step	Action
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> button. 
4.	Point to the <b>Manager Self Service</b> menu.
5.	Point to the <b>Leave of Absence</b> menu.
6.	Click the <b>FMLA Leave Request</b> menu. 

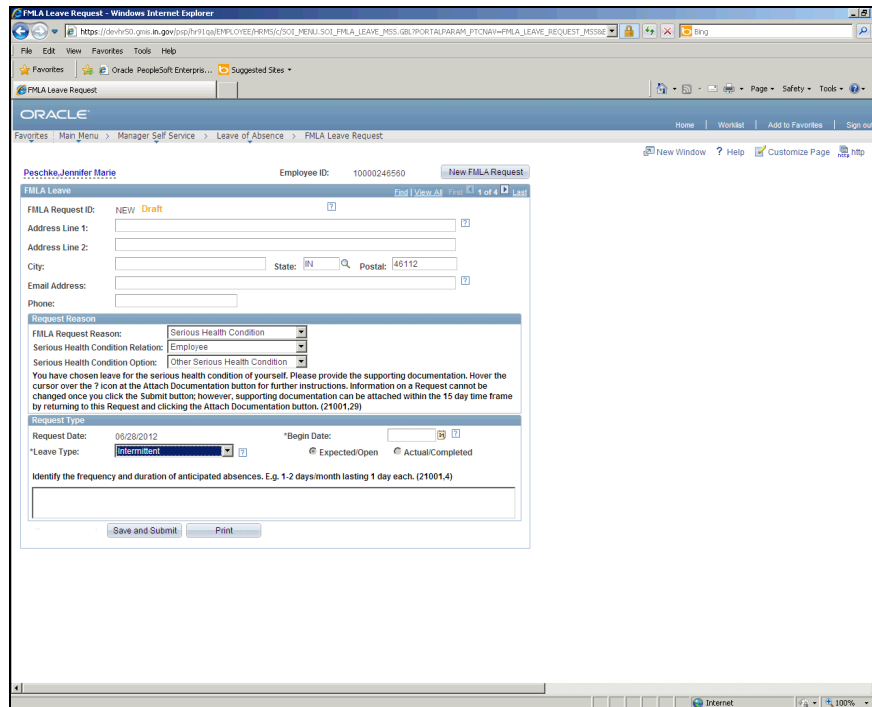


Step	Action
7.	Click the <b>Search</b> button.  <b>NOTE:</b> Only the employees reporting to the manager who have previously submitted an FML request will be in the search results.
8.	Click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request. You can then proceed to step #14. <b>NOTE:</b> If the employee is not in the list proceed to step #9 to look them up.
9.	Click the <b>Magnifying Glass</b> button to search for an employee who has yet to submit an FML request. 
10.	You can search by Empl ID, Name, or Department to locate an employee and then click <b>Look Up</b> .
11.	Review the list and click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request.
12.	Click the <b>Add a New Value</b> tab. 
13.	Click the <b>Add</b> button to complete the FML request. 
14.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
15.	Click the scrollbar down to review.
16.	Click the <b>I READ</b> button. 




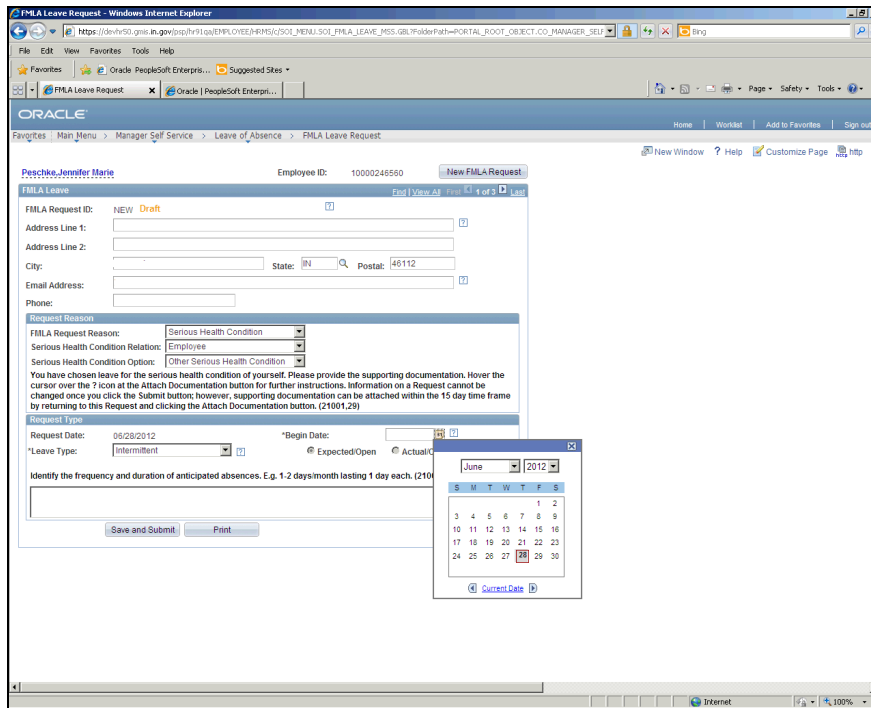
Step	Action
17.	<p>If the employee has submitted prior FML Requests and you are now submitting a new request on their behalf, please click the <b>New FMLA Request</b> link.</p> <p>If the employee has never submitted an FML Request, please continue to the next step.</p> <p>Click the <b>New FMLA Request</b> button.</p> 
18.	<p>Please confirm that the employee's home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b> If the employee has not provided a work or other email address, you must enter your own work email address and then you are responsible for sending any FML notices which you receive to the employee.</p> <p>Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.</p>
19.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> object.</p> 
20.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> 
21.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> 
22.	<p>For this example, we will click the <b>Employee</b> list item.</p> 
23.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list.</p> 
24.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> 
25.	<p>Select the desired <b>Leave Type</b> from the available options.</p> 
26.	<p>For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> button.</p> 
27.	<p>For this example, we will click the <b>Intermittent</b> list item.</p> 




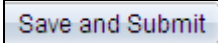
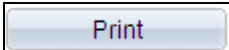
Step	Action
28.	<p>Enter the date the selected leave type is anticipated to begin.</p> <p>Click the <b>Calendar</b> button.</p> 

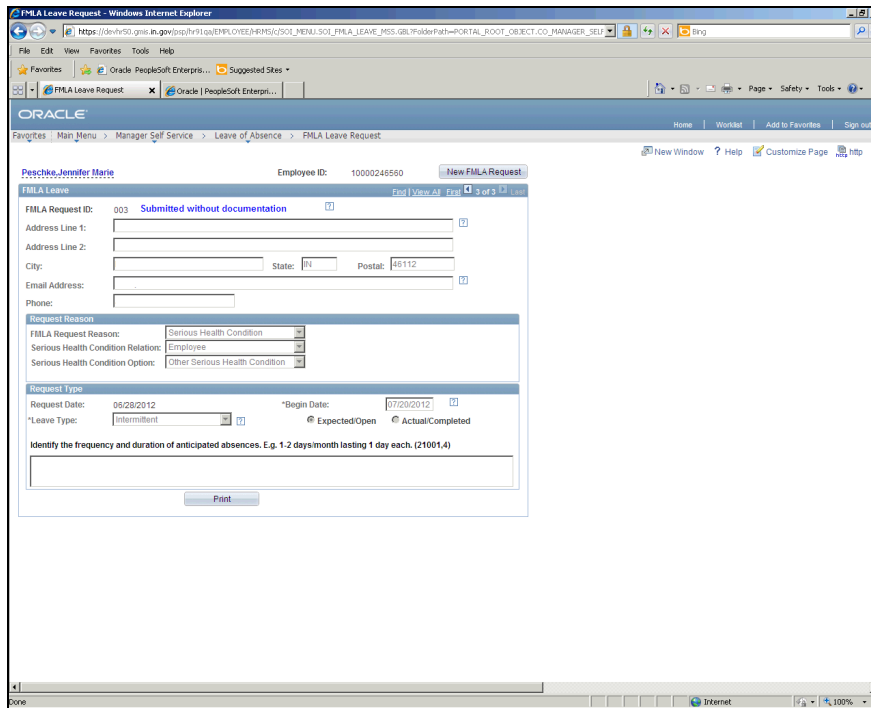



The screenshot shows the Oracle FMLA Leave Request form. The user is Jennifer Marie Peschke, Employee ID 10000245560. The form is titled "FMLA Leave Request" and is currently in "Draft" status. The "Request Reason" is set to "Serious Health Condition" with the relation "Employee" and option "Other Serious Health Condition". The "Request Date" is 06/20/2012, and the "Leave Type" is "Unscheduled". The "Begin Date" field is currently empty and has a question mark icon next to it. The form also includes fields for address, city, state, postal code, email, and phone. A "Save and Submit" button and a "Print" button are at the bottom.

Step	Action
29.	<p>For additional information on the Begin Date click on the <b>Question Mark</b> button.</p> 



Step	Action
30.	Click the list. 
31.	For this example, we will click the month of <b>July</b> . 
32.	For this example, we will select <b>20</b> from the calendar. 
33.	Once you have selected the <b>Leave Type</b> and <b>Begin Date</b> appropriate for the employee's situation, you may be asked to provide additional information about the employee's leave request. You can do this by providing the information in the text box directly below the <b>Leave Type</b> Field.  Click in the <b>Text Box</b> field.
34.	Click the <b>Save and Submit</b> button. 
35.	After you have submitted the request you will want to print a copy and provide to the employee. The FML Request ID number (e.g. 001) will be located at the top of the printout and will be needed to submit time in Time and Labor.  Click the <b>Print</b> button. 

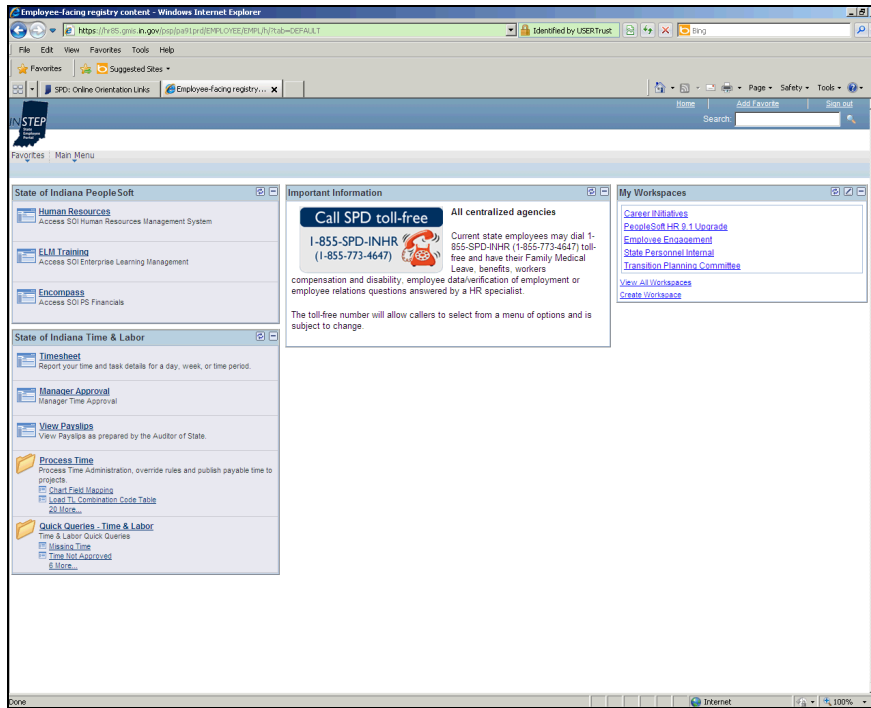




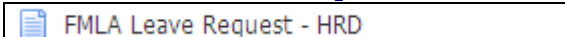
Step	Action
36.	Click the <b>Sign out</b> link. 
37.	<b>End of Procedure.</b>

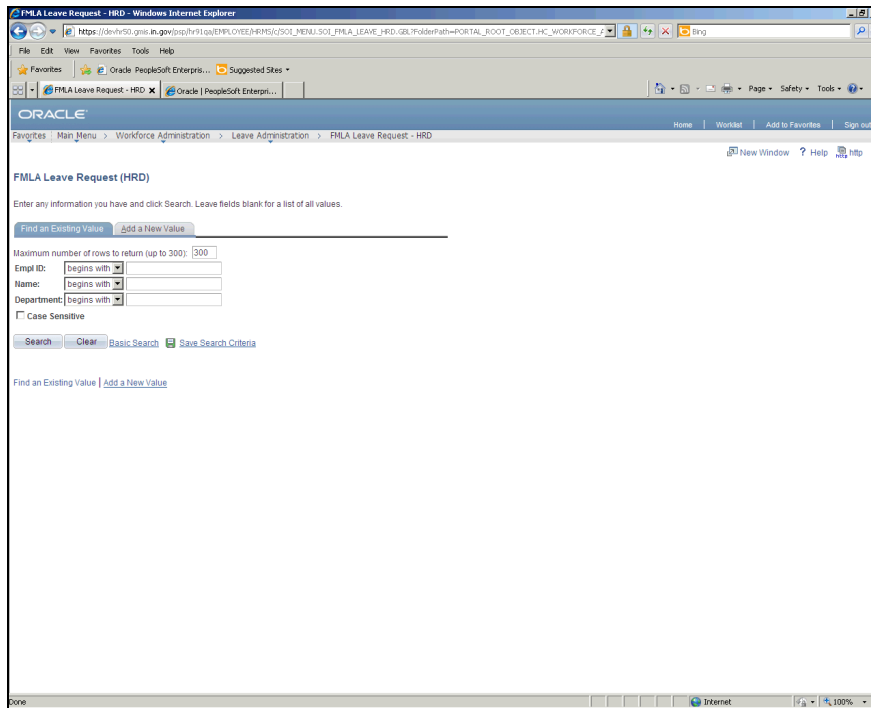
## HRD: How to Submit an FML Request on Behalf of Employee

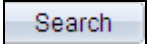
This module will instruct you on how to complete an FML request on behalf of your employee.

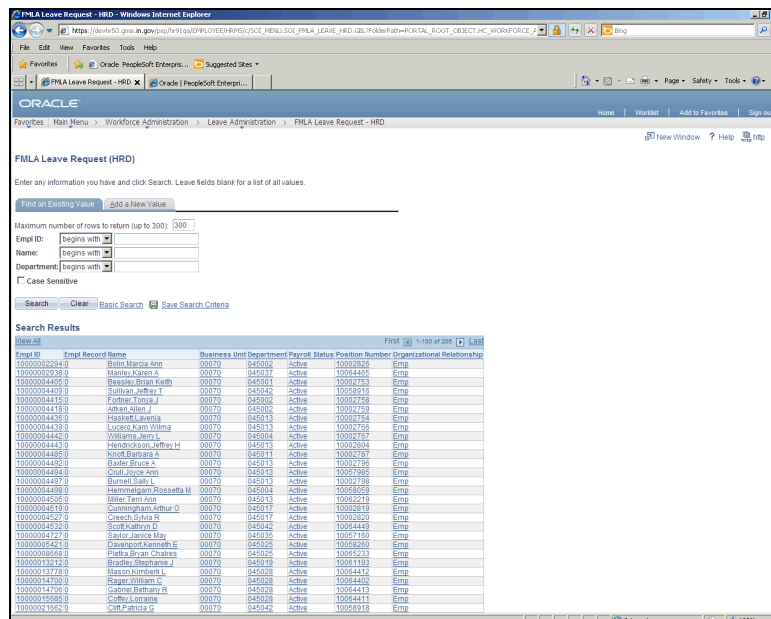
Step	Action
1.	Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a>  Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.  <b>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b>  For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.


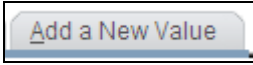


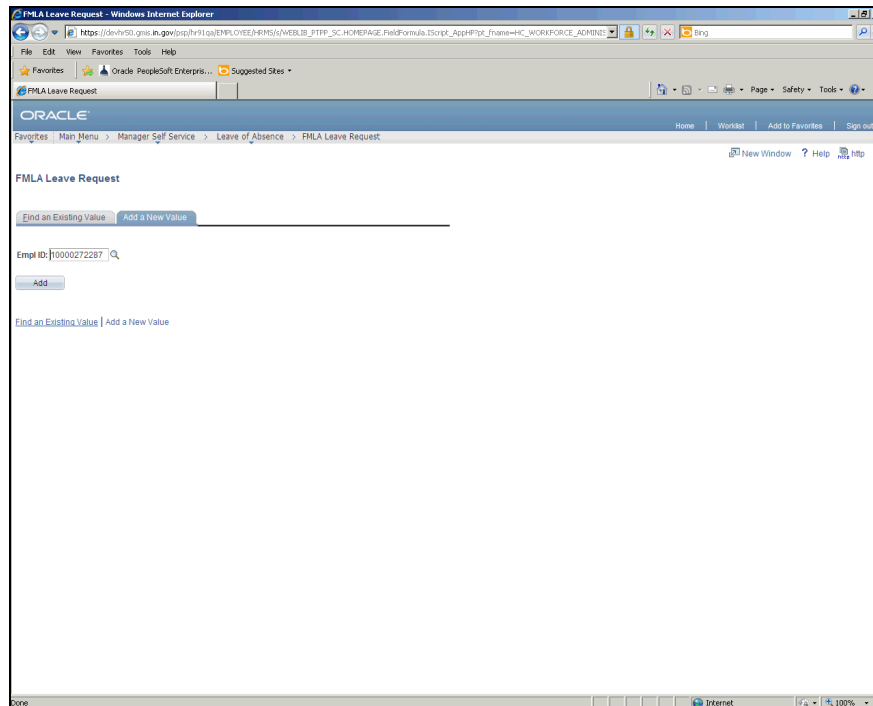
Step	Action
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> button. 
4.	Point to the <b>Workforce Administration</b> link.
5.	Point to the <b>Leave Administration</b> menu.
6.	Click the <b>FMLA Leave Request - HRD</b> menu. 

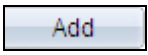
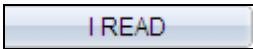







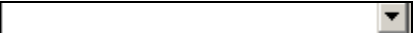
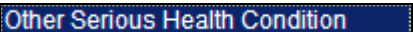
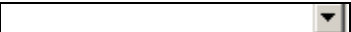
Step	Action
7.	<p>Click the <b>Search</b> button.</p>  <p><b>NOTE:</b> Only the employees who have previously submitted an FML request will be in the search results.</p>
8.	<p>Click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request. You can then proceed to step #14.</p> <p><b>NOTE:</b> If the employee is not in the list proceed to step #9 to look them up.</p>



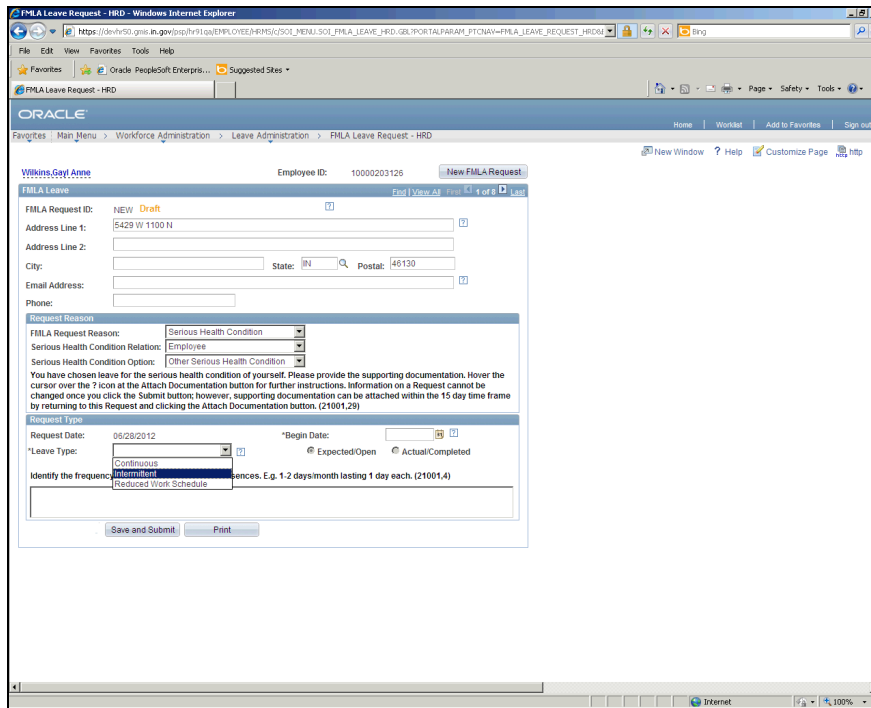
Step	Action
9.	Click the <b>Magnifying Glass</b> button to search for an employee who has yet to submit an FML request. 
10.	You can search by Empl ID, Name, or Department to locate an employee and then click <b>Look Up</b> .
11.	Review the list and click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request.
12.	Click the <b>Add a New Value</b> tab. 



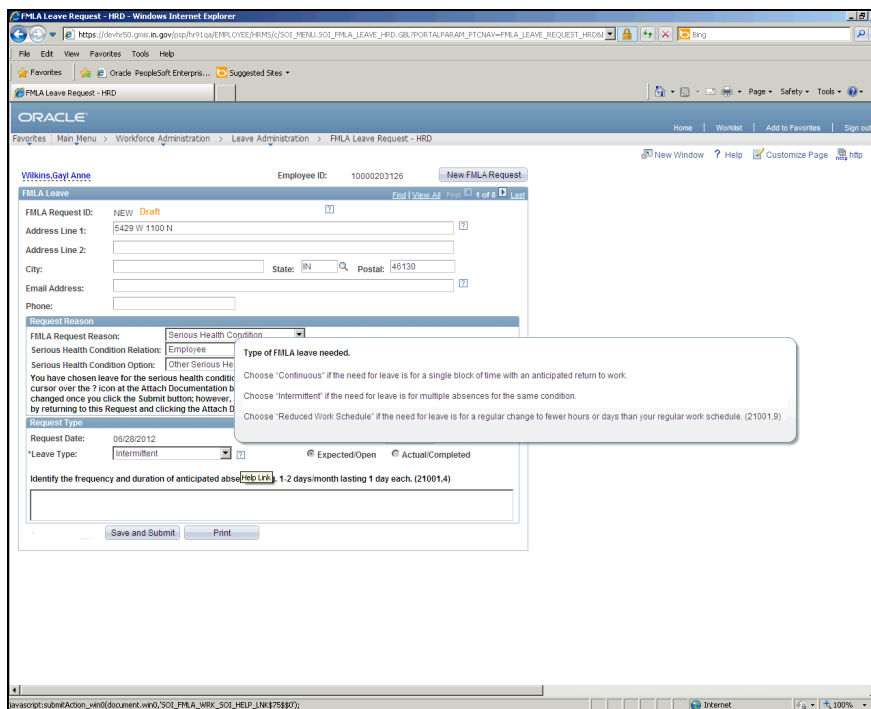
Step	Action
13.	Click the <b>Add</b> button to complete the FML request. 
14.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
15.	Click the scrollbar down to review.
16.	Click the <b>I READ</b> button. 

Step	Action
17.	<p>If the employee has submitted prior FML Requests and you are now submitting a new request on their behalf, please click the <b>New FMLA Request</b> link.</p> <p>If the employee has never submitted an FML Request, please continue to the next step.</p> <p>Click the <b>New FMLA Request</b> button.</p> 
18.	<p>Please confirm that the employee's home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b> If the employee has not provided a work or other email address, you must enter your own work email address and then you are responsible for sending any FML notices which you receive to the employee.</p> <p>Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.</p>
19.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> list.</p> 
20.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> 
21.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> 
22.	<p>For this example, we will click the <b>Employee</b> list item.</p> 
23.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list item.</p> 
24.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> 
25.	<p>Select the desired <b>Leave Type</b> from the available options.</p> 






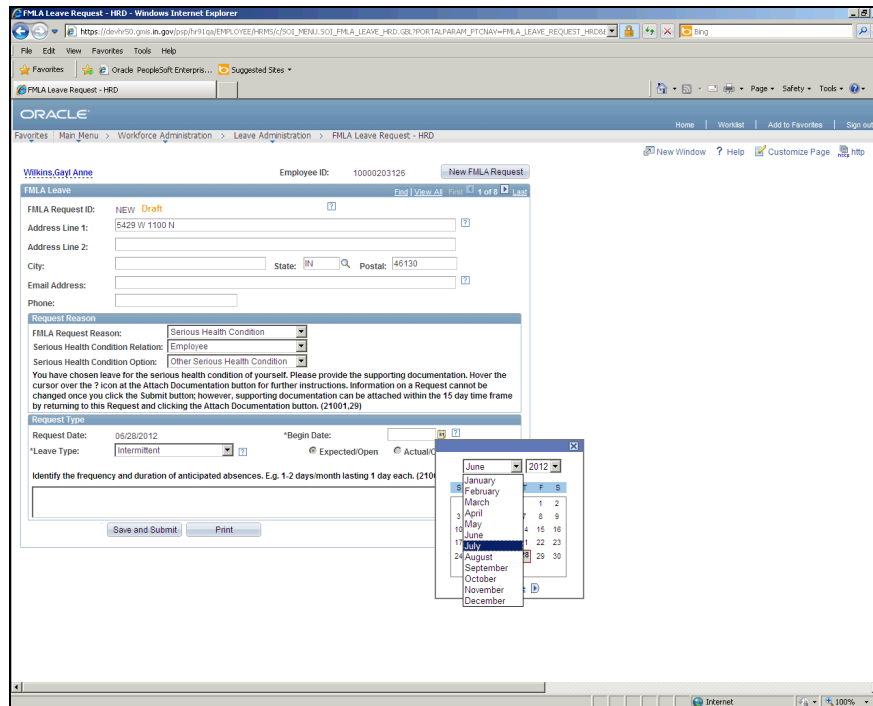



Step	Action
26.	For this example, we will click the <b>Intermittent</b> list item.

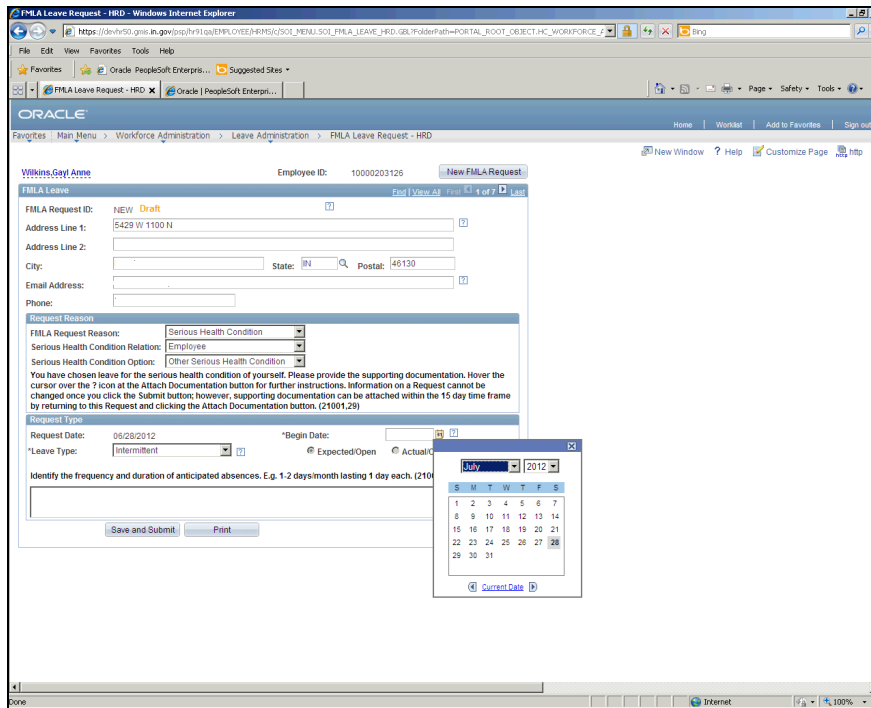



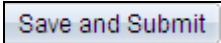
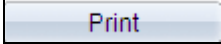

Step	Action
27.	For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> button.

Step	Action
28.	Enter the date the selected leave type is anticipated to begin.  Click the <b>Calendar</b> button. 
29.	For additional information on the Begin Date click on the <b>Question Mark</b> button. 
30.	Click the list. 



Step	Action
31.	For this example, we will click the month of <b>July</b> . 

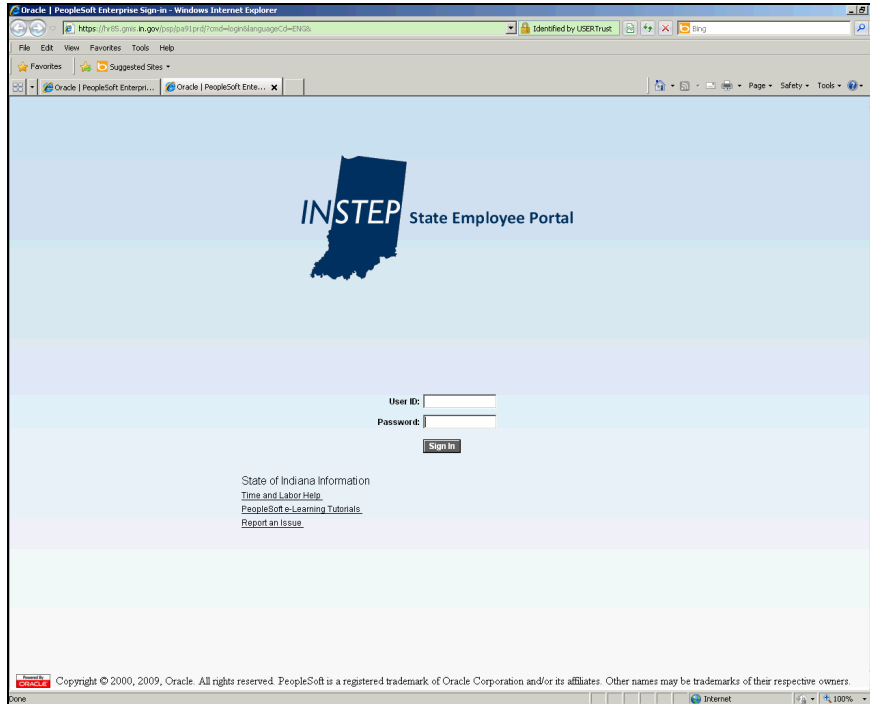


Step	Action
32.	For this example, we will select <b>20</b> from the calendar. 
33.	Once you have selected the <b>Leave Type</b> and <b>Begin Date</b> appropriate for the employee's situation, you may be asked to provide additional information about the employee's leave request. You can do this by providing the information in the text box directly below the <b>Leave Type</b> Field.  Click in the <b>Text Box</b> field.
34.	Click the <b>Save and Submit</b> button. 
35.	After you have submitted the request you will want to print a copy and provide to the employee. The FML Request ID number (e.g. 001) will be located at the top of the printout and will be needed to submit time in Time and Labor.  Click the <b>Print</b> button. 
36.	Click the <b>Sign out</b> link. 
37.	<b>End of Procedure.</b>

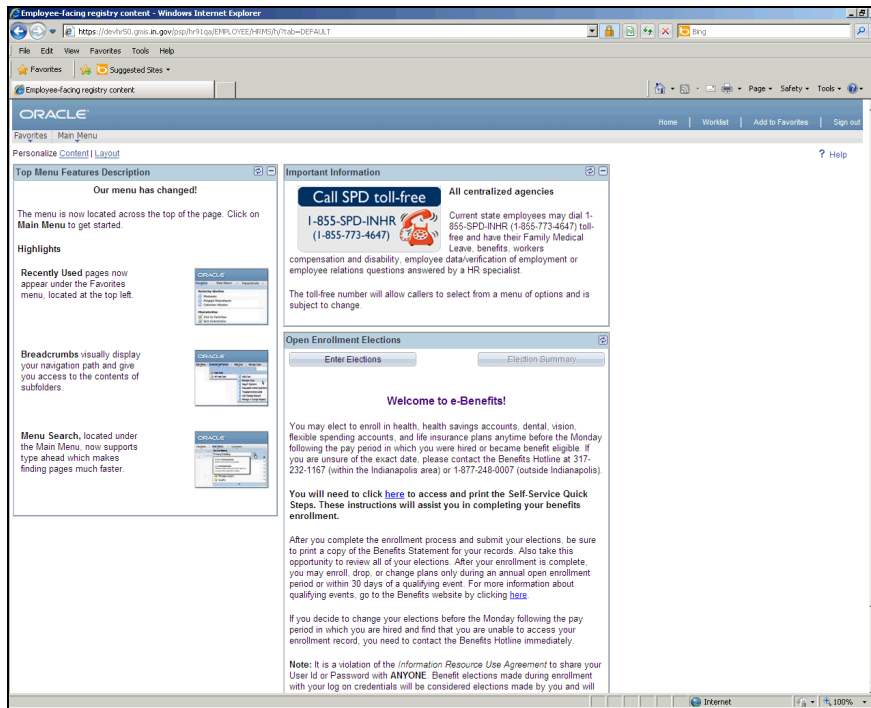
## Manager: How to Enter Time on Behalf of Employee (FMLA)


In the event that an employee is out of the office or otherwise unable to enter his/her own time in PeopleSoft, a manager may enter, edit and/or submit time on behalf of the employee.

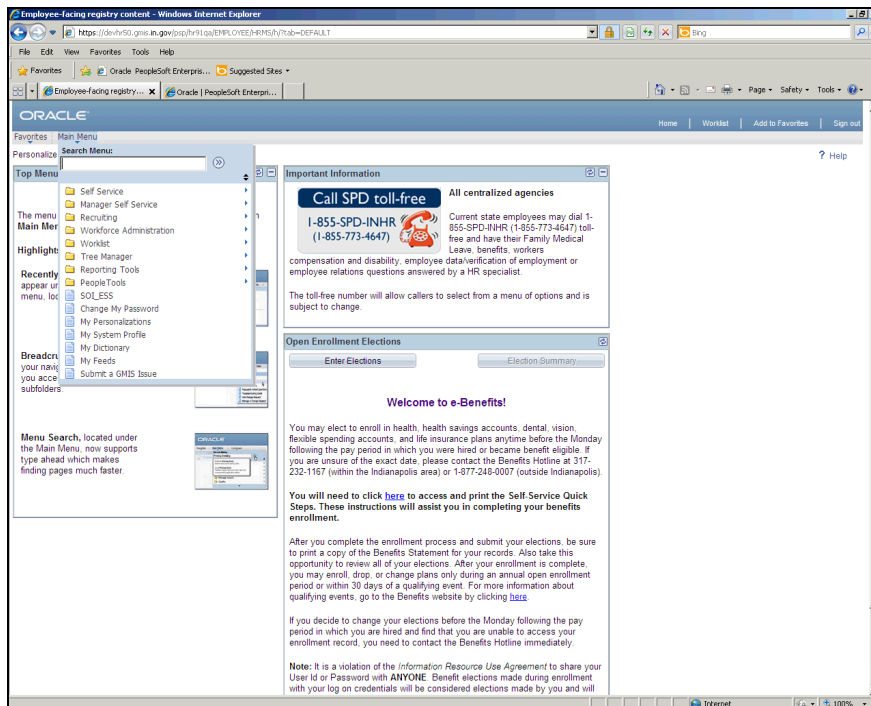
This topic will demonstrate entering time on behalf of an employee.




Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Press <b>[Enter]</b>.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> <p><a href="#">Human Resources</a></p>

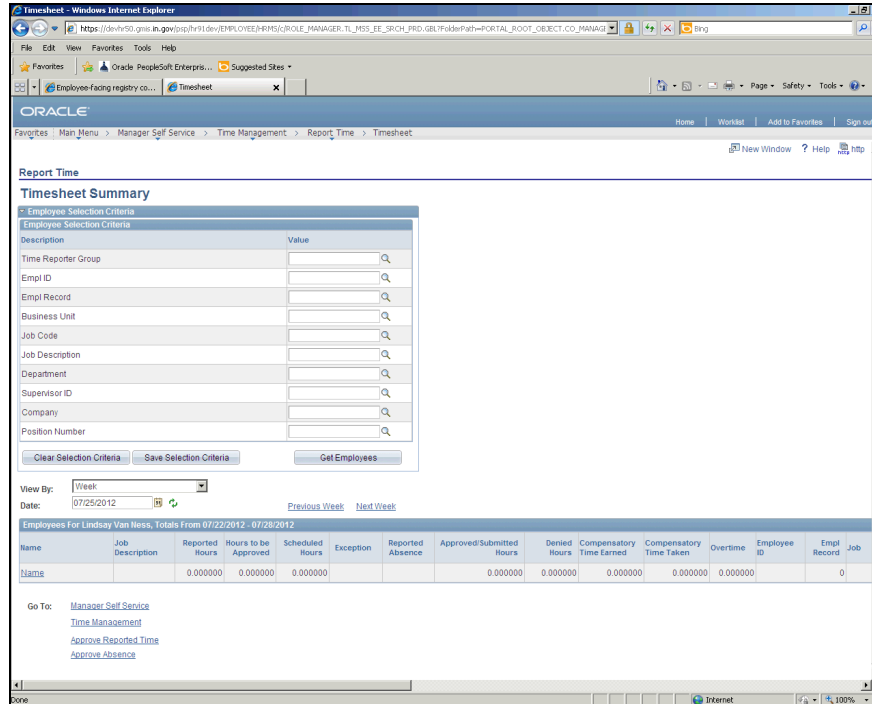



Step	Action
3.	Click the <b>Main Menu</b> link. 










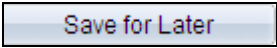

Step	Action
4.	Point to the <b>Manager Self Service</b> menu.
5.	Point to the <b>Time Management</b> menu.

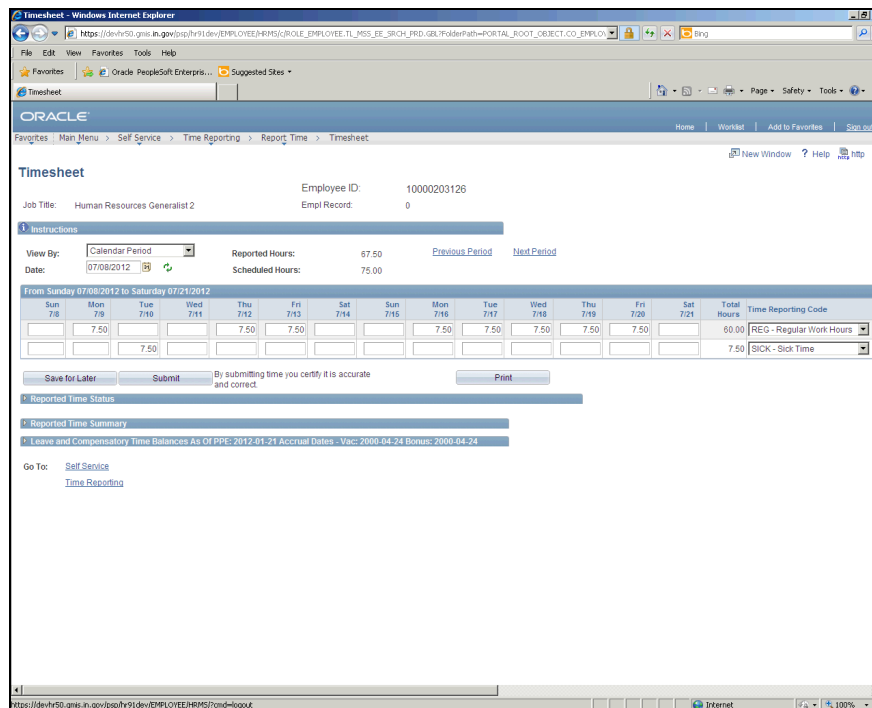
Step	Action
6.	Point to the <b>Report Time</b> menu.
7.	Click the <b>Timesheet</b> button. 

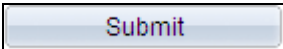


Step	Action
8.	Click the <b>Get Employees</b> button. 
9.	You will now see the employees who directly report to you.  If you wish to enter time for a different pay period, you may change the <b>Date</b> field and click the green <b>Refresh</b> button.
10.	Locate the employee for whom you need to submit time and click on their name.  For this example, we will click the <b>David Sluss</b> link. <a href="#">Sluss,David Lawrence</a>
11.	Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.

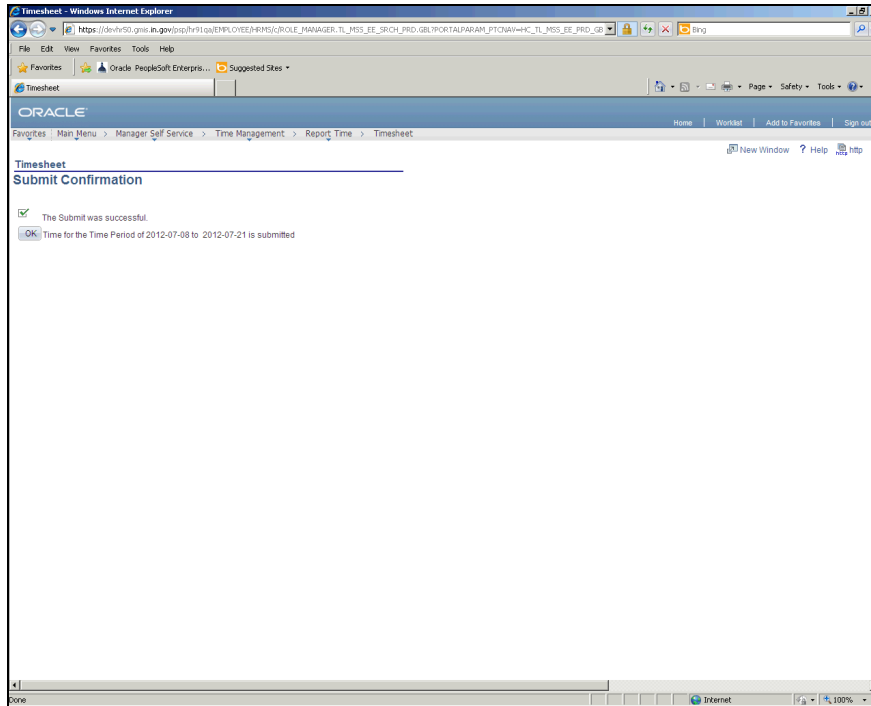
Step	Action
12.	<p>Review the proper <b>Time Reporting Code</b> available for each day of the work schedule.</p> <p>Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p> <p>If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."</p> <p>If the FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.</p>
13.	<p>Click the <b>Time Reporting Code</b> list.</p> 
14.	<p>Choose the proper <b>Time Reporting Code</b> for each day the employee was scheduled to work in accordance with the requirements mentioned in Step 12 of this job aid in</p> <p>For this example, click the <b>REG - Regular Work Hours</b> list item.</p> 
15.	<p>Click the scrollbar and move to the right side of the <b>Time Reporting Code</b>.</p>
16.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Add Row</b> button if you need more rows to document the employee's hours worked or accrued leave taken during the pay period.</p> 
17.	<p>Enter the hours worked or leave time taken for each day in the corresponding box.</p>
18.	<p><b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>Click the <b>Time Reporting Code</b> list.</p> 
19.	<p>Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item.</p> 
20.	<p>Click the scrollbar.</p>
21.	<p>Click the <b>FMLA Request</b> list.</p> 
22.	<p><b>NOTE:</b> FML request approved prior to the electronic implementation will default to 000.</p> <p>Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box.</p> <p>For this example, click the <b>000 FMLA Request ID</b>.</p> 
23.	<p>Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.</p>


Step	Action
24.	Click the scrollbar.
25.	<p>Now you will need to continue to add your employee's time worked or leave taken for each day of the week.</p> <p><b>NOTE:</b> Once you have completed your employee's time entry, you should do both of the following to complete time submission:</p> <ol style="list-style-type: none"> <li>1. <b>Save</b> using the <b>Save for Later</b> button.</li> <li>2. <b>Submit</b> your time using the <b>Submit</b> button.</li> </ol>
26.	<p>Click the <b>Save for Later</b> button.</p> 
27.	<p>Click the <b>Yes</b> button.</p> 
28.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>FMLA Request ID</b> on the correct rows for the entire pay period.

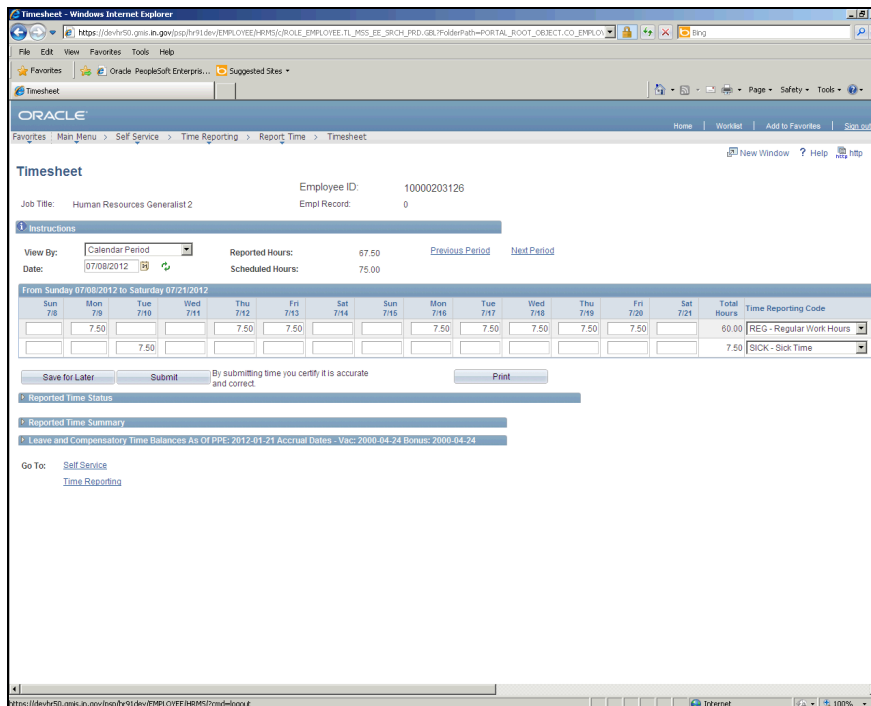



Step	Action
29.	<p>Click the <b>Submit</b> button.</p> 





Step	Action
30.	Click the <b>OK</b> button. 

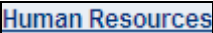
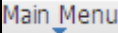
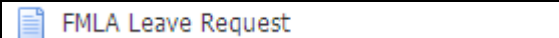
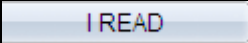














Step	Action
31.	Click the <b>Sign out</b> link. 




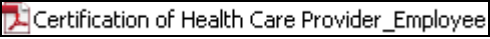
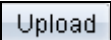
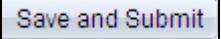
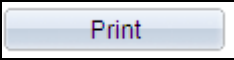

Step	Action
32.	<b>End of Procedure.</b>

## APPENDICES: Job Aids/Quick Step Guides

### Appendix A: How to Submit an FML Request


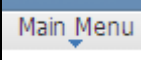
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> 
3.	<p>Click the <b>Main Menu</b> button.</p> 
4.	Point to the <b>Self Service</b> menu.
5.	Point to the <b>Leave of Absence</b> menu.
6.	<p>Click the <b>FMLA Leave Request</b> menu.</p> 
7.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
8.	<p>Click the <b>I READ</b> button.</p> 
9.	<p>If you have submitted prior FML Requests and are now submitting a new one, please click the <b>New FMLA Request</b> link.</p> <p>If you have never submitted an FML Request, please continue to the next step.</p>
10.	<p>Please confirm that your home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b></p> <p>Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.</p>

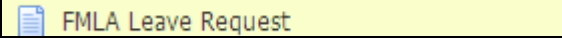
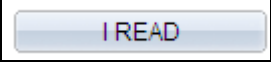


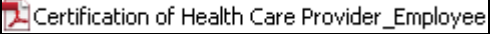
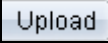
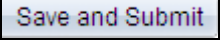


Step	Action
11.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> list.</p> 
12.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> 
13.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> 
14.	<p>For this example, we will click the <b>Employee</b> list item.</p> 
15.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list.</p> 
16.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> 
17.	<p>Select the desired <b>Leave Type</b> from the available options.</p> 
18.	<p>For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> link.</p>
19.	<p>For this example, click the <b>Intermittent</b> list item.</p> 
20.	<p>Enter the date the selected leave type is anticipated to begin.</p> <p>Click the <b>Calendar</b> button.</p> 
21.	<p>For additional information on the Begin Date click on the <b>Question Mark</b> button.</p> 
22.	<p>Click the <b>July</b> list item.</p> 
23.	<p>Select <b>5</b> from the calendar.</p> 
24.	<p>Once you have selected the Leave Type and Begin Date appropriate for your situation, you may be asked to provide additional information about your leave request. You can do this by providing the information in the text box directly below the Leave Type Field.</p> <p>Click in the <b>Text Box</b> field.</p>

Step	Action
25.	<p>Supporting documentation must be attached before we can make a determination on your <b>FML Request</b>.</p> <p>The next steps will show how to attach supporting documents. If you don't have the documentation you must <b>Save and Submit</b> now and add documentation within the <b><u>15 calendar day timeline</u></b>.</p> <p>Click the <b>Add Attachment</b> link.</p> 
26.	<p>Please review the instructions for Attaching Supporting Documentation by selecting the <b>Question Mark</b> button.</p> 
27.	<p>Click the <b>Browse...</b> button.</p> 
28.	<p>Double Click on the Document Link you want to attach.</p> <p>For this example, double-click the <b>Certification of Health Care Provider_Employee</b> list item.</p> 
29.	<p>Click the <b>Upload</b> button to attach the document.</p> 
30.	<p>Click the <b>Save and Submit</b> button.</p> <p><b>NOTE:</b> To ensure your security if you are using a computer other than our personal one, we recommend you delete any medical documentation that you have saved once you have attached it and submitted your FML Request.</p> 
31.	<p>After you have submitted the request you will want to print a copy for your records. Please record the FML Request ID number (e.g. 001).</p> <p>Click the <b>Print</b> button.</p> 
32.	<p>You will notice that your <b>FML Status</b> will update once you Save and Submit.</p>
33.	<p>Click the <b>Sign Out</b> link.</p> 






Step	Action																								
34.	<p><b>Have Questions? Need More Help?</b></p> <p>Call the FML Helpline Toll Free (Outside Indianapolis) 1-(855)773-4647 (FML option) or within the Indianapolis area (317) 234-7955.</p> <p><i>If you work in one of the direct bill agencies listed below, your hours of work will not be properly calculated by the system, and you will receive an automatic Denial Letter. Therefore, you must immediately call the FML Helpline for further instructions.</i></p> <table border="1" data-bbox="526 451 1276 840"> <thead> <tr> <th colspan="3">Direct Bill Agencies</th> </tr> <tr> <th>Co</th> <th>Unit</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SGB</td> <td>00719</td> <td>Commission for Higher Education</td> </tr> <tr> <td>SGB</td> <td>08009</td> <td>Hoosier Lottery</td> </tr> <tr> <td>SGB</td> <td>00261</td> <td>IN Finance Authority</td> </tr> <tr> <td>SGB</td> <td>08002</td> <td>IN Housing &amp; Community Dev Authority</td> </tr> <tr> <td>SGB</td> <td>00072</td> <td>IN Public Retirement System</td> </tr> <tr> <td>SGB</td> <td>00310</td> <td>White River State Park Commission</td> </tr> </tbody> </table>	Direct Bill Agencies			Co	Unit	Description	SGB	00719	Commission for Higher Education	SGB	08009	Hoosier Lottery	SGB	00261	IN Finance Authority	SGB	08002	IN Housing & Community Dev Authority	SGB	00072	IN Public Retirement System	SGB	00310	White River State Park Commission
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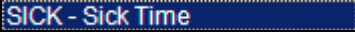
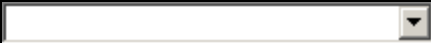
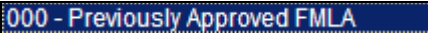
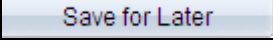
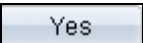
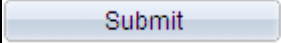

## Appendix B: How to Attach Documents to a Saved FML Request

Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p><i>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</i></p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Press <b>[Enter]</b>.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> 
3.	<p>Click the <b>Main Menu</b> link.</p> 
4.	<p>Point to the <b>Self Service</b> menu.</p>
5.	<p>Point to the <b>Leave of Absence</b> menu.</p>


Step	Action
6.	Click the <b>FMLA Leave Request</b> menu. 
7.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
8.	Click the <b>I READ</b> button. 
9.	Select the <b>FML Request</b> you want to attach document(s) to. You can use the arrow buttons to page through multiple requests.
10.	Supporting documentation must be attached before we can make a determination on your <b>FML Request</b> .  The next steps will show how to attach supporting documents. If you don't have the documentation you must <b>Save and Submit</b> now and add documentation within the <b><u>15 calendar day timeline</u></b> .  Click the <b>Add Attachment</b> link. 
11.	Click the <b>Browse</b> button. 
12.	Double Click on the Document Link you want to attach.  For this example, double-click the <b>Certification of Health Care Provider_Employee</b> list item. 
13.	Click the <b>Upload</b> button to attach the document. 
14.	Click the <b>Save and Submit</b> button.  <b>NOTE:</b> Please delete any medical documentation that you have saved on a computer other than your personal computer once you have submitted your FML Request. 
15.	After you have submitted the request you will want to print a copy for your records. Please record the FML Request ID number (e.g. 002).  Click the <b>Print</b> button. 
16.	You will notice that your <b>FML Status</b> will update once you Save and Submit.
17.	Click the <b>Sign Out</b> link. 
18.	<b>Have Questions? Need More Help?</b>  Call the FML Helpline Toll Free (Outside Indianapolis) 1-(855)773-4647 (FML option) or within the Indianapolis area (317) 234-7955. <b>End of Procedure.</b>

## Appendix C: FMLA Time and Labor

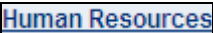
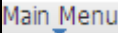
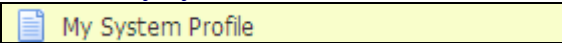


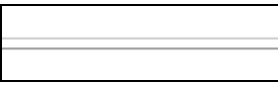
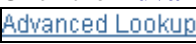
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> 
3.	<p>Click the <b>Main Menu</b> button.</p> 
4.	<p>Point to the <b>Self Service</b> menu.</p>
5.	<p>Point to the <b>Time Reporting</b> menu.</p>
6.	<p>Point to the <b>Report Time</b> menu.</p>
7.	<p>Click the <b>Timesheet</b> menu.</p> 
8.	<p>Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.</p>
9.	<p>Choose the proper <b>Time Reporting Code</b> for each day of your work schedule.</p> <p>Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p> <p>If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."</p> <p>If your FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.</p>
10.	<p>Click the <b>Time Reporting Code</b> list.</p> 
11.	<p>Choose the proper <b>Time Reporting Code</b> for each day you were scheduled to work.</p> <p>Click the <b>REG - Regular Work Hours</b> list item.</p> 
12.	<p>Click the scrollbar and move to the right side of the <b>Time Reporting Code</b>.</p>







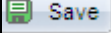

Step	Action
13.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Add Row</b> button if you need more rows to document your hours worked or accrued leave taken during the pay period.</p> 
14.	Enter the hours worked or leave time taken for each day in the corresponding box.
15.	<p><b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>Click the <b>Time Reporting Code</b> list.</p> 
16.	<p>Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item.</p> 
17.	Click the scrollbar.
18.	<p>Click the <b>FMLA Request</b> list.</p> 
19.	<p><b>NOTE:</b> FML request approved prior to the electronic implementation will default to 000.</p> <p>Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box.</p> <p>For this example, click the <b>000 FMLA Request ID</b>.</p> 
20.	Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.
21.	Click the scrollbar.
22.	<p>Now you will need to continue to add your time worked or leave taken for each day of the week.</p> <p><b>NOTE:</b> Once you have completed your time entry, you should do both of the following to complete time submission:</p> <ol style="list-style-type: none"> <li>1. <b>Save</b> using the <b>Save for Later</b> button.</li> <li>2. <b>Submit</b> your time using the <b>Submit</b> button.</li> </ol>
23.	<p>Click the <b>Save for Later</b> button.</p> 
24.	<p>Click the <b>Yes</b> button.</p> 
25.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>FMLA Request ID</b> on the correct rows for the entire pay period.
26.	<p>Click the <b>Submit</b> button.</p> 
27.	<p>Click the <b>OK</b> button.</p> 



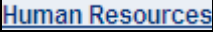
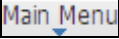
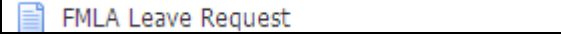
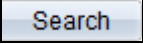

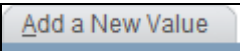
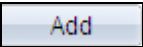
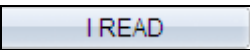
Step	Action
28.	Click the <b>Sign out</b> link. 
29.	<b>End of Procedure.</b>


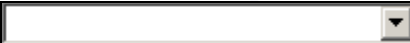





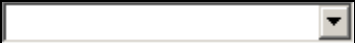


## Appendix D: How to Delegate an Alternative User for Workflow Messages






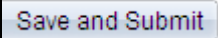
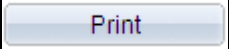

Step	Action
1.	Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a>  Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.  A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.  For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> button. 
4.	Click the <b>My System Profile</b> menu. 
5.	This page allows you to designate an alternative user to receive workflow messages in your absence. All workflow messages addressed to you will go to the alternate user and you will not have them unless you make arrangements with the alternate user to forward them back to you.  For example, job posting approvals, FMLA notices, and subordinate requests for training or time and labor.
6.	Click in the <b>Alternate User ID</b> field. 
7.	Click the <b>Magnifying Glass</b> button. 
8.	Click in the <b>User ID or Description</b> field to search for Alternate User ID. 
9.	If you don't know the User ID you can do an advanced search to find the alternate user.  Click the <b>Advanced Lookup</b> link. 

Step	Action
10.	<p>Enter the name of the alternate user into the description box and then click the <b>Look Up</b> button.</p> <p><b>NOTE:</b> You will need to notify the alternate user to inform them of this delegation so that they won't be surprised and will know to share any messages that require follow up with you when you return to work.</p> 
11.	<p>Locate the correct individual and click on the User ID or the Description name link.</p> <p>Click the <b>User ID</b> link.</p>
12.	<p>Now that you have selected the alternate user you will need to select the length of time established for the alternate user to receive your routings and notifications.</p> <p><b>Note: If you return to work before the original time specified you can adjust this to reflect the new date.</b></p> <p>Click the <b>Calendar</b> button.</p> 
13.	<p>For this example the alternate user will need to cover June 29 - July 12.</p> <p>Click the <b>29</b> link.</p> 
14.	<p>Click the <b>Month</b> list item.</p> 
15.	<p>For this example, click the <b>July</b> link.</p> 
16.	<p>For this example, click the <b>13</b> link.</p> 
17.	<p>Click on the scrollbar and scroll down to locate the save button.</p>
18.	<p>Please ensure that you have checked the <b>Email User</b> box in the Workflow Attributes section. This will ensure that the user will receive the workflow that is delegated.</p>
19.	<p><b>REMINDER:</b> If follow up might be needed for any workflow you delegated, you must communicate with your alternate user and get those messages.</p> <p>Click the <b>Save</b> button.</p> 
20.	<p>Click the <b>Sign Out</b> link.</p> 
21.	<p><b>End of Procedure.</b></p>

## Appendix E: (Manager) How to an Submit FML Request on Behalf of Employee


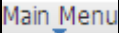
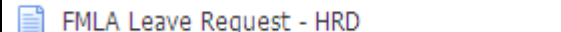
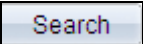

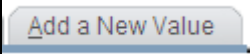
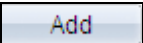
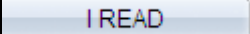
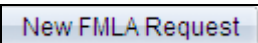
Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> 
3.	<p>Click the <b>Main Menu</b> button.</p> 
4.	Point to the <b>Manager Self Service</b> menu.
5.	Point to the <b>Leave of Absence</b> menu.
6.	<p>Click the <b>FMLA Leave Request</b> menu.</p> 
7.	<p>Click the <b>Search</b> button.</p>  <p><b>NOTE:</b> Only the employees reporting to the manager who have previously submitted an FML request will be in the search results.</p>
8.	<p>Click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request. You can then proceed to step #14.</p> <p><b>NOTE:</b> If the employee is not in the list proceed to step #9 to look them up.</p>
9.	<p>Click the <b>Magnifying Glass</b> button to search for an employee who has yet to submit an FML request.</p> 
10.	You can search by Empl ID, Name, or Department to locate an employee and then click <b>Look Up</b> .
11.	Review the list and click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request.
12.	<p>Click the <b>Add a New Value</b> tab.</p> 
13.	<p>Click the <b>Add</b> button to complete the FML request.</p> 
14.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
15.	Click the scrollbar down to review.
16.	<p>Click the <b>I READ</b> button.</p> 




Step	Action
17.	<p>If the employee has submitted prior FML Requests and you are now submitting a new request on their behalf, please click the <b>New FMLA Request</b> link.</p> <p>If the employee has never submitted an FML Request, please continue to the next step.</p> <p>Click the <b>New FMLA Request</b> button.</p> 
18.	<p>Please confirm that the employee's home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b> If the employee has not provided a work or other email address, you must enter your own work email address and then you are responsible for sending any FML notices which you receive to the employee.</p> <p>Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.</p>
19.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> object.</p> 
20.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> 
21.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> 
22.	<p>For this example, we will click the <b>Employee</b> list item.</p> 
23.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list.</p> 
24.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> 
25.	<p>Select the desired <b>Leave Type</b> from the available options.</p> 
26.	<p>For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> button.</p> 
27.	<p>For this example, we will click the <b>Intermittent</b> list item.</p> 



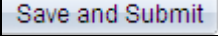
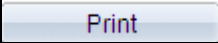

Step	Action
28.	Enter the date the selected leave type is anticipated to begin.  Click the <b>Calendar</b> button. 
29.	For additional information on the Begin Date click on the <b>Question Mark</b> button. 
30.	Click the list. 
31.	For this example, we will click the month of <b>July</b> . 
32.	For this example, we will select <b>20</b> from the calendar. 
33.	Once you have selected the <b>Leave Type</b> and <b>Begin Date</b> appropriate for the employee's situation, you may be asked to provide additional information about the employee's leave request. You can do this by providing the information in the text box directly below the <b>Leave Type</b> Field.  Click in the <b>Text Box</b> field.
34.	Click the <b>Save and Submit</b> button. 
35.	After you have submitted the request you will want to print a copy and provide to the employee. The FML Request ID number (e.g. 001) will be located at the top of the printout and will be needed to submit time in Time and Labor.  Click the <b>Print</b> button. 
36.	Click the <b>Sign out</b> link. 
37.	<b>End of Procedure.</b>

## Appendix F: (HRD) How to Submit an FML Request on Behalf of Employee

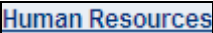


Step	Action
1.	Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a>  Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.  <b>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</b>  For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

Step	Action
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> button. 
4.	Point to the <b>Workforce Administration</b> link.
5.	Point to the <b>Leave Administration</b> menu.
6.	Click the <b>FMLA Leave Request - HRD</b> menu. 
7.	Click the <b>Search</b> button.   <b>NOTE:</b> Only the employees who have previously submitted an FML request will be in the search results.
8.	Click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request. You can then proceed to step #14.  <b>NOTE:</b> If the employee is not in the list proceed to step #9 to look them up.
9.	Click the <b>Magnifying Glass</b> button to search for an employee who has yet to submit an FML request. 
10.	You can search by Empl ID, Name, or Department to locate an employee and then click <b>Look Up</b> .
11.	Review the list and click the <b>Empl ID</b> link next to the employee for which you are submitting the FML request.
12.	Click the <b>Add a New Value</b> tab. 
13.	Click the <b>Add</b> button to complete the FML request. 
14.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the <b>I Read</b> button.
15.	Click the scrollbar down to review.
16.	Click the <b>I READ</b> button. 
17.	If the employee has submitted prior FML Requests and you are now submitting a new request on their behalf, please click the <b>New FMLA Request</b> link.  If the employee has never submitted an FML Request, please continue to the next step.  Click the <b>New FMLA Request</b> button. 

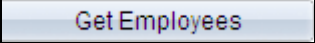
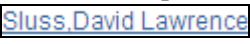

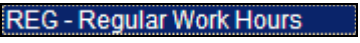


Step	Action
18.	<p>Please confirm that the employee's home address, e-mail address, and phone number are correct. <b>YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST.</b> If the employee has not provided a work or other email address, you must enter your own work email address and then you are responsible for sending any FML notices which you receive to the employee.</p> <p>Click the <b>Question Mark</b> link for additional information on how to make changes to any contact information specific to the FML request being submitted.</p>
19.	<p>Select the desired <b>FMLA Request Reason</b> from the available options.</p> <p>Continue selecting from the drop down boxes as they populate.</p> <p>Click the <b>FMLA Request Reason</b> list.</p> <div data-bbox="289 562 690 604" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>
20.	<p>For this example we will select Serious Health Condition.</p> <p>Click the <b>Serious Health Condition</b> list item.</p> <div data-bbox="289 722 699 756" style="border: 1px solid black; padding: 2px;"> <b>Serious Health Condition</b> </div>
21.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Relation</b> list.</p> <div data-bbox="289 905 699 947" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>
22.	<p>For this example, we will click the <b>Employee</b> list item.</p> <div data-bbox="289 999 699 1033" style="border: 1px solid black; padding: 2px;"> <b>Employee</b> </div>
23.	<p>You will notice that an additional information box has populated and needs to be completed to submit this request.</p> <p>Click the <b>Serious Health Condition Option</b> list item.</p> <div data-bbox="289 1182 699 1218" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>
24.	<p>For this example, we will click the <b>Other Serious Health Condition</b> list item.</p> <div data-bbox="289 1299 699 1333" style="border: 1px solid black; padding: 2px;"> <b>Other Serious Health Condition</b> </div>
25.	<p>Select the desired <b>Leave Type</b> from the available options.</p> <div data-bbox="289 1383 638 1417" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>
26.	<p>For this example, we will click the <b>Intermittent</b> list item.</p> <div data-bbox="289 1467 649 1501" style="border: 1px solid black; padding: 2px;"> <b>Intermittent</b> </div>
27.	<p>For additional information on the type of FMLA leave needed click on the <b>Question Mark</b> button.</p> <div data-bbox="289 1551 324 1585" style="border: 1px solid black; padding: 2px;">  </div>
28.	<p>Enter the date the selected leave type is anticipated to begin.</p> <p>Click the <b>Calendar</b> button.</p> <div data-bbox="289 1703 324 1736" style="border: 1px solid black; padding: 2px;">  </div>
29.	<p>For additional information on the Begin Date click on the <b>Question Mark</b> button.</p> <div data-bbox="289 1787 324 1820" style="border: 1px solid black; padding: 2px;">  </div>
30.	<p>Click the list.</p> <div data-bbox="289 1871 467 1904" style="border: 1px solid black; padding: 2px;"> <b>June</b> </div>




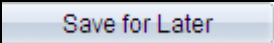
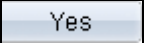
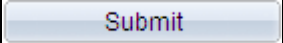



Step	Action
31.	For this example, we will click the month of <b>July</b> . 
32.	For this example, we will select <b>20</b> from the calendar. 
33.	Once you have selected the <b>Leave Type</b> and <b>Begin Date</b> appropriate for the employee's situation, you may be asked to provide additional information about the employee's leave request. You can do this by providing the information in the text box directly below the <b>Leave Type</b> Field.  Click in the <b>Text Box</b> field.
34.	Click the <b>Save and Submit</b> button. 
35.	After you have submitted the request you will want to print a copy and provide to the employee. The FML Request ID number (e.g. 001) will be located at the top of the printout and will be needed to submit time in Time and Labor.  Click the <b>Print</b> button. 
36.	Click the <b>Sign out</b> link. 
37.	<b>End of Procedure.</b>

## Appendix G: (Manager) How to Enter Time on Behalf of Employee (FMLA)

Step	Action
1.	Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a>  Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.  A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.  For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Press <b>[Enter]</b> .
2.	Click the <b>Human Resources</b> link. A new page or tab will populate. 
3.	Click the <b>Main Menu</b> link. 
4.	Point to the <b>Manager Self Service</b> menu.
5.	Point to the <b>Time Management</b> menu.
6.	Point to the <b>Report Time</b> menu.
7.	Click the <b>Timesheet</b> button. 



Step	Action
8.	Click the <b>Get Employees</b> button. 
9.	You will now see the employees who directly report to you.  If you wish to enter time for a different pay period, you may change the <b>Date</b> field and click the green <b>Refresh</b> button.
10.	Locate the employee for whom you need to submit time and click on their name.  For this example, we will click the <b>David Sluss</b> link. 
11.	Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.
12.	Review the proper <b>Time Reporting Code</b> available for each day of the work schedule.  Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).  If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.  If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."  If the FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.
13.	Click the <b>Time Reporting Code</b> list. 
14.	Choose the proper <b>Time Reporting Code</b> for each day the employee was scheduled to work in accordance with the requirements mentioned in Step 12 of this job aid in For this example, click the <b>REG - Regular Work Hours</b> list item. 
15.	Click the scrollbar and move to the right side of the <b>Time Reporting Code</b> .
16.	A separate row is required for each different type of leave and for regular hours worked.  Click the <b>Add Row</b> button if you need more rows to document the employee's hours worked or accrued leave taken during the pay period. 
17.	Enter the hours worked or leave time taken for each day in the corresponding box.
18.	<b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).  Click the <b>Time Reporting Code</b> list. 

Step	Action
19.	Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item. 
20.	Click the scrollbar.
21.	Click the <b>FMLA Request</b> list. 
22.	<b>NOTE:</b> FML request approved prior to the electronic implementation will default to 000.  Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box.  For this example, click the <b>000 FMLA Request ID</b> . 
23.	Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.
24.	Click the scrollbar.
25.	Now you will need to continue to add your employee's time worked or leave taken for each day of the week.  <b>NOTE:</b> Once you have completed your employee's time entry, you should do both of the following to complete time submission:  1. <b>Save</b> using the <b>Save for Later</b> button. 2. <b>Submit</b> your time using the <b>Submit</b> button.
26.	Click the <b>Save for Later</b> button. 
27.	Click the <b>Yes</b> button. 
28.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>FMLA Request ID</b> on the correct rows for the entire pay period.
29.	Click the <b>Submit</b> button. 
30.	Click the <b>OK</b> button. 
31.	Click the <b>Sign out</b> link. 
32.	<b>End of Procedure.</b> 

## Appendix H: (HRD) How to Enter Leaves in PeopleSoft

# Entering Leaves into PeopleSoft



Family Medical Leave

Unpaid Leaves  
Paid Leaves  
Military Leaves  
Short Disability  
Long Term Disability  
Worker's Compensation

**Here are the links to the policies:**

<http://www.in.gov/spd/2396.htm>

[http://www.in.gov/spd/files/disability\\_workcomp\\_handbook.pdf](http://www.in.gov/spd/files/disability_workcomp_handbook.pdf)

**Here is the link to PeopleSoft Tutorials**

<https://hr85.gmis.in.gov/psp/pa91prd/EMPLOYEE/EMPL/?cmd=login&languageCd=ENG&>

**INSTEP State Employee Portal (DO NOT Sign In)**

**Click on the PeopleSoft e-Learning Tutorials**

Click on the + beside SOI PS 91 Workforce Administration

To learn how to enter Leaves click on the + beside Leave of Absence.

To learn how to enter Short & Long Term Disability click on the + beside Disability.

### **Here is a list of Action/Reason Codes**

LOA/FML-This action/reason code should be used when an employee has been approved for Family and Medical Leave and is in unpaid status.

LOA/HEA-This action/reason code should be used when an employee does not qualify for Family and Medical Leave but will qualify for Short term disability and is in unpaid status.

LOA/WCP-This action reason code should be used when an employee has had a worked related injury.

PLA/FML-This action reason codes should be used when an employee has been approved for Family and Medical Leave and is using accrued leave (paid status).

PLA/HEA - This action reason codes should be used when an employee does not qualify for Family and Medical Leave but will qualify for Short term disability and is using accrued leave (paid status).

LTD/LTD- This action reason codes should be used when an employee goes into Long Term Disability.

RFD/RFD- This action reason codes should be used when an employee returns from Short or Long Term disability.

RFL/RFL- This action reason codes should be used when an employee returns from an unpaid leave (not to be used for return from disability or extended military leaves).

RFL/RPL- This action reason codes should be used when an employee returns from a paid leave (not to be used for return from disability or extended military leaves).

STD/STD- This action reason codes should be used when an employee goes on Short Term Disability.

PLA/MIL - This action/reason code should be used when an employee is using the 15 days of paid military leave allowed by the State.

**LOA/UML – This action/reason code is new and should be used to place an employee on up to 30 days of unpaid military leave between paid military leave and extended military leave. This code should also be used when an employee will be out on unpaid military leave 30 days or less. If the unpaid military leave lasts less than 30 days, this is not considered an extended military leave.**

LOA/MIL – This action/reason code should be used to place an employee on extended military leave (i.e., over thirty days of continuous leave out of pay status after the LOA/UML code has been used). This code will terminate the employee's family medical, dental, and vision benefits, if the employee is enrolled in such.

LOA/MLF – This action/reason code should be used to place an employee on extended military leave (i.e., over thirty days of continuous leave out of pay status after the LOA/UML code has been used). This code will not terminate the employee's family medical, dental and vision benefits, if the employee is enrolled in such. The family will be billed at home by the applicable insurance carriers.

RFL/RML – This action/reason code returns an employee from extended military leave and begins their benefits effective the date of their return.

RML/REM – This action/reason code returns an employee from extended military leave and begins their benefits effective four days after the deduction from their first check.

- If you have questions regarding ppafs or which action/reason code to use for an employee's Family and Medical Leave, Worker's Compensation or military leaves, please call the HR Data Division at 232-3108 locally or 1-877-221-0019 toll-free outside the 317 area code. You may also email HR Data at [spdhrdata@spd.in.gov](mailto:spdhrdata@spd.in.gov).
- If you have questions regarding Family and Medical Leave policy, Military leave policy, Worker's Compensation, Short and Long Term Disability please call 1-855-SPD-INHR (1-855-773-4647) and choose the Employee Relations Division option.

- If you have questions regarding the payment of benefits during a leave, or the benefit options available upon return, please contact the Benefits Hotline at 232-1167 locally or 877-248-0007 toll-free outside Indianapolis. You may also email [spdbenefits@spd.in.gov](mailto:spdbenefits@spd.in.gov).