Family-Medical Leave (FML) Request Process

Family Medical Leave

ORACLE

PEOPLESOFT ENTERPRISE

FMLA module in PeopleSoft® Self Service

Family Medical Leave

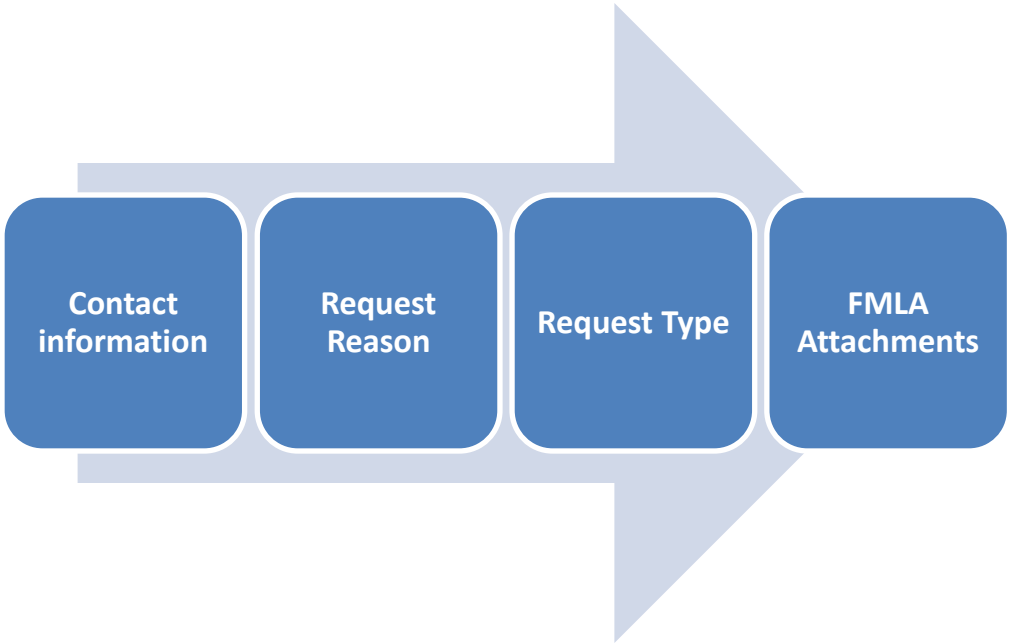
FML Process Overview

- Electronic FML requests
- Medical Information stored electronically
- Electronic workflow

Electronic FML Request

Family Medical Leave

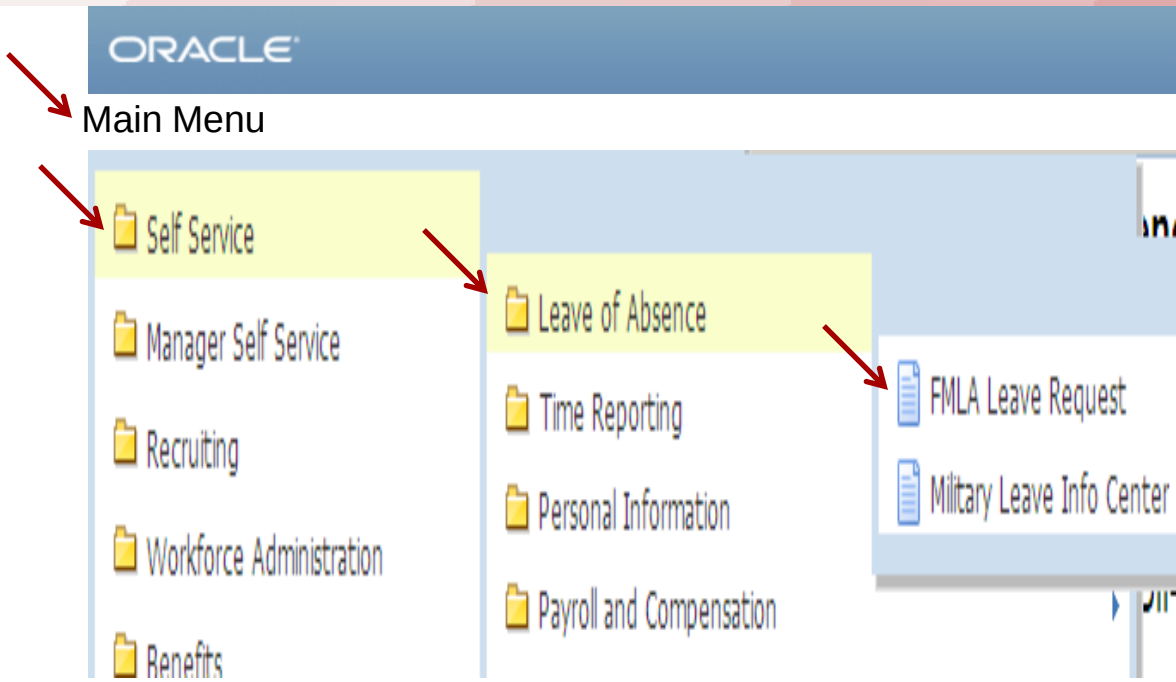
Electronic FML request form will contain the Contact information, Request reason, Request type and the FMLA attachments.



Electronic FML Request

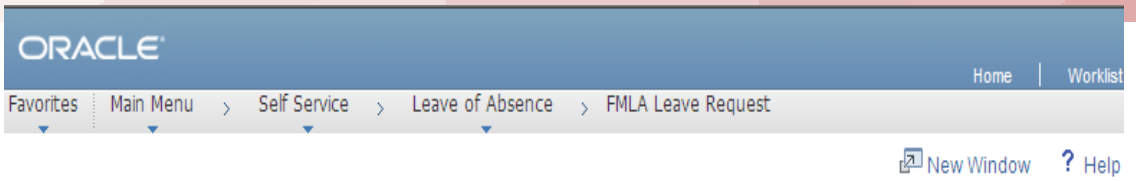
Family Medical Leave

- Sign in to PeopleSoft® and select:
  - Main Menu
  - Self Service
  - Leave of Absence
  - FMLA Leave Request



Electronic FML Request

Family Medical Leave



- Instructions for using Family-Medical Leave
- Read the instructions
- Click the **"I READ"** button at bottom

INSTRUCTIONS FOR USING FAMILY-MEDICAL LEAVE (FML)

1. Identify the family and medical circumstances that might qualify for FML and complete and submit a Request for FML through the PeopleSoft Self Service module.

   a. If the absence is foreseeable (such as appointments, treatments, surgeries, and childbirth), you must provide **thirty (30) days' advance notice**. If it is foreseeable less than thirty (30) days in advance, you must provide notice on the same or next business day after learning of the need for the absence. Failure to meet these time limits may result in denial of FML.

Click the "**I READ**" button to the left indicating you have had the opportunity to read this information. You cannot proceed to the Request Form until the button is clicked. (21001,14)

Electronic FML Request

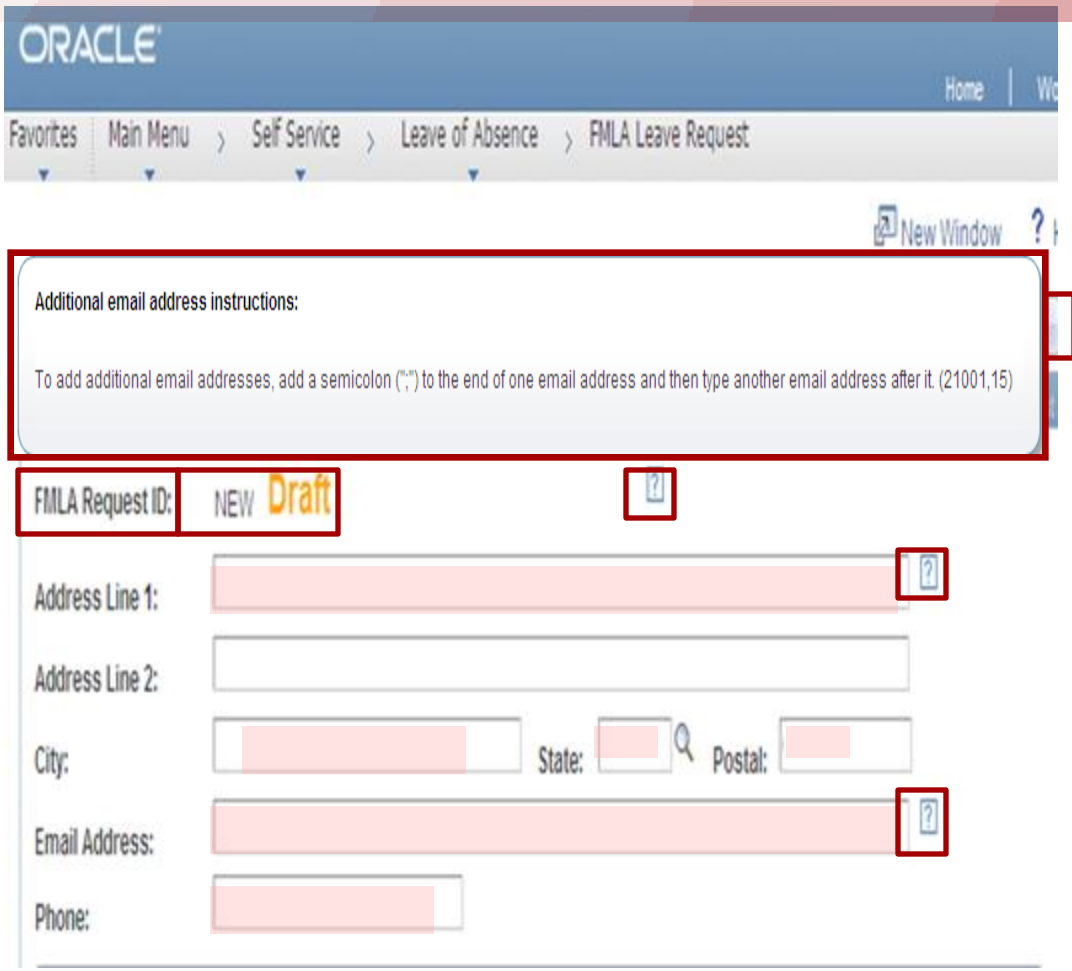
Family Medical Leave

- FMLA Request ID
  - 1st request - New Draft
  - Additional requests
    - New FMLA Request

Contact information

  - Pre-populated
    - Name, address, phone, e-mail, PeopleSoft ID

- Edit information accordingly
- **Must fill-in blank boxes**
- ? Help link - information



Electronic FML Request

Family Medical Leave

Request Reason

- Click on the down arrow and select the appropriate reason
- Continue to click on the down arrows and select options until complete
- **Must fill-in blank boxes**

Electronic FML Request

Family Medical Leave

Example

- Click the down arrow in <u>FMLA Request Reason</u>
- Click on a reason
- Click the down arrow in <u>Serious Health condition Relation</u>
- Click the appropriate relation

  Child, Employee, Parent Spouse

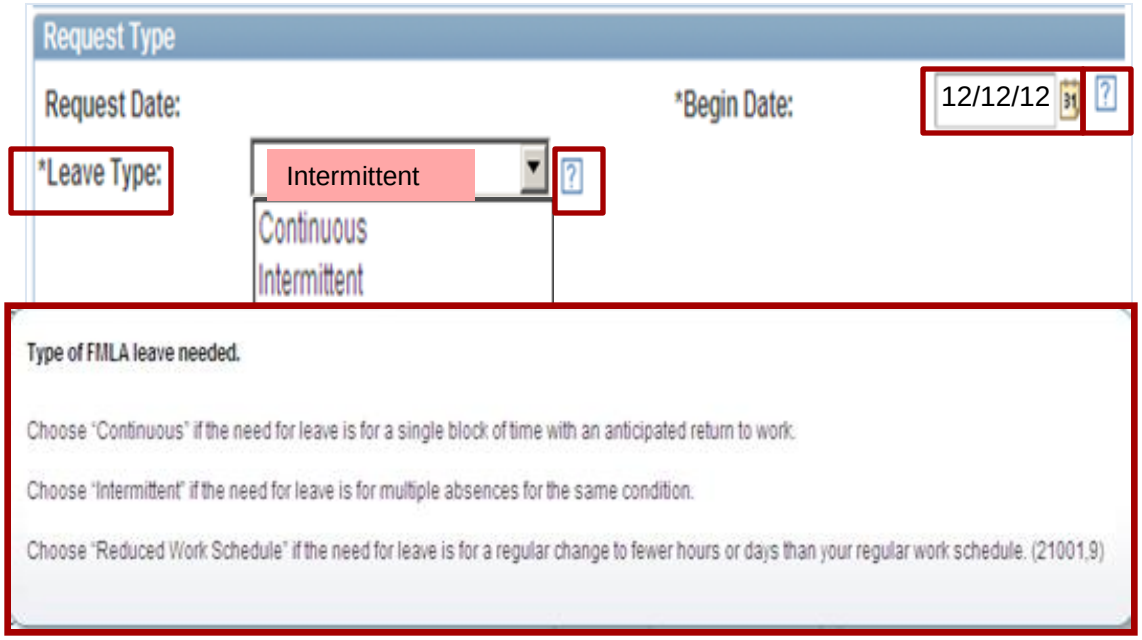
- **Must fill-in blank boxes**

Electronic FML Request

Family Medical Leave

Request Type

- Click the down arrow in Leave Type
- Click on the appropriate reason
- **Must fill-in blank box**
- Begin Date **Must fill-in**
- **?** Help link - information

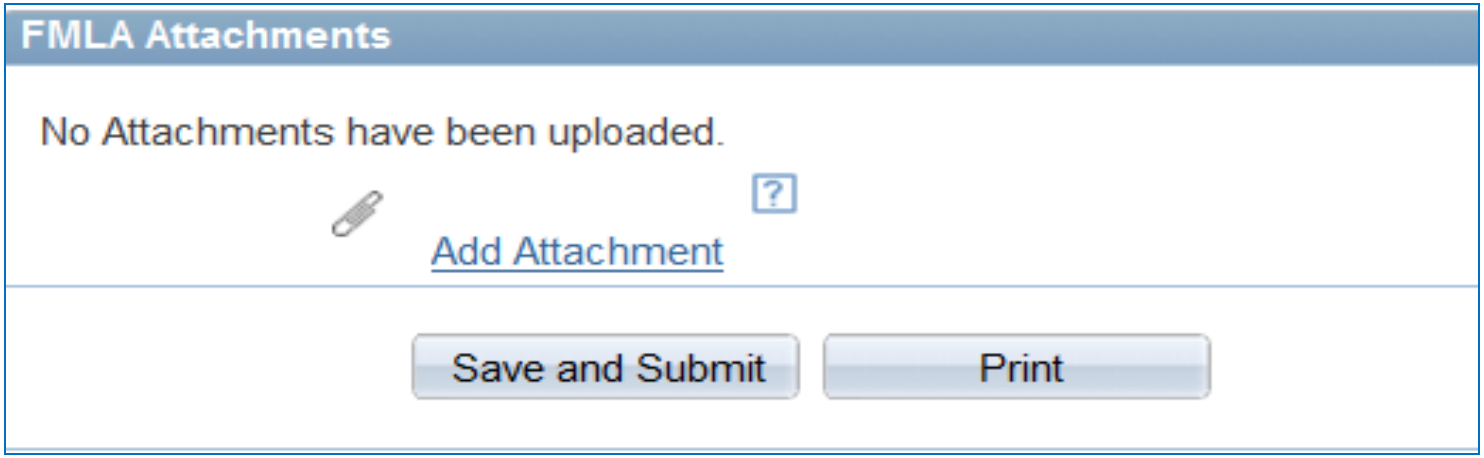


Electronic FML Request

Family Medical Leave

FMLA Attachments

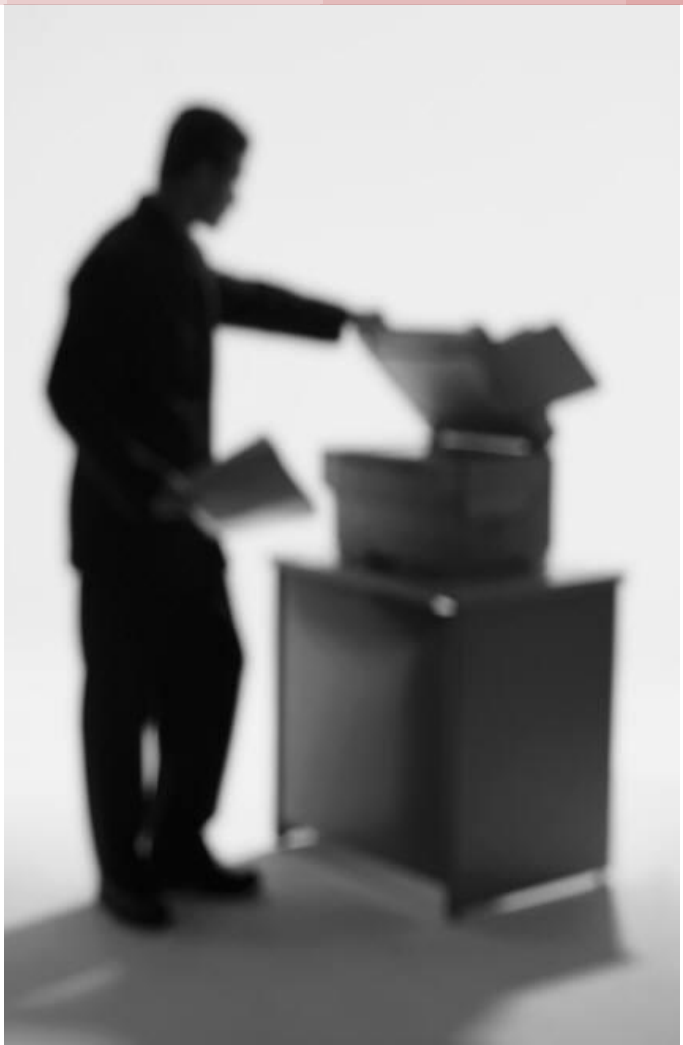
- Medical Certification



Medical Certifications

Family Medical Leave

- Physician must complete the paper Certification of Health Care Provider form
- Employee must upload medical documents into PeopleSoft® – Self Service
- Physicians, Supervisors, Embedded HR are NOT able to upload the medical documentations on your behalf
- Documents must be scanned and saved electronically prior to uploading them in PeopleSoft®

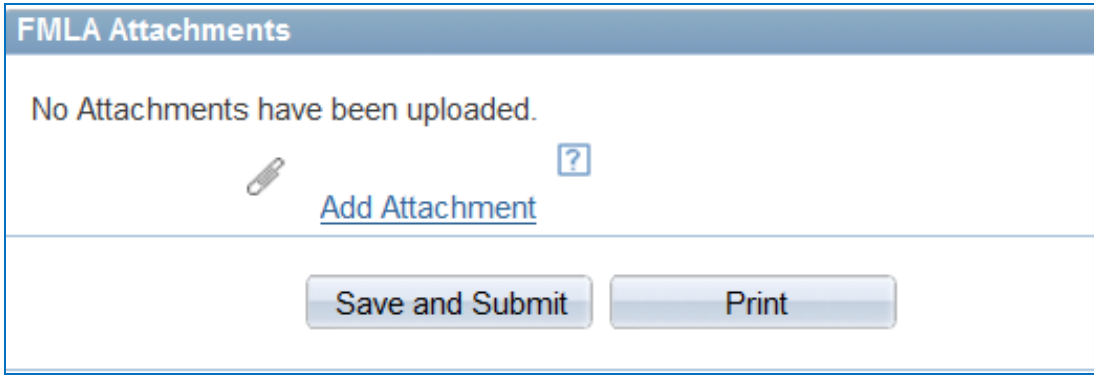


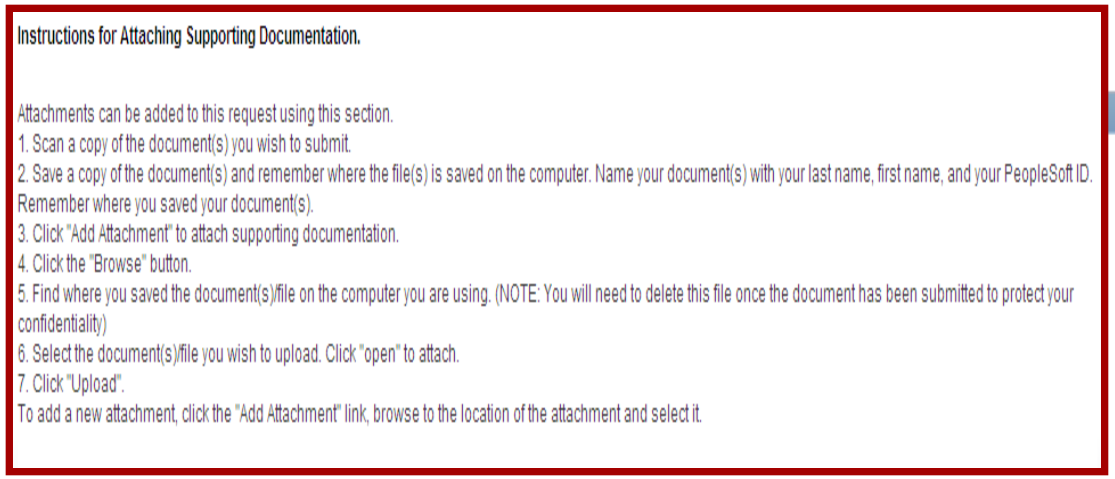
Electronic FML Request

Family Medical Leave

Medical Certification

- Click Add Attachment
- Locate where the attachment is saved electronically
- Click Upload
- Repeat the process for additional documents
- ? Help link - information

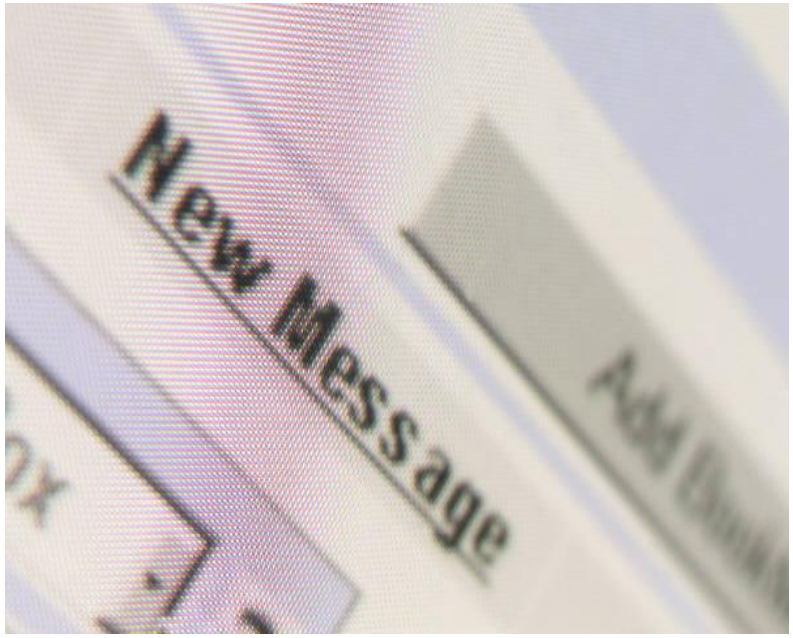




Family Medical Leave

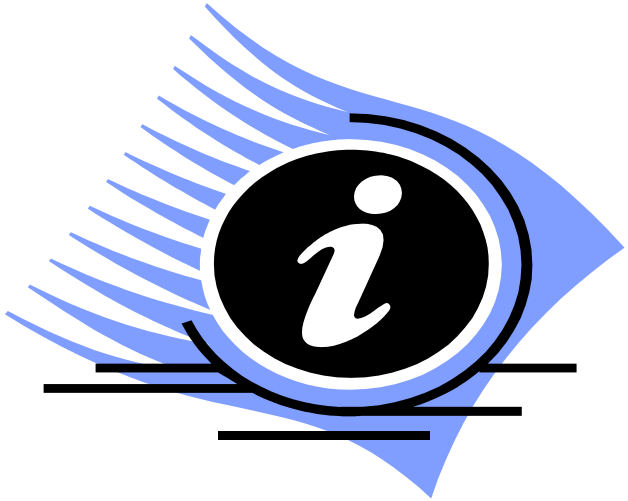
Electronic Workflow

- Notices of FML will be sent electronically to:
  - E-mail address(es) listed on FML request form
  - Supervisor listed as “Reports to” in PeopleSoft
  - Agency Payroll person
  - Embedded HR contact



Additional FML Information

- New FML requests are required if:
  - Condition occurs that is not currently approved for FML
  - Need for leave changes from Continuous to Intermittent
  - Need for leave changes from Intermittent to Continuous



Employee Responsibility

- Submit FML request through PeopleSoft® within the required timeframe
- Upload the medical documentation in PeopleSoft®
  - Physicians, Supervisors, Embedded HR are not able to upload medical documentation into PeopleSoft®
- ✓Check the e-mail listed on the FML request for notices and read the notices
- Use appropriate leave codes on your timesheet

Supervisor Responsibility

- Submit FML request through PeopleSoft® upon notice of the employee's need *if* the employee is unable to do so. Supervisors are <u>not</u> able to upload the medical documentation into PeopleSoft®
- Read the notices & monitor that employee is complying with advance notice and/or agency call-in procedures
- Ensure employee has used the appropriate leave codes when completing the timesheet

HRD Responsibility

- Submit an FML request through PeopleSoft® upon notice of the employee's need *if* the employee is unable to do so. HR staff will not be able to upload the medical documentation into PeopleSoft®
- Ensure that the "reports to" field in each employee's record is correct so notices go to the current supervisor

Resources

- Job Aids
  - Submitting FML request form
  - Attaching Medical Documents
  - Recording FML leave in PeopleSoft®
  - Manager, supervisor and HRD submitting and FML request on behalf of an employee
- Website: Http://www.in.gov/spd/2397.htm
- FML Call Center: 317-234-7955
- 855.SPD.INHR (855-773-4647)

Family Medical Leave

Questions

FML Call Center: 317-234-7955