Family-Medical Leave (FML) Request Process

Family Medical Leave

ORACLE®
PEOPLESOFT ENTERPRISE

FMLA module in PeopleSoft® Self Service

FML Process Overview

- Electronic FML requests

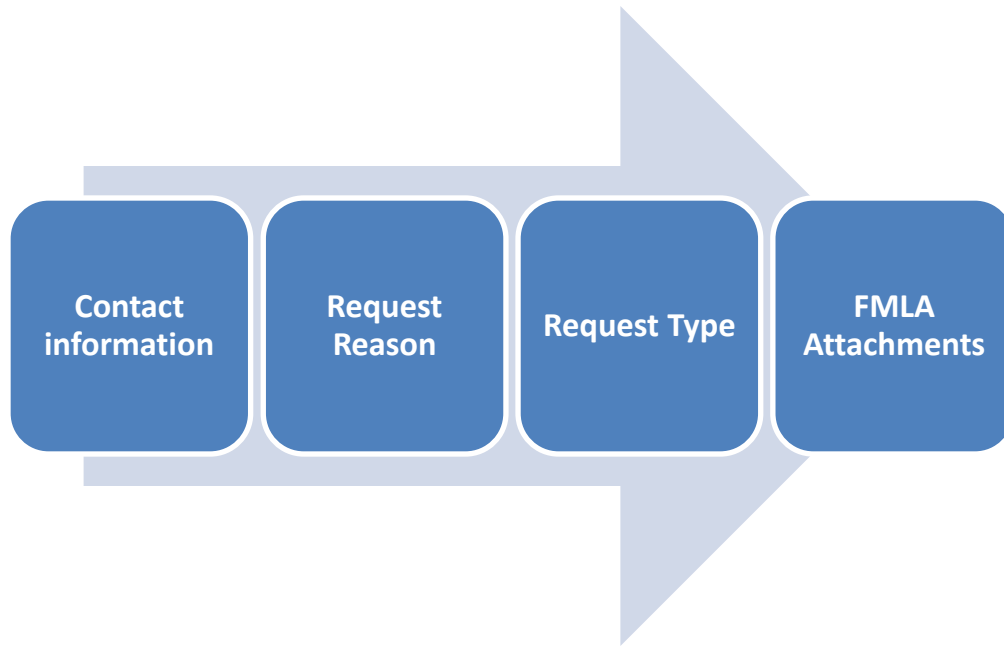- Medical Information stored electronically

- 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.
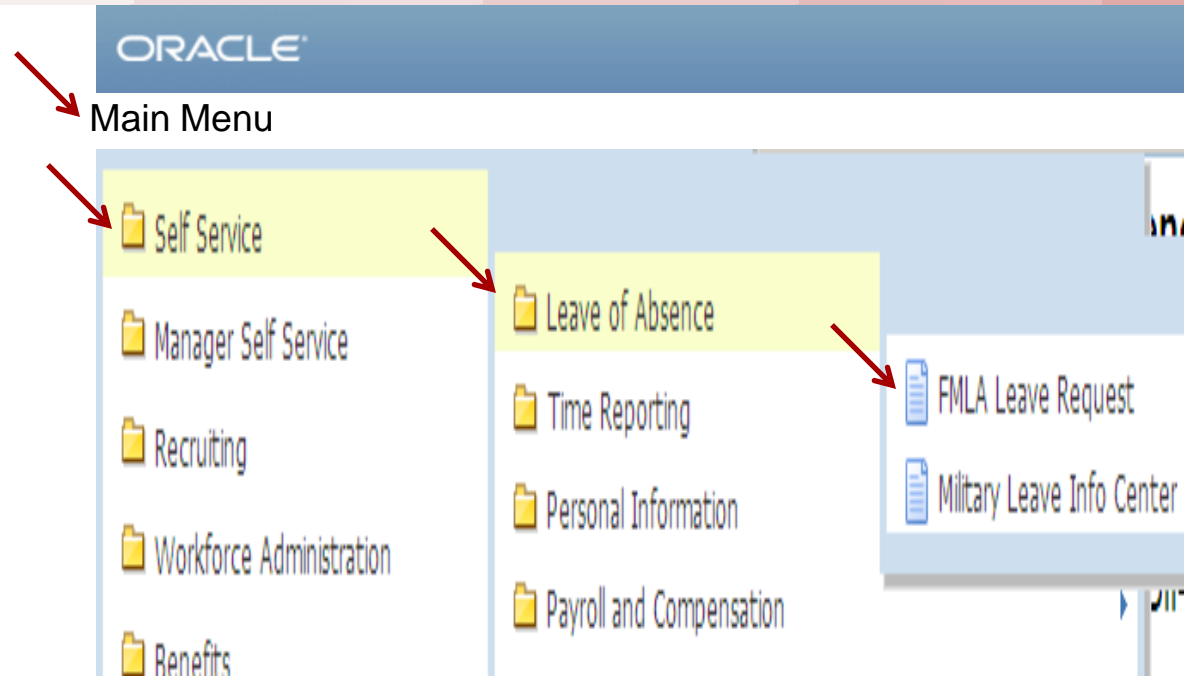
| Contact information | Request Reason | Request Type | FMLA Attachments |

Electronic FML Request

Family Medical Leave

- Sign in to PeopleSoft® and select:

  - 🖰 Main Menu
  - 🖰 Self Service
  - 🖰 Leave of Absence
  - 🖰 FMLA Leave Request

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Main Menu

- 📁 Self Service
- 📁 Manager Self Service
- 📁 Recruiting
- 📁 Workforce Administration
- 📁 Benefits

- 📁 Leave of Absence
- 📁 Time Reporting
- 📁 Personal Information
- 📁 Payroll and Compensation
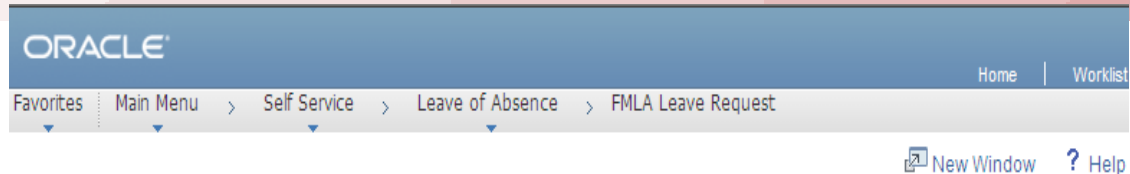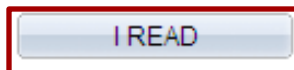
- 📄 FMLA Leave Request
- 📄 Military Leave Info Center

Electronic FML Request

- Instructions for using Family-Medical Leave

- ✍ Read the instructions

- 🖱 Click the **"I READ"** button at bottom

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Home | Worklist

Favorites | Main Menu > Self Service > Leave of Absence > FMLA Leave Request

📰 New Window | ? Help

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.

I READ

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

- <u>Edit information accordingly</u>

- **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**

Request Reason

FMLA Request Reason:

- Military
- Parenting Leave
- Placement of Child
- Serious Health Condition

Electronic FML Request

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**

Request Reason

FMLA Request Reason:	Serious Health Condition ▼
Serious Health Condition Relation:	Child ▼
Child First Name:	Mary
Child Last Name:	Smart

Child Birthdate: 11/11/11

You have chosen leave for the serious health condition of your child. Please provide the supporting documentation. Hover the cursor over the ? icon at the Attach Documentation button for further instructions. Information on a Request cannot be changed once you click the Submit button; however, supporting documentation can be attached within the 15 day time frame by returning to this Request and clicking the Attach Documentation button. (21001,25)

Electronic FML Request

Family Medical Leave

Request Type

- 🖰 Click the down arrow in <u>Leave Type</u>

- 🖰 Click on the appropriate reason

- **Must ✍fill-in blank box**

- <u>Begin Date</u> **Must ✍fill-in**

- **?** Help link - information

Request Type

Request Date: *Begin Date: 12/12/12

*Leave Type: Intermittent ▼ ?
                Continuous
                Intermittent

Type of FMLA leave needed.

Choose 'Continuous' if the need for leave is for a single block of time with an anticipated return to work.

Choose 'Intermittent' if the need for leave is for multiple absences for the same condition.

Choose 'Reduced Work Schedule' if the need for leave is for a regular change to fewer hours or days than your regular work schedule. (21001,9)

Electronic FML Request

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 <u>NOT</u> able to upload the medical documentations on your behalf

- Documents must be scanned and saved electronically prior to uploading them in PeopleSoft®
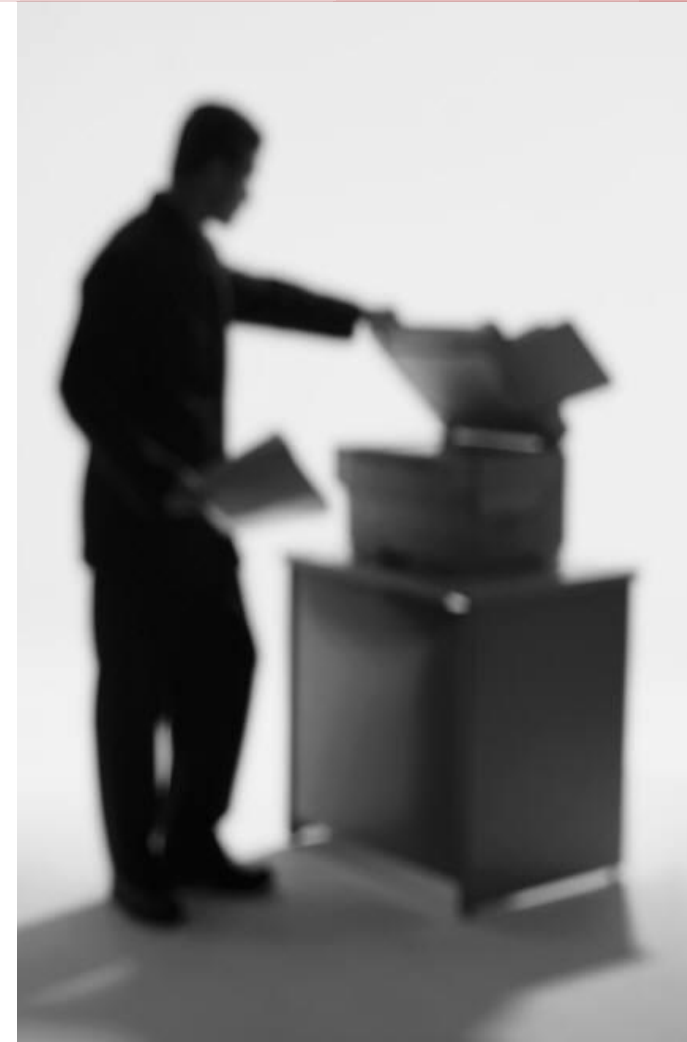
Electronic FML Request

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

FMLA Attachments

No Attachments have been uploaded.

📎 ?
Add Attachment

Save and Submit   Print

Instructions for Attaching Supporting Documentation.

Attachments can be added to this request using this section.
1. Scan a copy of the document(s) you wish to submit.
2. Save a copy of the document(s) and remember where the file(s) is saved on the computer. Name your document(s) with your last name, first name, and your PeopleSoft ID. Remember where you saved your document(s).
3. Click "Add Attachment" to attach supporting documentation.
4. Click the "Browse" button.
5. Find where you saved the document(s)/file on the computer you are using. (NOTE: You will need to delete this file once the document has been submitted to protect your confidentiality)
6. Select the document(s)/file you wish to upload. Click "open" to attach.
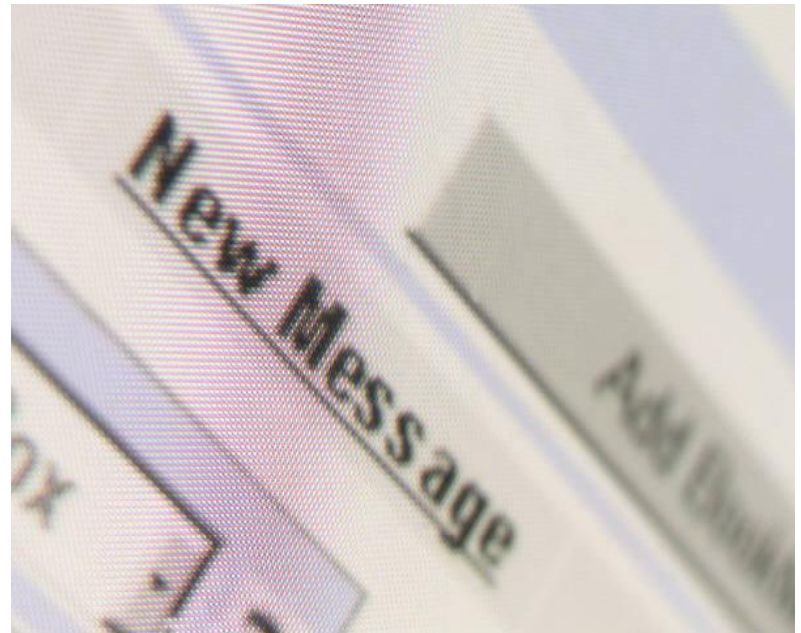7. Click "Upload".
To add a new attachment, click the "Add Attachment" link, browse to the location of the attachment and select it.

Electronic Workflow

Family Medical Leave

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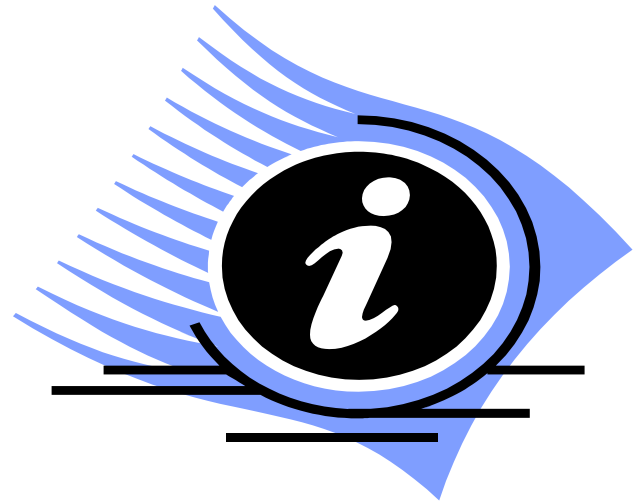 - Agency Payroll person
  - Embedded HR contact

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

Family Medical Leave

- ✐ 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

Family Medical Leave

🖰Submit an FML request through PeopleSoft® upon notice of the employee's need *if* the employee is unable to do so. HR staff will <u>not </u>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
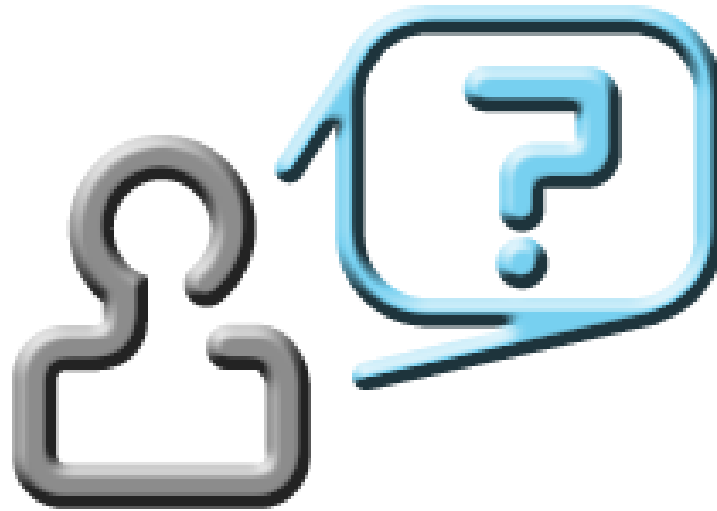
Resources

- 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)

Questions

Family Medical Leave

FML Call Center: 317-234-7955