



FAMILY MEDICAL LEAVE
For Employees of Indiana State Government

Supporting Documentation

How to Submit

May 2015



Supporting Documentation

How to Submit

To complete your FML request in PeopleSoft-Self Service, you must provide supporting medical documentation.

- Supporting documentation must be attached before a determination can be made.
- Supporting medical documentation can only be attached to your request when the request is in the following status:
 - Draft
 - Submitted without documentation
 - Draft – Additional information needed
- Submitting supporting documentation is the **employee's** responsibility (not the health care provider).



Supporting Documentation

How to Submit

Once you have received the supporting medical documentation from the health care provider, you must convert the paper documents into an electronic file. To do this:

- Scan and save the document to a location (drive) on your computer.
- When naming the file, keep it under 15 characters.
 - Example: yournameFML.pdf, FMLdatename.pdf, etc.
 - No symbols or periods should be used between words.
- Remember where the file is saved.



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Attaching a document to your request in Draft status

To attach a document while completing the request, follow these steps:

1. Click the **Add Attachment** link
2. Click the **Browse** button
3. Browse to the saved document location (drive) in your computer and select the document you named and saved
4. Click **Upload** button to attach
5. If there are multiple documents to attach, repeat Steps 1-4.
6. When ALL documents have been attached, Click **Save and Submit** button.
 - Do not click Save and Submit between each upload.

After selecting save and submit button, the FML status at the top of the request should update to “Submitted”

- An email notification from GMIS workflow is instantly sent indicating the request is in submitted status.



Supporting Documentation

Attaching a document to your request in another “status”:

Check your request for status: Is it in...?

- Submitted without Documentation, or
- Draft – Additional Information Needed
 - For either status, return to the FML request – **Do Not** submit a new request
 - Follow scanning and attaching steps as discussed in previous slides

Submitted without Documentation

From the request date, you have 15 calendar days to submit medical documentation

Draft – Additional Information Needed

From an email sent to you from GMIS workflow, you have 7 calendar days to submit clarifying medical documentation

After selecting save and submit button, the FML status at the top of the request should update to “Submitted”

An email notification from GMIS workflow is instantly sent indicating the request is in submitted status.



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What if I am unable to convert paper documents to an electronic format?

While attaching a document to a FML request is the best method of submitting supporting medical documentation, in those limited circumstances where resources are not available, your options are:

- Check with your supervisor and/or your agency Human Resources for resources at work
- If faxing the documentation is the only option, then please include:
 - Employee Name & PeopleSoft ID #
 - Agency name
 - FML administrator name (if known)
 - Fax the document to 317-974-2029



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What happens if the supporting medical documentation is not submitted?

It is the responsibility of the employee to submit supporting medical documentation in a timely manner. If the documentation is not received within the stated deadline, then:

- FML request will be automatically denied by the PeopleSoft system.
- Leave taken without approval may be considered unauthorized and subject to discipline.

If documentation becomes available, you may submit a new request, but the request number that was denied cannot be reopened.



Supporting Documentation

Attaching a document to your request

For additional information and a [step by step job aid](#), please refer to the following:

- www.in.gov/spd/2397.htm
- Refer to “Helpful tools related to the FML process” toward the bottom of the page.
- Click on “Quick Steps for Attaching Documents to Request” link.



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Have a Question?

Call the SPD FMLA Line

317-234-7955

or toll free

1-855-SPD-INHR

(1-855-773-4647)



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