



FAMILY MEDICAL LEAVE
For Employees of Indiana State Government

Tracking FML Usage

July 2015



Tracking FML Usage

Documenting your leave

Once approved, leave taken for FML must be documented in your timesheet/attendance report.

- Each time you use FML for all or part of a day, that usage must be recorded on the applicable day.
 - a FML code is provided at the far right side of the PeopleSoft time entry form (use the scroll bar at the bottom of the page)
 - Use *Quick Steps for Recording Use of FML in PS/Time Labor*.
 - You can find these quick steps using the following link:
<http://www.in.gov/spd/files/Quick Steps for Recording Use of FML in PS Time Labor.pdf>
- A PowerPoint overview of the process is also available on the SPD website using this link: <http://www.in.gov/spd/files/New recording process PS Time Labor.pdf>



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- If you have approval for FML for more than one reason, then you will have more than one FML code available, so choose the one that is for that specific reason you missed work on that day.
- Leave time used concurrently with FML must also be recorded. That includes use of sick, vacation or personal leave as well as leave without pay.
- You may need to add rows to your Timesheet to properly record all of your work, leave, and FML usage during the week or pay period.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.

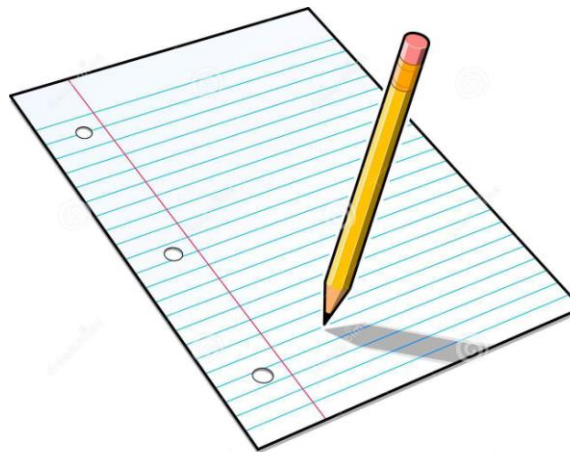


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However, unlike Vacation, Sick and Personal Leave balances PeopleSoft Time & Labor module does **not** calculate or report time balances for FML. Therefore, it is important that you personally track leave time used and leave available.

Tools are available to assist you in tracking your usage of FML.



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Tracking FML Usage

Tools available for Tracking FML Usage

To assist with tracking time used, forms are available:

- Sample Record of Dates/Hours of FML Used
- Sample Record of Dates/Hours of FML Used – IDOC
- These forms can be found on the SPD website:
 - Go to: www.in.gov/spd/2397.htm and scroll down to
 - “Helpful tools related to FML process” and choose
▼ VIEW AVAILABLE TOOLS FOR TRACKING FML USAGE

Other ways of tracking FML usage manually are:

- Using a paper or electronic calendar
- Creating your own spreadsheet or document
- Utilizing other electronic devices.



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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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