



Unicorn HRO

FMLA

Overview

Maintaining information under FMLA (Family and Medical Leave Act of 1993) is one of the more complicated and difficult tasks required of employers today. In addition to extensive record keeping, certain activities are date sensitive and require constant monitoring.

Under the jurisdiction of the U.S. Department of Labor, the law was intended to provide unpaid leave to employees when certain family and medical emergencies arise and to protect the employee's job while on qualified leave. In 2008, military caregiver leave of up to 26 weeks within a single 12-month period was allowed. Effective January 16, 2009, new regulations took effect, most significantly the military family leave provisions.

Some of the stipulations of the law require that an employee must have worked for the company for at least 12 months and have worked at least 1,250 hours during the previous 12 months. Most full time employees meet these requirements easily and pose few problems when determining eligibility. Others however, may require research and analysis to accurately determine whether the 1,250-hour threshold has been achieved.

More difficult issues arise regarding certifications. The Act allows an employer to require that a health care provider certify the validity of the health condition and the period of time that the employee may be away from his/her job. Stipulations in the Act allow for subsequent re-certifications that further complicate record keeping requirements. There are limitations that govern the time that an employee has to get certifications and return necessary documentation to his/her employer; these must also be monitored.

Maintaining records on which decisions are based is a necessary defense to allegations of improper application of the Act.

iCON Implementation of FMLA

iCON includes the following features:

- Quick and easy determination of an employee's eligibility.
- The ability to record each occurrence of leave taken, no matter how small the time period in the case of intermittent leave.
- The ability to produce the necessary package of forms required by the Act and to record when they were provided to the employee.
- The tracking of certifications and re-certifications - when they are due to be returned, and when they expire.

Setting Up Company FMLA Rules

Common Objects Used in FMLA Module

The following Payroll Common Objects are used by FMLA functions. Required entries in these tables are supplied with the system. You may change the descriptions of these items if desired.

- FMLA Jurisdictions contains a record for “Federal” and each state
- FMLA Leave Method contains the following values:
 - A Anniversary Date (Forward)
 - C Calendar Year (Forward)
 - F Fiscal Year (Forward)
 - L First Day of Leave
 - R Rolling Month (Backward)
 - S Specified Month/Day (Forward)
- FMLA Leave Reason contains the following values:
 - A Adop./Foster Care Child
 - B Birth of Child
 - E Employee Health Condition
 - F Immediate Family Health
 - M Military Caregiver Leave
 - X Mil. Exigency Family Leave

Defining Companies Subject to FMLA


If the FMLA module is activated on your system, UnicornHRO will set up the companies that you indicate are subject to FMLA.

Defining Company Rules

If your company uses a leave method other than Rolling Month (Backwards), or if you wish to define rules other than the global federal rules, access the **FMLA Setup** function in the HR Setup menu in Manager Services.

When adding a record in this function, specify whether the rules apply to All Legal Entities or a specific Legal Entity. If you select the federal jurisdiction, the system will display the global rules. The following page shows an example of the current Federal rules. Select the Leave Method that describes your company's policy.

Customer: 2000 Live (2000) | User: carol | Report Master Listing | My Account | Home | About | Log Off


Employee Search
Employee Number

Menu Search

Personal Information
Employment Info.
Benefit Setup
Benefit Actions
HR Setup
Certification Definition
Date Rounding
Formula
Employment Status
Definition
FMLA Setup
Job Titles
Organization Setup
Salary Range Copy
Salary Ranges
Skill Definition
Training Course
Administration

Add FMLA Setup
* = Required
☒ All Legal Entities ☐ Select Legal Entities
*Legal Entity :
*Jurisdiction :
*Leave Method : *Effective Date :
Global Rules Defined for this Jurisdiction

Employee worked minimum number of months:	<input type="text" value="12"/>	12
Employee worked minimum number of hours:	<input type="text" value="1250"/>	1250
Maximum Non-Military Leave Hours:	<input type="text" value="480"/>	480
Maximum Military Leave Hours:	<input type="text" value="1040"/>	1040
Maximum Number of Months Over Which Leave Can be Taken:	<input type="text" value="12"/>	12
Minimum Number of Days when requested Certifications are due:	<input type="text" value="15"/> (days)	15
Minimum Number of Days when re-Certifications can be requested:	<input type="text" value="30"/> (days)	30
Automatically delete scheduled leaves not taken after:	<input type="text" value="0"/> (days)	0
*Specified Month :	<input type="text" value="0"/>	0
*Specified Day :	<input type="text" value="0"/>	0

(*Required on Specified Month/Day Method)

The available Leave Methods are:

- Anniversary Date (forward): the system uses the employee's Adjusted Hire Date as the starting date
- Calendar Year (forward)
- Fiscal Year (forward): the system uses the Last Fiscal Month of the Year from Legal Entity Definition
- First Day of Leave
- Rolling Month (backward)
- Specified Month and Day (forward): if this method is selected, the system uses the Specified Month and Specified Day that is entered at the bottom of the screen

The eligibility requirement "Employee worked minimum number of months" defaults to the number of months for the selected Jurisdiction but may be overridden if your state requires a higher value. The Federal limit is currently 12 months.

The eligibility requirement "Employee worked minimum number of hours" defaults to the number of hours for the selected Jurisdiction, but also may be overridden if necessary. The Federal limit is currently 1250 hours.

Specify the "Maximum Non-Military Leave Hours" for which employees are eligible. The Federal limit is currently 480 hours (12 "standard" work weeks x 40 hours). Specify the "Maximum Military Leave Hours". The Federal limit is currently 1040 hours (26 "standard" work weeks x 40 hours). Specify the "Maximum Number of Months Over Which Leave Can be Taken". The Federal limit is currently 12 months.

The next two fields apply to when your company may request medical certification. The first, "Minimum Number of Days When requested Certifications are due" is a value that will be added to the date of an employee's leave request to arrive at a due date by which the employee must have returned a completed certification. The Act specifies that this time period must allow at least 15 calendar days.

"Minimum Number of Days when re-Certifications can be requested" specifies how often re-certifications may be requested. The Act requires that (absent certain specific circumstances) re-certification cannot be requested more often than every 30 days.

"Automatically delete scheduled leaves not taken after" defines a decision point at which scheduled leave records will be purged. This refers only to leave that is scheduled but not taken. An explanation follows.

The system creates a record for each occasion of leave scheduled. If, subsequent to scheduling, the employee does not actually take the leave time, we should remove those scheduled records. This field tells the system to delete a scheduled record when the leave was not taken and the specified number of days has passed.

This is a necessary action because the system reduces an employee's FMLA leave available (the Remaining Balance field on an employee's Leave tab) by the amount of any leave scheduled. The Remaining Balance field's value is computed by adding leave taken during the FMLA year plus the leave that may be scheduled but not yet taken. Therefore, if the leave isn't actually taken, we can't allow the scheduled record to remain on file since it reduces the Remaining Balance value. It's feasible that because of a lag in communications that HR doesn't know whether the leave was taken or not until a day or a few days after the scheduled begin date – for

that reason, we can't just automatically delete a scheduled record immediately upon passing the scheduled begin date. Records will be deleted when you access an employee's information in the FMLA Details function and leave that has been scheduled but not taken is prior to today's date by at least the number of days entered in the "Automatically delete scheduled leaves not taken after" field.

The Specified Month/Day fields are provided for an employer who defines the fixed 12-month FMLA year as starting on an arbitrary date. The month and day of that beginning date are specified by these two values. If your company uses any of the more "standard" schemes, you won't put anything in these fields.

You may enter more than one record in the FMLA Setup function. When you are viewing an employee's information in FMLA Details, the system will use the first rule that is found, according to the following hierarchy:

- Legal entity and work state
- "All entities" and work state
- Legal entity and Federal
- "All entities" and Federal

If no corresponding records are found in FMLA Setup, the system will default to the Rolling Months (Backward) method, and will use the global federal rule.

Defining Pay Types and Absences Used With FMLA Leave

If you define pay types or absences as FMLA, the system will automatically update Scheduled or Approved FMLA leave requests to Taken. When the Close Process finds a Time and Attendance record with a Work Date, and either the Pay Type or Absence Type is classified as FMLA, the system will try to find a matching FMLA Leave Request. If found, the FMLA Status will be changed to “Taken”. If the Leave Hours are different than the hours in Time and Attendance, they will be updated to the number of hours in Time and Attendance. Note that FMLA pay codes and absences that are entered as lump sums will not update FMLA Leave Requests.

To define pay codes as FMLA-related, access the Pay Codes common object in the Common Object Dictionary. For each pay code that is FMLA-related, select Include in FMLA.

Customer: 2000 Live (2000) | User: carol | Report Master Listing | My Account | Home | About | Log Off

ICON

Employee Search
Employee Number
GO

Menu Search
Common Object Dictionary

Personal Information
Employment Info.
Benefit Setup
Benefit Actions
HR Setup
HR Actions
Payroll Setup
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools
Auto PIN Assignment
Common Object Dictionary

Update Common Object Dictionary for Pay Codes

* Type Of Pay: FML
* Short Description: FMLA Leave
Long Description: FMLA Leave - Unpaid
Required?: ☐ Yes ☒ No
Disposable Earning: ☒ Yes ☐ No
W-2 Box 9: Adv Earned Income: ☐ Yes ☒ No
W-2 Box 10: Dependent Care: ☐ Yes ☒ No
W-2 Box 11: Nonqualified Plans: ☐
(up to 2000: W-2 Box12 Fringe Benefits): ☐ Yes ☒ No
W-2 Box 12: Code: ☐
W-2 Box14: Other: ☐ Yes ☒ No
Puerto Rico W-2 Code: ☐
Include in FMLA: ☒ Yes ☐ No
MultiLingual Descriptions:
Spanish:
submit cancel

To define absence codes as FMLA-related, access the Absence Codes common object. For each absence code that may be FMLA-related, select the Include in FMLA checkbox.

Customer: 2000 Live (2000) | User: carol | Report Master Listing | My Account | Home | About | Log Off

ICON

Employee Search
Employee Number
GO

Menu Search
Common Object Dictionary

Personal Information
Employment Info.
Benefit Setup
Benefit Actions
HR Setup
HR Actions
Payroll Setup
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools
Auto PIN Assignment
Common Object Dictionary

Update Common Object Dictionary for Absence Codes

* Absence Code: FAM
* Short Description: FMLA Leave
Long Description: FMLA Leave
Required Code: ☐ Yes ☒ No
Absence Code For Time Off: ☐
Include in FMLA: ☒ Yes ☐ No
MultiLingual Descriptions:
Spanish:
submit cancel

FMLA Operation

Calculating Employee Eligibility

In the **FMLA Details** function in the Employment Information menu, the system provides a home for a group of fields that allow an “instant” assessment of an employee’s FMLA eligibility. The fields show the employee’s home legal entity, work state, and leave method. Based on the leave method, the start and end dates of the leave span are displayed.

In the FMLA Status section, the system displays the maximum hours that the employee may take, both for non-military and military reasons. It then displays the number of FMLA hours taken, currently scheduled (with a “scheduled” or “approved” status), and remaining. You can visually check the Current Status field in the FMLA Status area. For example, if it shows “Eligible” and the company is subject to federal rules, it means that the employee has worked for the company for at least 12 months, has worked at least 1,250 hours in the past 12 months, and has not exceeded his/her available 12-weeks of leave. If the status field shows “Not Eligible”, this would indicate that the employee’s qualifications (probably) do not warrant FMLA leave. The “Eligible/Not Eligible” indication is based on 3 factors; if the company uses the federal rules the employee must have:

- Worked for the company for at least 12 months (number of full months that the employee had an active employment status)
- Worked at least 1,250 hours within the previous 12 months (number of hours defined as SUI Labor Hours)
- Remaining hours available in the 12-month FMLA year

The screenshot shows a web application interface for FMLA details. At the top, it displays 'Customer: 2000 Live (2000)' and 'User: carol'. The main header includes navigation links: 'Report Master Listing | My Account | Home | About | Log Off'. The left sidebar contains a menu with options like 'Employee Search', 'Menu Search', 'Personal Information', 'Employment Info.', 'Certifications', 'Compensation Methods', 'Education', 'Employee Biography', 'Employee Files', 'Employee Notes', 'Expired Certification Search', 'FMLA Certifications', 'FMLA Details', 'Forms', 'Grievances', 'I-9', 'Job Class History', 'Paid Time Off', 'Previous Employment', 'Property', 'Salary History', and 'Skills'. The main content area is titled 'FMLA Detail' and includes an 'update' button. It displays employee information for 'Jonna Clark' (Employee Number: 305, Job Title: Sales Associate, Dept: Alpine Ski, Employment Status: Active, Legal Entity: Olympics, Inc., Work State: Utah). The 'FMLA Status' section shows 'Family' and 'Military' status, with fields for Leave Span Start Date (05/11/2008), Leave Span End Date (05/10/2010), Hours Limit (480.00), Hours Taken (0.00), Scheduled (0.00), Remaining (480.00), Current Status (Eligible), and Leave Method (Rolling Month (Backward)). The 'FMLA Eligibility Factors' section shows Months Worked (86), Hours Worked (1550), +/- Months (0), and +/- Hours (0.00). The 'Scheduled Leave Status' section shows Starts and Ends dates.

FMLA Status	
Leave Span Start Date:	05/11/2008
Leave Span End Date:	05/10/2010
Hours Limit:	480.00
Hours Taken:	0.00
Scheduled:	0.00
Remaining:	480.00
Current Status:	Eligible
Leave Method:	Rolling Month (Backward)

FMLA Eligibility Factors	
Months Worked:	86
Hours Worked:	1550
+/- Months:	0
+/- Hours:	0.00
Total Months:	86
Total Hours:	1550

Scheduled Leave Status	
Scheduled Leave:	
Starts:	Ends:

If any of those 3 conditions are not met, the “Not Eligible” status will be indicated. (Inactive employees will also be shown as “Not Eligible”.) It should be noted that if there is any reason to doubt the data on which the decision is based, the factors should be verified, as the employee has the right to file a complaint with the Employment Standards Administration of the DOL if a leave is disallowed for invalid reasons.

Note that FMLA eligibility specifies that the months worked and hours worked thresholds are based on the date that the leave commences while the Eligible/Not Eligible status is based on “today”. Therefore, if the months/hours are close to the required values, you should verify that the threshold(s) will be satisfied by the date that the leave commences.

Additionally, if the employee had worked in another capacity, as in temporary, part time, military, etc., there may be a requirement to manually enter those adjustments into the +/- Months and/or +/- Hours fields to get them included in the month and hours totals. If you need to adjust the hours or months worked, click on the Update button to access these fields. After making any adjustments, the system will recalculate the employee’s current status.

Working With Leave Requests

One of the difficulties that accompany the FMLA requirements is the "rolling" 12-month aspect of hours worked as well as the company’s definition of the FMLA year.

Two of the options available for defining the company’s 12-month FMLA year measure from one specific (rolling) date to another. One measures forward 12 months from the date that the first FMLA leave began and the other measures backward from the date of current leave taken to a date 12 months ago. Both of these methods require recording by individual day of any occurrence of leave taken. For this reason, you are able to store each occasion of leave taken, no matter how small the time increment. A related benefit of this feature is the tracking of each and every occasion of leave taken, no matter how small the timeframe in the case of intermittent leave. This provides a complete, detailed history of all FMLA leave taken for all employees.

Once an employee’s qualifications are satisfied, click on the FMLA Leave tab. A page similar to the following will appear.

The screenshot shows a web application interface for managing FMLA leave. At the top, there is a header bar with navigation links: "Report Master Listing", "My Account", "Home", "About", and "Log Off". Below the header, the user is identified as "User: carol". The main content area is divided into several sections. On the left, there is a sidebar with a search bar and a menu. The search bar has "Employee Number" and "305" entered, with a "GO" button. The menu includes "Employee Search", "Menu Search", "FMLA Details", "Personal Information", "Employment Info.", "Certifications", "Compensation", "Methods", "Education", "Employee Biography", "Employee Files", "Employee Notes", "Expired Certification", "Search", "FMLA Certifications", and "FMLA Details". The main content area displays employee information for "Jonna Clark" (Employee Number: 305, Job Title: Sales Associate, Dept: Alpine Ski, Employment Status: Active). Below this, there are tabs for "FMLA Status", "FMLA Leave", and "FMLA Forms". The "FMLA Leave" tab is selected, showing "Employee FMLA Leave Details" with an "add" button. A table lists leave records with columns: "Leave Date", "Status", "Hours", "Reason", and "Action". One record is shown for "09/17/2008" with status "Taken", hours "8", reason "Employee Health", and actions "view" and "delete". An "add" button is also present below the table.

Leave Date	Status	Hours	Reason	Action
09/17/2008	Taken	8	Employee Health	view delete

Each FMLA leave record shows a leave date, status (scheduled, approved or taken), a number of hours taken (or scheduled), and a leave reason. A field called “Segment Reason” is reserved for a further explanation of the leave reason (the reason for that part of the leave). For example, if an employee takes leave to care for an infant child (the Leave Reason), the Segment Reason might be expected to contain the child’s name. In the case of an employee health reason, the segment reason might state "Back Spasms".

Click on the Add button to enter a leave request. A page similar to the following will appear.

The screenshot shows a web application interface for adding an FMLA leave request. At the top, the header includes 'Customer: 2000 Live (2000) | User: carol' and navigation links: 'Report Master Listing | My Account | Home | About | Log Off'. The left sidebar contains a menu with options like 'Employee Search', 'Menu Search', 'Personal Information', 'Employment Info.', 'Certifications', 'Compensation Methods', 'Education', 'Employee Biography', 'Employee Files', 'Employee Notes', 'Expired Certification Search', 'FMLA Certifications', 'FMLA Details', 'Forms', 'Grievances', 'I-9', and 'Job Class History'. The main content area is titled 'Employee FMLA Leave' and includes a sub-header 'Add FMLA Leave'. Below this, there is a form with the following fields:

- *From: [calendar icon] *Through: [calendar icon] *Daily Hours: [0]
- *Leave Reason: [no value] (dropdown)
- Segment Reason: [text box]
- Leave Status: ☒ Scheduled, ☐ Approved, ☐ Taken
- Request Submitted: [05/11/2009]
- Employee Requested Concurrent PTO: [no value] (dropdown)
- Comments: [text area]

 At the bottom of the form are 'submit' and 'cancel' buttons.

If the request covers a single day or an intermittent portion of a day, enter the From Date, or click on the calendar icon and then click on the date – the selected date will be moved into the From field. If the request covers multiple days and the span of days does not cross a weekend, enter the Through Date of the request.

An Important Note about the From/Through entries: When a request spans one or more weekends and employee works only Monday through Friday, you must enter from/through dates that represent a contiguous group of days, like a date for Monday and a date for Friday in the same week. Complete all of the other appropriate entries and click Submit. The system will automatically create 5 records - one for each day of the week, all with identical information except the date. If another week of leave is necessary, again click the From date beginning the next group of days, the Through date ending that week, and make any adjustments to the leave information. Click Submit and the system will create all 5 of the necessary Monday through Friday records automatically. If the employee regularly works weekends, enter the corresponding From and Through Dates, making sure that each date in that range is a scheduled work day.

The system will automatically create individual records for the 1st day (From date), the last day (Through date), and all days in between. Even when the request is lengthy, there must be a separate record for each work day that the employee will be away. Note that each day will be set to the number of hours specified in the Daily Hours field.

When creating the initial leave entry, select the Leave Reason from the list of options:

- Employee Health Condition
- Immediate Family Member Health Condition
- Birth of a Child
- Adoption of a Child
- Military Caregiver Leave
- Military Exigency Family Leave

The Segment Reason is reserved for a "sub description" of the leave reason. For example, suppose the leave reason is "Employee Health". The segment reason could be specified as "Gallbladder surgery". Or a leave reason for "Family Health" could specify "Spouse, back injury", etc. In other words, the segment reason further defines the leave reason.

When adding a new record, the status indicator to the right of the two reason fields is automatically set to "Scheduled". If the leave is being entered after-the-fact, you can click "Taken" to indicate that the leave was already taken. Whether you use the "Approved" status is up to you, it has no special functionality. "Scheduled" leave requests cannot be entered for dates prior to today's date; these must be entered as either "Approved" or "Taken". Be aware that any time that is accounted for on a leave record (regardless of the status setting) reduces the "Remaining" value on the Leave tab since the time is accounted for and is no longer available.

NOTE: *In the case of leave scheduled but not taken, we will want to delete un-taken leave records since they reduce the remaining balance of FMLA time available and may represent an inaccurate picture of what actually happened. They can be manually deleted at any time, or they can be automatically deleted based on a setting on the FMLA Setup record. The setting specifies the number of days to keep the record(s) on file after the scheduled date has past, before deleting them.*

Note that the Request Submitted date defaults to "today" but can be overridden. If the employee requested that he or she take paid time off for this FMLA leave, select it from the drop down list. Note that this is for information only; it does not automatically cause the employee to be paid for these hours. The Comments area is available for any additional information that may be helpful.

Providing FMLA Forms to Employees

In the FMLA Details function, click on the FMLA Forms tab to access another screen, one that is made up of various document options that can be selected for printing. The system provides the following forms:

- Publication 1420 (Employee Rights and Responsibilities under FMLA)
- Form WH-380-E (Certification of Health Care Provider for Employee's Serious Health Condition)
- Form WH-380-F (Certification of Health Care Provider for Family Member's Serious Health Condition)
- Form WH-381 (Notice of Eligibility and Rights and Responsibilities)
- Form WH-382 (Designation Notice)
- Form WH-384 (Certification of Qualifying Exigency For Military Family Leave)
- Form WH-385 (Certification for Serious Injury or Illness of Covered Servicemember – For Military Family Leave)

Publication 1420 and Form WH-381 (or company-specific alternatives) must be provided to employees in need of FMLA leave. The complete set of documents that should be provided to an employee requesting FMLA leave could be printed from this function.

The certification forms may also be printed from within the FMLA Certifications function.

The included documents are provided in PDF format and will need Adobe Acrobat to print.

The screenshot shows the 'FMLA Forms' selection screen in the ICON system. The top navigation bar includes 'Customer: 2000 Live (2000)', 'User: carol', and links for 'Report Master Listing', 'My Account', 'Home', 'About', and 'Log Off'. The left sidebar contains a menu with 'Employee Search' (with a search box for '305' and a 'GO' button), 'Menu Search' (with 'FMLA Details' entered), and a list of options including 'Personal Information', 'Employment Info.', 'Certifications', 'Compensation Methods', 'Education', 'Employee Biography', 'Employee Files', 'Employee Notes', 'Expired Certification Search', 'FMLA Certifications', and 'FMLA Details'. The main content area displays employee information for 'Jonna Clark' (Employee Number: 305, Job Title: Sales Associate, Dept: Alpine Ski, Employment Status: Active, Legal Entity: Olympics, Inc., Work State: Utah). Below this, there are tabs for 'FMLA Status', 'FMLA Leave', and 'FMLA Forms'. The 'FMLA Forms' tab is active, showing a list of forms with radio buttons for selection: 'Pub. 1420 Employee Rights and Responsibilities under FMLA' (selected), 'WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition', 'WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition', 'WH-381 Notice of Eligibility and Rights and Responsibilities', 'WH-382 Designation Notice', 'WH-384 Certification of Qualifying Exigency For Military Family Leave', and 'WH-385 Certification for Serious Injury or Illness of Covered Servicemember - For Military Family Leave'. A 'Print Form' button is located at the bottom right of the form list.

When Leave is Taken

When an employee's payment is processed in the Close Process, and he or she has either paid or unpaid Time and Attendance hours that are marked as "Include in FMLA" in the Pay Codes or Absence Codes common object, the system will get the Work Date and try to find a corresponding FMLA Leave record. If one is found, the FMLA Status will be changed to "Taken". If the number of hours is different on the FMLA Leave Request than the Time and Attendance entry, the FMLA hours will be updated to match the Time and Attendance hours.

FMLA Certifications

An employer may require that an employee get supporting certification from a Health Care Provider for certain leave reasons. The Act provides guidelines that govern the handling of certifications. This function supports the creation, recording, and tracking of certifications. A file may be uploaded to the system for each certification record.

The screenshot shows a web application interface for FMLA Certifications. At the top, it displays 'Customer: 2000 Live (2000)' and 'User: carol'. Navigation links include 'Report Master Listing', 'My Account', 'Home', 'About', and 'Log Off'. The main content area is for 'Jonna Clark', an Employee Number 305, Sales Associate, Dept: Alpine Ski, and Employment Status: Active. On the left, there is a sidebar with 'Employee Search' (containing an input field with '305' and a 'GO' button) and a 'Menu Search' section. Below the menu is a 'Personal Information' section with a list of links: 'Employment Info.', 'Certifications', 'Compensation Methods', 'Education', 'Employee Biography', 'Employee Files', 'Employee Notes', 'Expired Certification Search', 'FMLA Certifications', and 'FMLA Details'. The main area has an 'FMLA Certifications' header with an '+ add' button. Below this is a 'Date Range' section with '* From Date:' (01/01/2009) and '* To Date:' (05/31/2009), with a 'refresh' button. A note says 'To update, click on information in the left column.' Below this is a table with columns: 'Requested Date', 'Date Received', 'Reason', 'Orig./Recertification', and 'Action'. The table contains one row: '01/15/2009', '01/19/2009', 'Employee Health Condition', 'Original'. The 'Action' column has 'view' and 'delete' links. At the bottom of the table area is another '+ add' button.

Requested Date	Date Received	Reason	Orig./Recertification	Action
01/15/2009	01/19/2009	Employee Health Condition	Original	view delete

The browser displays records in date-descending sequence based on the date requested (newest first). The date range defaults to January 1 of the current year to the end of the current month; these dates can be changed if needed. The leave reason is shown in the Reason column. The system also displays whether this is an original certification or recertification.

NOTE: The FMLA Certification Report is available in the Reports menu which will print any certifications that have not yet been returned and certifications that are expiring.

When you click on the Add button, a page similar to the following will be displayed.

The screenshot shows the FLM system interface. At the top, it displays 'Customer: 2000 Live (2000)' and 'User: carol'. Navigation links include 'Report Master Listing', 'My Account', 'Home', 'About', and 'Log Off'. The left sidebar contains a menu with options like 'Employee Search', 'Menu Search', 'Personal Information', 'Employment Info.', 'Certifications', 'Compensation Methods', 'Education', 'Employee Biography', 'Employee Files', 'Employee Notes', 'Expired Certification Search', 'FMLA Certifications', 'FMLA Details', 'Forms', 'Grievances', 'I-9', 'Job Class History', 'Paid Time Off', 'Previous Employment', and 'Property'. The main content area is titled 'Add FMLA Certifications' and includes a sub-header '* = Required'. It features two radio buttons for 'Original Certification' (selected) and 'Recertification'. Below these are several input fields: '*Requested Date:', 'Received Date:', 'Segment Reason:', 'Date Printed:', '*Leave Reason:' (with a dropdown menu showing 'no value'), 'Due Date:', 'Health Care Provider:', and 'Date Certification Expires:'. A large text area for 'Comments:' is also present. At the bottom, there is a section titled 'FMLA Forms' with links to various certification forms: 'WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition', 'WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition', 'WH-384 Certification of Qualifying Exigency For Military Family Leave', and 'WH-385 Certification for Serious Injury or Illness of Covered Servicemember - For Military Family Leave'. At the very bottom, there are 'submit' and 'cancel' buttons.

The first field identifies the record as an Original Certification or a subsequent Re-Certification.

The next field is the Requested Date. It stores the date that the company asked the employee to secure a certification from their health care provider.

The Leave Reason indicates why the employee has requested leave. The Received Date is the actual date that a signed certification was received by someone in the HR department.

The Due Date is the result of adding a user-specified number of days to the Requested Date. The due date is the date by which a signed copy of the certification must be returned. The Act specifies at least 15 calendar days, but company policy can authorize a longer period. The system will calculate the Due Date. You may override this to a date later than the calculated date.

The Segment Reason may be entered for more information about the type of leave. The Health Care Provider field is reserved for the name of the HCP who signed the certification form. The Date Certification Expires is entered when the certification is returned. At that time, both the provider name and expiration date should be recorded.

The Comments field is self-explanatory.

The FMLA Forms section contains links to the following certification forms:

- Form WH-380-E (Certification of Health Care Provider for Employee's Serious Health Condition)
- Form WH-380-F (Certification of Health Care Provider for Family Member's Serious Health Condition)
- Form WH-384 (Certification of Qualifying Exigency For Military Family Leave)

- Form WH-385 (Certification for Serious Injury or Illness of Covered Servicemember – For Military Family Leave
- Form WH-385-V (Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Click on any link to display the corresponding form. This can be given directly to the employee. Once given to an employee, the certification must be returned by a specified number of days. You may record the Date Printed field when you print the certification form.

After the record has been added, you may update the record in order to upload a file.

1. Click on Upload.
2. Click Browse to select the file to be uploaded.
3. Click Upload.
4. Click Submit to save the file.
5. Click Submit to save the FMLA Certification record.

If you want to give employees the ability to see the files in the Employee Files function in Employee Self Service, access File Types in the Common Object Dictionary function. Access the “FMC” value. Select the Employee Accessible checkbox. These files will be shown as view-only. The employee may open or save the files to a computer.

FMLA Reports

In the Reports menu, you may run the FMLA Certifications Report and FMLA Leave Report.

FMLA Certifications Report

The FMLA Certifications Report allows you to select the organization and date range you wish to work with. Select the Break By Organization Structure Level, as well as whether you wish to print information about certifications due or expired certifications.

The screenshot shows the 'FMLA Certifications Report' configuration page. At the top, the header indicates 'Customer: 2000 Live (2000)' and 'User: carol'. Navigation links include 'Report Master Listing', 'My Account', 'Home', 'About', and 'Log Off'. On the left, a sidebar menu lists various reports, with 'FMLA Certifications Report' selected. The main content area is titled 'FMLA Certifications Report' and includes a note '* = Required'. It features a 'Select Employee Population:' section with a tree view showing 'Cons. Group' and a 'Selected Levels:' box. Below this is the 'Select Report Parameters:' section, which includes fields for '*From Date:', '*To Date:', and '*Report Name:' (pre-filled with 'FMLACertificationReport'). It also has a 'Break By Organization Structure at Level:' dropdown set to '2', and radio buttons for 'Certifications Due:' (selected) and 'Expired Certifications:'. At the bottom, there are 'submit' and 'cancel' buttons.

The report will print certification information for active employees. It includes the employee number, name, leave reason, whether it was an original certification or recertification, the date requested, date due, date received and expiration date.

The report will not print employees for which the user has no Organization Security.

FMLA Leave Report

The FMLA Leave Report allows you to select the organization and date range you wish to work with. If you wish to run the report for a particular employee, select the By Employee option and enter the Employee Number. If you select the By Organization option, enter the Break By Organization Structure Level. You may sort the report by employee name or employee number.

The screenshot shows a web application interface for the FMLA Leave Report. At the top, the header includes 'Customer: 2000 Live (2000) | User: carol' and navigation links: 'Report Master Listing | My Account | Home | About | Log Off'. The main content area is titled 'FMLA Leave Report' and includes a note '* = Required'. A sidebar on the left contains the 'ICON' logo, an 'Employee Search' section with a dropdown for 'Employee Number' and a 'GO' button, and a 'Menu Search' section. Below these are various report links: 'Employee W-2 Information', 'Employees With No FICA/FICM', 'Entitlement Report', 'FMLA Certifications Report', 'FMLA Leave Report' (highlighted), 'G/L Account Validation Report', 'G/L Report By Date', 'G/L Setup Report', 'G/L Translated Data Report', 'HED Register', 'Length of Service Report', 'Manual Payment Register', 'Messaging Setup Report', 'Net Payment Register', 'New Hire Report', and 'Open Position Report'. The main area is divided into two sections. The top section is titled 'Cons. Group' and contains a 'Selected Levels:' dropdown. The bottom section is titled 'Select Report Parameters:' and includes fields for '*From Date:', '*To Date:', 'By Organization:' (with a radio button), 'By Employee:' (with a radio button), 'Employee Number:' (with a text input and a 'GO' button), '*Report Name:' (with a text input containing 'FMLALeaveReport'), 'Break By Organization Structure at Level:' (with a dropdown set to '2'), 'Sort By Employee Name:' (with a radio button), and 'Sort by Employee Number:' (with a radio button).

The report will print leave information for active employees. The report includes employee number and name, leave date, leave hours, leave reason and leave status.

The report will not print employees for which the user has no Organization Security.