

TM-47 PTFMLA Processing FMLA Events

Purpose

The purpose of this Business Process Procedure is to explain how to enter an FML transaction in the Integrated HR-Payroll System.

Trigger

Employee has requested an FMLA, and an FMLA transaction needs to be processed.

Business Process Procedure Overview

Eligible state employees are entitled to Family Medical Leave (FMLA) and Family Illness Leave (FIL). In either situation, an employee can use paid leave time or LWOP to account for absences during the specified periods.

While employees are on FMLA, it is necessary to associate an employee's absences with the FMLA event in order to track when the allowable leave entitlement has been exhausted. To properly associate an employee's absences with FMLA, a record with the FMLA entitlement is first created in the HR/Payroll system. The employee's applicable absences are attributed to the FMLA event.

The Family Medical Leave Workbench (transaction PTFMLA) handles all processes related to FMLA events only. FIL events must be tracked offline.

When creating an FMLA request, the FMLA Workbench will automatically check an employee's eligibility for FMLA. Based on OSHR policy, an employee's eligibility is related to his or her length of State service and hours worked during the previous 12 months.

After an employee has exhausted all of his or her leave entitlement, the FMLA Workbench will also manage his or her eligibility for subsequent leave entitlements.

This BPP will detail:

- Creating an FMLA request (or record)
- Approving an FMLA request
- Attributing absences to an approved FMLA request

Tips and Tricks

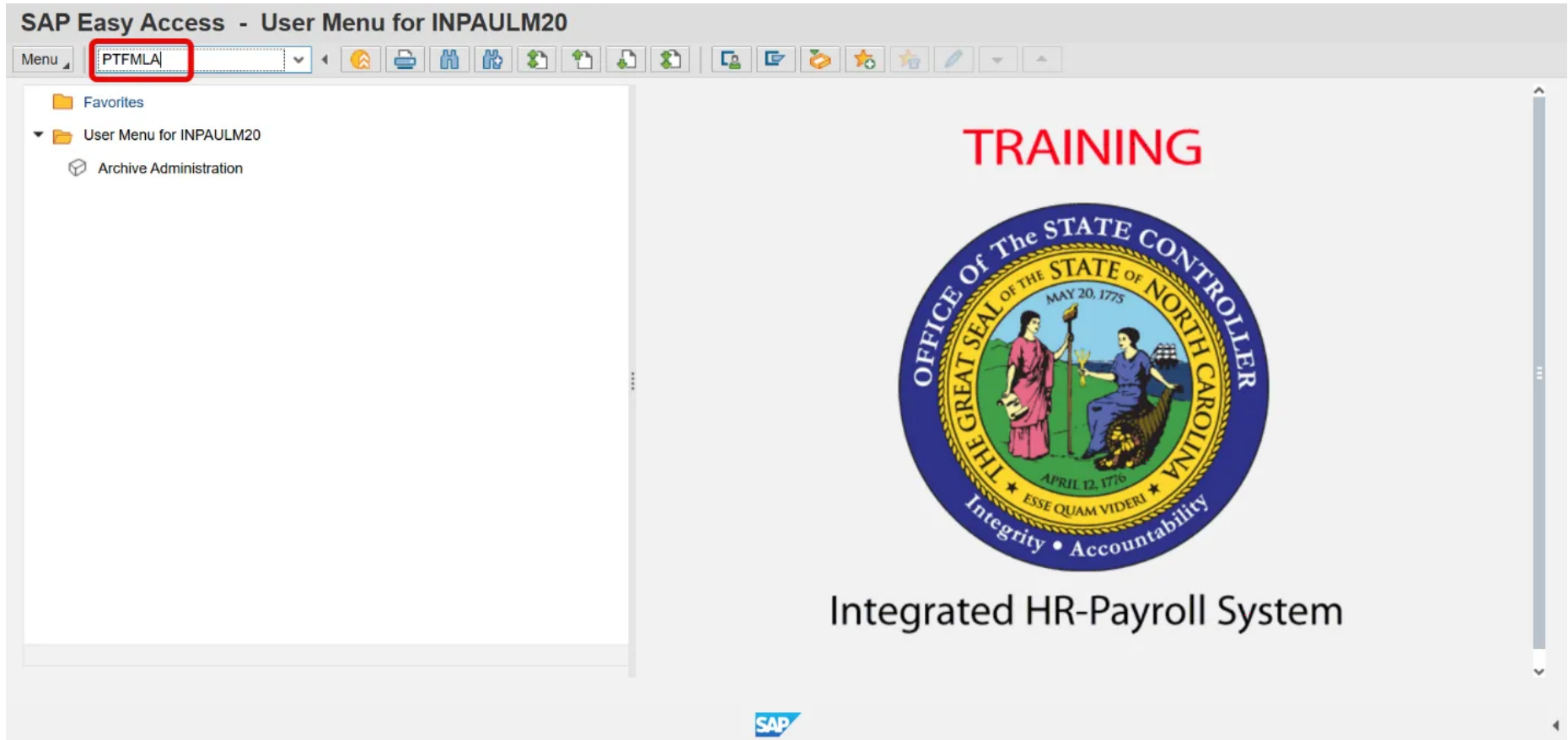
See OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips and Tricks. The job aid is located on the Training Help page under Help Documents.

Via Transaction Code: PTFMLA

Procedure

There are 26 steps in this process.

Image



Step 1. Update the Command field with transaction code **PTFMLA**.

Step 2. Click the **Enter** button.

Image

FMLA Workbench

Create Request

Personnel No.

FMLA Requests

From	To	Description of FMLA Reason	Cont./Int.	Status	Requested	Med.Certif
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Step 3. Update the Profile field. Example: **FMLA Approver**

Image

FMLA Workbench

Menu

Profile

Profile for FMLA Workbench (1)

Restrictions

Profile	Text
SAP_FMLA_ABS	FMLA Absence Coordinator
SAP_FMLA_APP	FMLA Approver
SAP_FMLA_TEST	FMLA Tester

3 Entries found

Step 4. Click **Execute**.

Step 5. Update the **Personnel No.** field:

Step 6. Click the **Enter** button.

An employee may have multiple approved FMLA requests. If the employee has previous FMLA requests, they will be listed under the screen heading FMLA Requests. The FMLA Workbench will manage any concurrent events in an entitlement period and deduct absences attributed to concurrent events from the same entitlement.

Image

FMLA Workbench

Menu [dropdown] [icons] [Create Request]

Personnel No.

Name

Personnel area Natural and Cultural ... Cost Center CULTUR...

EE subgroup FT S-FLSAOT Perm WS rule MTWHF-...

FMLA Requests

[icons] Absences [icon]

From	To	Description of FMLA Reason	Cont./Int.	Status	Requested on	Med.Certif
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SAP

Select one of the following options:

If:	Then:
You wish to create a FMLA request,	Proceed with step 7.
You wish to associate absences with an approved request,	Proceed to step 16.

7. Click the **Create Request** button.

Image

FMLA Workbench

Menu

Create Request

Personnel No.

80000549

Name

Kathy Allen20

Personnel area

4601

Natural and Cultural ...

Cost Center

4699999999

CULTUR...

EE subgroup

B1

FT S-FLSAOT Perm

WS rule

D01N08GN

MTWHF-...

FMLA Requests

Absences

From	To	Description of FMLA Reason	Cont./Int.
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There are eight reasons recognized as applicable for FMLA leave according to the Federal law and OSHR policy.

- Birth
- Adoption
- Foster Care
- Illness of Child, Spouse, Parent
- Employee's Illness
- Communicable Disease Non-Illness
- Military Qualifying Exigency
- Military Caregiver

There is one reason recognized as applicable for FIL according to OSHR policy.

- Illness of Child, Spouse, Parent

An employee is entitled to FIL only after he or she has exhausted the leave entitlement provided by FMLA.

Step 9. Select **Birth** from the FMLA Reason drop-down list.

Image

Create FMLA Request

Menu

▼

◀

Check Request

Personnel No.

80000549
Kathy Allen20

FMLA Request
Comment

FMLA Reason

Period

Valid From

☒ Continuous
☐ Intermittent

☐ Certificate Provided

Status

▼

ADOPT	Adoption
BIRTH	Birth
FMCAR	Illness of Child, Spouse, Parent
FMCDE	Communicable Disease Non-Illness
FOST	Foster Care
MICAR	Military Caregiver
MILEX	Military Qualifying Exigency
SICK	Employee's Illness

10/06/2025

Step 10. Update the **Valid To** and **From** dates.

The Valid From and to dates should correspond with the period for which the employee is eligible for the leave entitlement - one year for FMLA requests. If the employee has an existing FMLA event, the to date will be adjusted automatically to the end date of the previous request. This functionality ensures that the employee does not receive entitlement in excess of that allowed by Federal law or OSHR policy.

Step 11. Click **Certificate Provided** checkbox.

Step 12. Click **Check Request** button.

The FMLA Workbench will perform the applicable eligibility checks against the request. If the employee is eligible, the request will have a green check mark in the Elgblty column as shown in the example that follows. If the employee is not eligible, a red 'X' will display in the Elgblty column. If the employee is ineligible the Service and/or Credit Hrs columns will provide additional information related to the employee's ineligibility.

Image

Create FMLA Request

Menu

Check Request

Personnel No. 80000549 Kathy Allen20

FMLA Request

Comment

FMLA Reason BIRTH Birth

Period

Valid From 07/01/2012 To 06/30/2013

☒ Continuous

☐ Intermittent Planned Hours

☒ Certificate Provided Requested on 10/06/2025

Status A Approved

Step 13. Click the **Status** drop-down list.

FMLA requests can be approved or rejected. If an employee is deemed ineligible, the request should be rejected. In the following example, the request is approved.

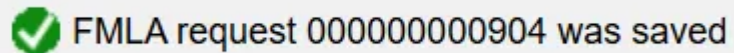
Step 14. Select **Approved** in the list box.

The FMLA request must be approved before absences can be associated with the event.

Step 15. Click the **Save (Ctrl+S)** button.

Step 16. After saving the request, the system displays the FMLA request number.

Image



After approving and saving a request, you can return to the initial FMLA Workbench screen, or continue to record absences from the Create FMLA Request screen. The new request now displays under the FMLA Requests heading. The following steps detail how to associate absences to an existing FMLA event.

Step 17. Select (highlight) the applicable event.

Step 18. Click the **Absences** button.

Image

FMLA Workbench

Menu

Personnel No.

Name

Personnel area Natural and Cultural ... Cost Center CULTUR...

EE subgroup FT S-FLSAOT Perm WS rule MTWHF-...

Each FMLA Reason has a limited set of Absence Codes that will appear in this list. The list is further defined by the employee's personnel subgrouping (Temporary, Non-Leave Earning or Regular). Click the link below to access tables with this specific information:

Step 19. Click the **checkbox** for any applicable absences.

All of the employee's recorded absences in the validity period of the request are displayed on the Absences tab. If an absence is related to the FMLA event, select the box in the FMLA column. The hours of the checked absences will be deducted for the employee's leave entitlement.

In this example, it was determined that the Approved Leave absences on 10/4 and 10/5 were not applicable.

Image

Assign Absences

Menu          

Personnel No. **80000549** Kathy Allen20

FMLA Request Comment

FMLA Reason **BIRTH Birth**

Period

Valid From **07/01/2012** To **06/30/2013**

☒ Continuous
☐ Intermittent Planned Hours **0.00**

☒ Certificate Provided Requested on **10/06/2025**

Status **A Approved**

☒ Applicable Rules **Absences**

FMLA	Start Date	End Date	Att./abs. type text	Absence hrs	Att./abs. days	Payroll hours	Payr.days
☒	07/19/2012	07/19/2012	Sick Leave	8.00	1.00	8.00	1.00
☐	07/18/2012	07/18/2012	Sick Leave	8.00	1.00	8.00	1.00
☒	07/17/2012	07/17/2012	Sick Leave	8.00	1.00	8.00	1.00
☒	07/16/2012	07/16/2012	Sick Leave	8.00	1.00	8.00	1.00
☒	07/13/2012	07/13/2012	Sick Leave	8.00	1.00	8.00	1.00



Step 20. Click **Save**. The FMLA request message at the bottom of the screen lets you know the request has been saved.

Step 21. Click the **Applicable Rules** tab.

Step 22. Select (highlight) the applicable event.

Image

Assign Absences

Menu

Valid From

07/01/2012

To

06/30/2013

Continuous

Intermittent

Planned Hours

0.00

Certificate Provided

Status

Requested on

10/06/2025

A Approved

Applicable Rules

Absences

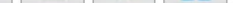
Deduction

Name of Rule	Eligibility	Length of Service in Months	Creditable Hours	Entitlmt	Remainder in Weeks	Remainder in Hours	Deduction Period	Week Converter
FMLA - FT or PT(20+), Perm, Prob,Train,Time-Limit	✓	012+	1,040.00+	12.00	11.2000	448.00	07/01/2012 - 06/30/2013	40.0000

Step 23. Click the **Deduction** button.

Image

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The system task is complete.

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