FMLA Processing – Continuous (Non-Intermittent) FMLA

This document details the process for handling Continuous FMLA processing.

Table of Contents

FMLA Processing – Continuous (Non-Intermittent FMLA) .................................................1
   Extended Absence Request ..........................................................................................2
   Add the FMLA Continuous Absence Event and Forecast for Eligibility..............4
   Add Concurrent Absence Event(s) ...........................................................................8
   Unpaid FMLA ............................................................................................................11
   Update Job Data .......................................................................................................13
   Reviewing the Calculated Results ...........................................................................15
   Reviewing the Daily Absence Data ..........................................................................18
   Special Note ................................................................................................................20
Extended Absence Request
The requestor can use Self Service to submit the extended absence for approval, or the administrator can add the extended absence through the Request Extended Absence page.

Navigation by Employee - ESS > Time and Absence > Request Extended Absence.

Navigation by Practitioner - GP & AM > Payee Data > Maintain Absences > Request Extended Absence

In this example, we are submitting Jessica for a two-month personal illness leave beginning 2/22/18. She is expected to return to work on 4/20/18.
Click on “Submit”.

Then, returning to Administer Extended Absence, the Admin can view the submitted request.

Note: as currently configured, the Administrator cannot approve an extended absence. Instead, requests are routed to “Multiple Approvers”. At this point in the example, an approver would approve the Extended Absence request.

The administrator can return to the Administer Extended Absence page at any time during the absence to update the return date or to review absence events associated with the FMLA case.
Add the FMLA Continuous Absence Event and Forecast for Eligibility

**Note:** it is important to enter and forecast FMLA events BEFORE making any updates to Job Data. The payee needs to be in an “Active” status for the entire forecasting period, or you will get unreliable forecasting results.

In order to approve an FMLA request, the administrator needs to know if the requestor has worked enough hours in the previous one-year period before the start date of the absence. The requestor must also have one year of service, and must not have used more than the full entitlement during the previous one-year period.

Using the Absence Event page (Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event), select Absence Take “USG FMLA AT – FMLA Continuous Taken”. This is a new Absence Take. It tracks **FMLA hours** granted, used and remaining. It subtracts from an FMLA balance (usually 12 weeks, or 480 hours) that is granted only when FMLA is taken. It takes into account any FMLA absences taken in the previous one-year period.

The USG FMLA AT Absence Take does not generate any pay, nor does it reduce from any other balances such as Sick or Vacation.

In this example, we enter Begin Date 2/22/18 and End Date 4/19/18. Original Begin Date will default to the End Date.
Click “Details” to enter any details such as the Absence Reason or partial days (if any). Here we chose Reason 00 (Personal). Then, scroll to the bottom of the page and click “OK.”
The Absence Event page re-displays. Click “Forecast”.

The message pops up indicating forecasting has completed successfully.

Click OK, then click on the “Forecast Value” tab. The Forecast Value is “ELIGIBLE”. The requestor is eligible to take this absence.
Click on “Forecast Details”. The employee will be granted 360 hours (their FTE is .75) they will use 246 and at the end of the absence 114 FMLA hours will remain. The requestor has 2.1 years of service, and has worked 2265 hours in the last 12 months. Both eligibility criteria have been met. If the absence had been ruled ineligible, USG 1ST FML INELDT (first ineligible date) would have displayed a date value representing the first day the absence went from eligible to ineligible.
Add Concurrent Absence Event(s)

Concurrent, paid absence events are usually taken along with a USG FMLA AT event. Absence Take EA – FMLA draws (in order) from sick, comp time, deferred holiday, vacation, unscheduled holiday and finally any available shared leave.

Forecasting will be enabled for this Take to determine how much paid leave is available. It has been configured to rule the proposed absence INELIGIBLE if the payee exhausts all available entitlement during the absence. The forecasting results will display the “First Ineligible Date”, or the first day the payee ran out of paid entitlement and went unpaid. This will assist the administrator in changing the dates of the absence and also the dates on Job Data.

Let’s add concurrent absence EA – FMLA (the paid portion, which will first draw from sick leave) to the existing absence USG FMLA AT (the FMLA portion, tracking FMLA eligible entitlement), using the same date range for both events: Begin Date 2/22/18 and End Date 4/19/18. NOTE: Always select a Begin Date that is not an “OFF” day for the employee. The Begin Date must have value in order to properly grant the FMLA entitlement.

Then click “Forecast”. The process returns an ELIGIBLE value for the EA – FMLA absence but an INELIGIBLE value for EA – FMLA Continuous.
Click on the “Forecast Details” link for the EA – FMLA absence. The (non-zero) lines are, in order, Total hours being requested (Accumulator USG ABS FC HRS AC – 246 hours). The First Ineligible date is 3/14/18, which means the payee only has enough paid leave up until 3/13/18. 93 Sick hours will be used, and 8.5 Vacation hours will be paid. 144.5 hours will be unpaid.

At this point the absence End Date can be adjusted to the day before the First Ineligible date and the absence would be ELIGIBLE. It also indicates the first date the person would need to be put on “Unpaid” (or LOA – FMLA) status on Job.
When changing the EA - FMLA end date to 3/13/18, the absence is now “ELIGIBLE”, which means they will be paid from 2/22/18 - 3/13/18. The rest of the FMLA absence will be unpaid. Job Data will be updated accordingly.
Unpaid FMLA

The EA – FMLA UNPAID absence take was previously generating Earnings codes USG FML UNPH and USG FML UNPM and using earnings formulas to generate positive input to be sent to T&L. This was causing payroll to reject the earnings for any days the person was in “LOA” status. Instead, the Earnings codes now generate Variable USG VR ZERO, which has a value of zero assigned to it. NO earnings will be generated during the days in which a person is LOA, so there should be no payroll errors for these absences, as long as the FMLA UNPAID Absence Event matches up correctly with the dates on Job.

Add the absence event EA – FMLA UNPAID for the remainder of the absence, from 3/14/18 – 4/19/18. There is no forecasting for FMLA Unpaid.

On the timesheet for one of the weeks that was all Paid FMLA, you’ll see the FMLA – Continuous code:

Timesheet
During the week in which the payee went from paid to unpaid, you’ll see both the FMLA-Continuous code and the Unpaid FMLA code.

During a week that’s entirely unpaid, you’ll see the “Unpaid FMLA” code.

Reminder: because the “Unpaid FMLA” Absence Take has been fixed to calculate zero earnings, it will NOT send any pay to T&L for any of the unpaid days.
Update Job Data
Make sure Job Data updates are done AFTER all forecasting of the FMLA events (previous step) has been completed, since the payee will need to be in an “Active” status for the entire forecasting period.

In this example, we add the “Paid Leave of Absence” row (corresponding to the EA – FMLA absence), reason “Paid Family Medical Leave”, dated 02/22/2018.
Next, insert the “Leave of Absence” row dated 3/14/18 (corresponding to the EA – FMLA UNPAID absence), and Reason “Family Medical Leave.” Important: FMLA hours taken during the “inactive” status will be calculated when the payee returns from leave, but only if the Job action was “LOA” and the action reason was “FML”.

We also add the “Return from Leave” row, dated 4/20/18. This does not need to be added at the same time as the prior row, but we knew the date in this example so we entered the leave and return actions in the same step.
Reviewing the Calculated Results

If the payee is on LOA status on JOB during an entire absence period, then that period will not be processed. The following elements are captured on the calendar during which the payee returns from leave. This is the GP_RSLT_PIN table.

These elements will appear in Semimonthly processing results:
- Duration USG LOA DAYS DR, 14 in this example – the number of calendar days not processed during the FMLA event. For Biweekly, this number should be divisible by 14.
- Date USG 1ST LOA WK END, 3/31/18 in this example – the week ending date of the first week that Absence Management did not process for the payee during their LOA.
- Date USG LST LOA WK END, 4/7/18 on this page – the week ending date of the last week that Absence Management did not process for the payee during their LOA. They returned from leave in the following calendar period.
- Variable USG FML UNP HRS VR, 60 on this page – Total FMLA hours not processed during the LOA. AM will subtract this number from the FMLA available balance when they return from leave (stopping at zero, FMLA does not go negative).
Viewing the Accumulators, we can see that 360 FMLA hours have been granted (their FTE was 0.75), 246 have been taken and 114 remain in the balance. Notice the accumulator period goes from 2/22/18 to 2/21/19. The begin date is tied to the Original Begin Date (OBD) of the absence event. In one year the results will no longer display.

If a new FMLA event is entered with an Original Date of 2/22/18, the results will display within the existing FMLA accumulators. If a new FMLA event is entered and it has a new OBD, then a new instance of the FMLA accumulators will be generated.
The following example is for a **monthly** employee who was on LOA the entire month of March 2018, returning in April.

**These elements will appear in Monthly processing results:**

Variable USG LOA M01 END DT, 03/31/2018 in this example – the month end date of the first month of unprocessed FMLA.

Variable USG LOA DAYS M01, 22 in this example – the number of work days missed in the first month of unpaid FMLA. Multiply by 8 * FTE to derive the hours.

Variable USG LOA DAYS M02 V, 0 in this example because he was on unpaid leave for only one full calendar month – the number of work days missed in the second month of unpaid FMLA.

Variable USG LOA DAYS M03 V, 0 in this example – the number of work days missed in the third month of unpaid FMLA.
Reviewing the Daily Absence Data

Even if a payee is on unpaid leave, if they were “active” (not LOA) for even one day during the calendar period, then the entire calendar period will process for them, as is the case in this example. This is the GP_RSLT_ABS record. USG FMLA AT was taken concurrent with EA – FMLA.

The LOA started 2/22/18, during the period ending 2/24/18, so every day of the absence between those two dates was processed. The “paid” day count shows the hours taken for USG FMLA AT on each Absence Date. This payee has 30 standard hours. Their FMLA Entitlement was 360 hours. On the first day, 6 hours were taken, resulting in a balance of 354.

Taken concurrently, EA – FMLA also began on 2/22/18, taking 6 hours from sick, resulting in 75 remaining hours.

Screenshot of period during which the FMLA absence began
For the period during which she returned to work, on the period begin date of 4/8/18, 60 hours are deducted from the FMLA balance, representing the 60 hours not previously processed while they were inactive during the period ending 4/7/18. This brought the FMLA balance down to 168 hours.

The concurrent EA – FMLA UNPAID absence appears here, showing 6 unpaid hours generated each weekday.

Screenshot of period during which the FMLA absence ended
Special Note
There is one limitation to this special process: The Unpaid FMLA event cannot begin on a calendar Begin date (Sunday for BW), nor can it end on a calendar end date (Saturday). The calendars containing the Begin and End dates need to process.