

FMLA Processing – Intermittent FMLA

INTERMITTENT FMLA

FMLA Processing – Intermittent FMLA

This document details the process for handling Intermittent FMLA processing.

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Requesting Intermittent FMLA

Intermittent FMLA is an extended absence that will require an Extended Absence Case request and approval. Navigation by employee is ESS > Time and Absence > Request Extended Absence. Navigation by practitioner Global Payroll & Absence Management > Payee Data > Maintain Absences > Request Extended Absence.

EA – FMLA Extended Absence: Absence Type is FMLA / Absence name is EA- FMLA Continuous/Intermitt and the requestor or practitioner should use the “Requestor Comments” box noting “Intermittent Leave” and date range for intermittent eligibility.

For example the employee has requested a three-month block, from 8/1/18 through 11/30/18, during which they can take Intermittent FMLA as needed. Upon approval of the extended absence request (Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence) the practitioner will then assign eligibility to the employee.

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details ?

*Start Date [calendar icon]

*Expected Return Date [calendar icon]

Actual Return Date [calendar icon]

Absence Type [dropdown arrow]

*Absence Name [dropdown arrow]

Absence Requests							
Absence Request ?							
Personalize Find View All [print icon] [refresh icon] First 1 of 1 Last							
Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
FMLA Intermittent	Approved	08/01/2018	08/10/2018	16 Hours	Employee Absence Request	Normal	<input type="checkbox"/>

Requestor Comments [clear icon]

[Go To](#) [View Extended Absence Request History](#)

[View Absence Balances](#)



Assign Eligibility

Navigation > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Assign Entitlements and Takes

Absence Take eligibility for FMLA INTERMITTENT is “By Payee”. This means that even though the requestor will see FMLA INTERMITTENT in ESS if they try to request it they will be ruled “ineligible” unless they have been assigned eligibility.

Assign Entitlements and Takes

Employee ID Empl Record 1 Name

Element Override List Personalize | Find | View All | | First 1 of 1 Last

Elements | Unit Element | Generation Control

Element Type	Element Name	Description	Active	Begin Date	End Date	
Absence Take	FMLA INTERMITTENT	FMLA Intermittent	<input checked="" type="checkbox"/>	08/01/2018	11/30/2018	

Assign eligibility using “Assign Entitlements and Takes,” and selecting Element Type “Absence Take.” In this example we assigned eligibility for FMLA INTERMITTENT from 8/1/18 through 11/30/18.

NOTE: Assign eligibility for full pay periods that encompass the actual dates of desired eligibility. Otherwise forecasting won’t work.

Add the FMLA INTERMITTENT Event and Forecast for Eligibility

Navigation > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Enter and approve the FMLA INTERMITTENT absence event. Do not add a concurrent USG FMLA AT event – this Absence Take is configured to automatically take whenever FMLA INTERMITTENT is taken, so there is no need to request both. USG FMLA AT is the new absence that will be used to track FMLA hours. It does not generate any pay or take from any existing accruals.

Absence Event Entry Forecast Messages

Employee ID Empl Record 1 Name

From 08/01/2018 Through 11/30/2018

Absence Events Personalize | Find | View All | | First 1 of 1 Last

Absence Take | Process Status | Forecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
FMLA INTERMITTENT	FMLA Intermittent	08/01/2018	08/10/2018	2.00	Normal	<input type="checkbox"/>	08/01/2018		Employee Absence Request	Approved



In this example for partial days FMLA INTERMITTENT absence, forecasting returned an ELIGIBLE result.

Absence Event Entry Forecast Messages

Employee ID Empl Record 1 Name

From 08/01/2018 Through 11/30/2018 Refresh Forecast

Absence Events ? Personalize | Find | View All | | First 1 of 1 Last

Absence Take	Process Status	Forecast Value				
*Absence Take ▲	Description	*Begin Date ▲	End Date	Forecast Value	Forecast Date Time	Forecast Details
FMLA INTERMITTENT	FMLA Intermittent	08/01/2018	08/10/2018	ELIGIBLE	07/10/2018 4:52PM	Forecast Details

Save Return to Search Previous in List Next in List Notify Refresh

View the forecasting results. Notice the first column, labeled “Secondary Element”. It’s returning results for Absence Take FMLA INTERMITTENT, followed by USG FMLA AT. For FMLA Intermittent, we see that 16 hours of sick are being paid, resulting in a sick balance of 1122.30. The vacation balance remains 309.50.

In the USG FMLA AT portion of the results, 480 FMLA hours are granted and 16 hours are taken, resulting in a remaining balance of 464. We can also see they had enough hours worked in the past year, and also met the service requirement.



Absence Forecast Results

Absence Event

Absence Forecast Results

Absence Take Element FMLA INTERMITTENT Begin Date 08/01/2018
 Absence Type FMLA Inter End Date 08/10/2018
 Forecast Value ELIGIBLE Forecast Date Time 07/10/2018 4:52PM

Absence Forecast Result Details Personalize | Find | View All | First 1-10 of 20 Last

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6		
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
FMLA INTERMITTENT	AC USG SICK REQ FC	Accumulatr	16.000000		
FMLA INTERMITTENT	AC USG VAC REQ FC	Accumulatr	0.000000		
FMLA INTERMITTENT	AC USG COMP REQ FC	Accumulatr	0.000000		
FMLA INTERMITTENT	AC USG DHOL REQ FC	Accumulatr	0.000000		
FMLA INTERMITTENT	AC USG USCH HOL FC	Accumulatr	0.000000		
FMLA INTERMITTENT	AC USG UNP HRS FC	Accumulatr	0.000000		
FMLA INTERMITTENT	USG 1ST INELIG DT	Variable	0.000000		
FMLA INTERMITTENT	USG SCK ENT_BAL	Accumulatr	1122.300000		
FMLA INTERMITTENT	USG VAC ENT_BAL	Accumulatr	376.000000		
FMLA INTERMITTENT	USG COMP ENT_BAL	Accumulatr	0.000000		

[Return](#)

USG FMLA AT	USG FMLA AE_ENT	Accumulatr	480.000000		
USG FMLA AT	USG FMLA AE_TAKE	Accumulatr	16.000000		
USG FMLA AT	USG FMLA AE_ADJ	Accumulatr	0.000000		
USG FMLA AT	USG FMLA AE_BAL	Accumulatr	464.000000		
USG FMLA AT	USG DR ANNIV YEARS	Duration	13.888889		
USG FMLA AT	USG HRS WKD PVS YR	Variable	1687.000000		
USG FMLA AT	USG 1ST FML INELDT	Variable	0.000000		
USG FMLA AT	USG FML TK PVS YR	Variable	0.000000		

[Return](#)



Reviewing the Calculated Results

The daily absence data show the results for both FMLA INTERMITTENT and USG FMLA AT.

FMLA INTERMITTENT generated 16 hours for partial days from 8/1/18 to 8/10/18 (2 hours each day), absence process calculated and reduced the entitlement balance to 1122.30 hours. USG FMLA AT generated 16 hours, also calculated and reduced the FMLA Hours Taken (only in the sense that it had entitlement available from which to take – no actual pay is generated), with a remaining balance of 464 hours.

Calendar Group ID 2018 M 0831 2018 M 0831

Calendar Information Find First 1 of 1 Last

Calendar ID 2018 2018M08 Pay Group USG_A
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Absence Daily Data Personalize | Find | View 3 | First 1-20 of 20 Last

Absence Detail1	Absence Detail2	Begin / End Date	Schedule Data and Config Fields	Related Elements				
Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/10/2018	Friday	2.000000	2.000000		464.000000	Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/10/2018	Friday	2.000000	2.000000		1122.300000	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/09/2018	Thursday	2.000000	2.000000		466.000000	Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/09/2018	Thursday	2.000000	2.000000		1124.300000	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/08/2018	Wednesday	2.000000	2.000000		468.000000	Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/08/2018	Wednesday	2.000000	2.000000		1126.300000	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/07/2018	Tuesday	2.000000	2.000000		470.000000	Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/07/2018	Tuesday	2.000000	2.000000		1128.300000	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/06/2018	Monday	2.000000	2.000000		472.000000	Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/06/2018	Monday	2.000000	2.000000		1130.300000	Balance Detail
USG FMLA AT	FMLA Hours Taken	08/05/2018	Sunday					Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/05/2018	Sunday					Balance Detail
USG FMLA AT	FMLA Hours Taken	08/04/2018	Saturday					Balance Detail
FMLA INTERMITTENT	FMLA Intermittent	08/04/2018	Saturday					Balance Detail
USG FMLA AT	FMLA Hours Taken	08/03/2018	Friday	2.000000	2.000000		474.000000	Balance Detail

[Return To Main Result Pages](#)



Calendar Group ID 2018 M 0831 2018 M 0831

Calendar Information Find First 1 of 1 Last

Calendar ID 2018 2018M08 Pay Group USG_A
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Accumulators Personalize Find View 5 First 1-18 of 18 Last

Accumulator Results User Keys

Period	Element Name▲	Amount	Description▲	From	Through
Calendar Period	USG AC SCK CUR	16.000000	Sick Current Period	08/01/2018	08/31/2018
Year to Date	USG COMP ENT_BAL	0.000000	Comp Time Balance	01/01/2018	12/31/2018
Year to Date	USG DHOL ENT_BAL	0.000000	Deferred Holiday Balance	01/01/2018	12/31/2018
Year to Date	USG EDU ENT_BAL	8.000000	Educational Leave Balance	01/01/2018	12/31/2018
Year to Date	USG EDU ENT_ENT	8.000000	Education Leave Granted	01/01/2018	12/31/2018
Custom Period	USG FMLA AE_BAL	464.000000	FMLA Hours Balance	08/01/2018	07/31/2019
Custom Period	USG FMLA AE_ENT	480.000000	FMLA Hours Granted	08/01/2018	07/31/2019
Custom Period	USG FMLA AE_TAKE	16.000000	FMLA Hours Taken	08/01/2018	07/31/2019
Year to Date	USG SCK ENT_BAL	1130.300000	Sick Balance	01/01/2018	12/31/2018
Year to Date	USG SCK ENT_ENT	64.000000	Sick Granted	01/01/2018	12/31/2018
Year to Date	USG SCK ENT_TAKE	28.000000	Sick Taken	01/01/2018	12/31/2018

