

## Unprocessed FMLA Time During LOA

### UNPROCESSED FMLA

In this example, there is an LOA – FML row on Job dated 3/5/18. There is also an RFL (return from leave) row dated 5/5/18. There is an Absence Event for AT USG FMLA beginning on 3/5/18, ending 5/4/18. This is a new Absence Take that tracks FMLA Entitlement hours (the legally required 12 weeks per year).

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.

Employee		Empl ID	Empl Record				
Calendar Group ID 2018 B 0505		May 5 WE BW					
Calendar Information <span style="float: right;">Find First 5 of 5 Last</span>							
Calendar ID 2018 2018B09		Pay Group USG_H					
Segment Number 1		Version 1		Revision 1			
Gross Result Value 0.00 USD		Net Result Value 0.00 USD		USD			
Supporting Elements <span style="float: right;">Personalize   Find   View 5   First 1-36 of 36 Last</span>							
Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Auto Assigned Components	USG FMLA AE_UPD	FMLA Entitlement Hours	226.000000			04/22/2018	05/05/2018
Absence Entitlement	USG COMP ENT	Comp Time	0.000000			04/22/2018	05/05/2018
Absence Entitlement	USG DHOL ENT	Deferred Holiday	0.000000			04/22/2018	05/05/2018
Duration	USG DR ANNIV YEARS	Service Date Anniversary Yrs	17.875000			04/22/2018	05/05/2018
Duration	USG LOA DAYS DR	Unprocessed LOA Days	42.000000			04/22/2018	05/05/2018
Date	USG 15TH OF PP DT	USG 15th of PP DT			04/15/2018	04/22/2018	05/05/2018
Date	USG 1ST DAYOFYR DT	USG 1st dayofYR DT			01/01/2018	04/22/2018	05/05/2018
Date	USG 1ST LOA WK END	Wk End Dt 1st Unprocd LOA Wk			03/17/2018	04/22/2018	05/05/2018
Date	USG 1ST OF MONTH D	First day of the Month			04/01/2018	04/22/2018	05/05/2018
Date	USG LAST OF MON DT	USG LAST OF MON DT			04/30/2018	04/22/2018	05/05/2018
Date	USG LAST UFML DT	Last Day of Unpd FML			05/04/2018	04/22/2018	05/05/2018



Date	USG LST LOA WK END	Wk End Dt Last Unprocd LOA Wk			04/21/2018	04/22/2018	05/05/2018
Date	USG PBD EXTRACT DT	USG PBD EXTRACT DT			04/22/2018	04/22/2018	05/05/2018
Date	USG PED EXTRACT DT	USG PED EXTRACT DT			05/05/2018	04/22/2018	05/05/2018
Formula	USG 15TH ELIG FM	USG 15th ELIG FM	1.000000			04/22/2018	05/05/2018
Formula	USG BW ACR PRD FM	USG BW ACR PRD FM	1.000000			04/22/2018	05/05/2018
Formula	USG CO UFML FM	Process Unpaid FML	1.000000			04/22/2018	05/05/2018
Generation Control	USG EDU GC	USG EDU GC	0.000000			04/22/2018	05/05/2018
Generation Control	USG SIC VAC GC	USG SIC VAC GC	0.000000			04/22/2018	05/05/2018
Variable	USG ABS FREQ VR	Pay Frequency on Pay Group		B		04/22/2018	05/05/2018
Variable	USG AR CONV DT VR	Array Convert Eff Dt			06/18/2017	04/22/2018	05/05/2018
Variable	USG COMP BAL VR	USG COMP BAL VR	0.000000			04/22/2018	05/05/2018
Variable	USG DFHOL BAL	USG DFHOL BAL	0.000000			04/22/2018	05/05/2018
Variable	USG FML TK PVS YR	FMLA Taken Previous Year	214.000000			04/22/2018	05/05/2018
Variable	USG FML UNP HRS VR	FML Unpaid Hours Total	226.000000			04/22/2018	05/05/2018
Variable	USG FML WKLY HRS V	Unpaid FML Hours per Wk	40.000000			04/22/2018	05/05/2018

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

Duration DR LOA DAYS (PIN 250571), 42 in this example as the payee was LOA for three full periods – the number of calendar days not processed during the FMLA event. For Biweekly, this number should be divisible by 14.

Variable USG FML WKLY HRS V (PIN 250573), 40 in this example – the number of weekly hours to count each week until the total hours expire.

Date DT 1<sup>ST</sup> LOA WK END (PIN 250574), 3/17/18 in this example – the week ending date of the first week that Absence Management did not process for the payee during their LOA.

Date DT LAST LOA WK END (PIN 250575), 4/21/18 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 VR FML UNP HRS (PIN 250572), 226 on this page - Total FMLA hours not processed during the LOA.** This is the “Paid Day Count” remaining on the first day of the calendar during which they return from leave - the total unprocessed FMLA hours. For this example, the program that will populate the FMLA Taken table will need to distribute the 226 hours each week, using the USG FML WKLY HRS V number (40 hours in this case) for each week starting 3/17/18. 40 hours would go to each week between 3/17/18 to 4/14/18. The remaining 26 hours would go to the week ending 4/21/18.



The following example is for a **monthly** employee who was on LOA from mid-December 2017, returning in April 2018, so she was out for three entire months.

Employee [ ] Empl ID [ ] Empl Record

Calendar Group ID 2018 M 0430 2018 M 0430

Calendar Information Find First 5 of 5

Calendar ID 2018 2018M04 Pay Group USG\_F  
Segment Number 1 Version 1 Revision 1  
Gross Result Value 0.00 USD Net Result Value 0.00 USD

Supporting Elements Personalize Find View 5 First 1-41 of 41 Last

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Variable	USG FML UNP HRS VR	FML Unpaid Hours Total	520.000000			04/01/2018	04/30/2018
Variable	USG HRS WKD PVS YR	Total Hours Wkd Previous Yr	1960.000000			04/01/2018	04/30/2018
Variable	USG LOA DAYS MO1 V	LOA Days 1st Month	23.000000			04/01/2018	04/30/2018
Variable	USG LOA DAYS MO2 V	LOA Days Month 2	20.000000			04/01/2018	04/30/2018
Variable	USG LOA DAYS MO3	LOA Days Month 3	22.000000			04/01/2018	04/30/2018
Variable	USG LOA M01 END DT	1st Month LOA End Dt			01/31/2018	04/01/2018	04/30/2018
Variable	USG M01 UFML HRS	Unprocessed FML Month1	184.000000			04/01/2018	04/30/2018
Variable	USG M02 UFML HRS	Unprocessed FML Month2	160.000000			04/01/2018	04/30/2018
Variable	USG M03 UFML HRS	Unprocessed FML Month3	40.000000			04/01/2018	04/30/2018

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

Variable USG LOA M01 END DT (PIN 250602), 01/31/2018 in this example – the month end date of the first month of unprocessed FMLA.

Variable USG M01 UFML HRS (PIN 255027), 184 in this example – the number of unprocessed FMLA hours in the first month (January).

Variable USG M02 UFML HRS (PIN 255028), 160 in this example – the number of unprocessed FMLA hours in the second month (February).

Variable USG M03 UFML HRS (PIN 255029), 40 in this example – the number of unprocessed FMLA hours in the third month (March).



### Processed FMLA Time During LOA

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.

The LOA started 12/14/17, during the period ending 12/31/17, so every day of the absence from 12/14 to 12/31 was processed. The “paid” day count shows the hours taken for AT USG FMLA on each Absence Date.

Calendar Group Results		Absence Data		Retro Calculation Deltas				
<input type="text"/>	Employee	Empl ID	<input type="text"/>	Empl Record	0			
Calendar Group ID 2018 M 0430		2018 M 0430						
Calendar Information <span style="float:right">Find First 1 of 5 Last</span>								
Calendar ID 2017 2017M12		Pay Group USG_F						
Segment Number 1		Version 2		Revision 1				
Gross Result Value 0.00 USD		Net Result Value 0.00 USD						
Absence Daily Data <span style="float:right">Personalize   Find   View 3   First 1-18 of 18 Last</span>								
Absence Detail1	Absence Detail2	Begin / End Data	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	12/28/2017	Thursday	8.000000	8.000000		392.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/27/2017	Wednesday	8.000000	8.000000		400.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/26/2017	Tuesday	8.000000	8.000000		408.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/25/2017	Monday	8.000000	8.000000		416.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/24/2017	Sunday					Balance Detail
USG FMLA AT	FMLA Hours Taken	12/23/2017	Saturday					Balance Detail
USG FMLA AT	FMLA Hours Taken	12/22/2017	Friday	8.000000	8.000000		424.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/21/2017	Thursday	8.000000	8.000000		432.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/20/2017	Wednesday	8.000000	8.000000		440.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/19/2017	Tuesday	8.000000	8.000000		448.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/18/2017	Monday	8.000000	8.000000		456.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/17/2017	Sunday					Balance Detail
USG FMLA AT	FMLA Hours Taken	12/16/2017	Saturday					Balance Detail
USG FMLA AT	FMLA Hours Taken	12/15/2017	Friday	8.000000	8.000000		464.000000	Balance Detail
USG FMLA AT	FMLA Hours Taken	12/14/2017	Thursday	8.000000	8.000000		472.000000	Balance Detail



### FMLA Going Negative During LOA – if this Happens

If you look at the calendar during which the payee returned, period ending 4/30/18, you will also see the days processed from the period begin date of 4/1/18 up to the event end date of 4/12/18.

Notice the day count for the first day of the calendar, 4/1/18. The 520 hours match the unprocessed hours from the unprocessed calendars. The 384 hours “paid” are the 384 hours that were remaining from the original 480-hour entitlement, drawing the FMLA balance down to zero. 136 hours were “unpaid”, meaning they took 136 more hours after reaching zero while they were on LOA.

Absence Daily Data								
Absence Detail1		Absence Detail2		Begin / End Data		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	04/12/2018	Thursday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/11/2018	Wednesday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/10/2018	Tuesday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/09/2018	Monday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/08/2018	Sunday					Balance Detail
USG FMLA AT	FMLA Hours Taken	04/07/2018	Saturday					Balance Detail
USG FMLA AT	FMLA Hours Taken	04/06/2018	Friday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/05/2018	Thursday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/04/2018	Wednesday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/03/2018	Tuesday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/02/2018	Monday	8.000000		8.000000		Balance Detail
USG FMLA AT	FMLA Hours Taken	04/01/2018	Sunday	520.000000	384.000000	136.000000		Balance Detail

### Special Note

There is one limitation to this special process: The 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. If we think this is going to be an issue, we can evaluate alternatives such as an “FML Leave” one-day take for the start date and an “FML Return” one-day take when they return from LOA.

