



HRIS Job Role Training

FMLA Coordinator

Forms: XT51.1

Table of Contents

Contents

Introduction	3
FMLA Processing	5
Granting of FMLA Initial Balance	16
Calculating FMLA Hours for Part Time / Temporary Employees	16
Understanding the FMLA Time Entry Edits	17
FMLA Pay codes	18
FMLA Twelve Month Rolling Calendar	18
Changing Leave Status on the FMLA Processing Form (XT51).....	19

Introduction

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible Employees Entitlement

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave). **HRIS currently does not support Military Caregiver Leave in the system; please track this offline.**

FMLA Eligibility

. An eligible employee for the purposes of the FMLA is an employee who:

1. Is an employee of the State of Arizona;
2. Has been employed by the State of Arizona for at least 12 months (need not be continuous; however, employment prior to a break in service of 7 years or more need not be counted); and
3. Worked for at least 1,250 hours of service during the 12-months immediately preceding commencement of the leave.

How to determine if employee is eligible for FMLA Eligible

Worked more than 1250

1. Login to **HRIS**
2. Open the **LP60** screen (Employee Service Inquiry)
3. Enter “**1**” in Company field
4. Enter employee’s “**EIN**” in the Employee field
5. Select **ELG** for the Service Class field
6. Leave Service Code blank
7. Enter the previous 12 month date range in the Date Range field (example: if the FMLA beginning leave date is 8/1/2012 then the date range would be 8/1/2011 to 8/1/2012)
8. Click **Inquire**
9. Click **Totals**
10. Total hours worked are listed in the “Total Service Hours” row in the LP60.3 (Employee Service Totals)

After you determine that an employee is eligible for FMLA, and the record has been entered into the system, HRIS will automatically grant employee the initial FMLA balance and then each pay period the system will determine the amount of hours he or she is eligible for based on the 12 month rolling calendar.

FMLA Processing

FMLA Processing (XT51.1)

» + Add Change - Delete < Previous ? Inquire > Next | Inquire ▾

2 Company STATE OF ARIZONA
3 Employee
4 Process Level HCA91 HC-DMS DIVISION OF MEMBER SVCS
5 Status PERMANENT FT
6 Leave Number

Main	Dates	Leave End	Address	Benefits and Pay
7	Request Date	<input type="text"/>		
8	Eligibility Start	<input type="text"/>		
9	Eligibility End	<input type="text"/>		
10	Reason for Leave	<input type="text"/>		
11	Intermittent	<input type="checkbox"/>		Not intermittent
12	Reason Class	<input type="text"/>		
13	Leave Status	<input type="text"/>		
14	Adjusted Hire Date			02/03/2001

R=Required, O=Optional

MAIN TAB

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XT51.1 in the White Search Box. Press ENTER on the keyboard.	The FMLA Processing form will appear	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
4	Process Level Field	A	This field will auto-populate from the employee record		
5	Status Field	A	This field will auto-populate from the employee record		
6	Leave Number Field	R	Leave blank.	Field will auto-populate when you click add / change.	
7	Request Date Field	R	Enter the date the employee or supervisor requested FMLA		
8	Eligibility Start Date field	R	Enter the date the employee is eligible for FMLA		This field determines when the employee / supervisor / payroll department can utilize FMLA pay codes
9	Eligibility End Date field	O	Enter the date the employee FMLA eligibility expires for FMLA		This field determines when the employee / supervisor / payroll department can no longer utilize FMLA pay codes
10	Reason for Leave field	R	Enter the reason the employee is requesting FMLA (self, family, etc.)		
11	Intermittent field	O	Select if this FMLA will be continuous or intermittent leave		In order to view FMLA transactions on the XT251 report, this field must be selected to Y
12	Reason Class field	O	If this is intermittent leave, select the "FML" reason class		This reason class will identify the time records that will be counted as FMLA for reporting purposes
13	Leave Status	R	Select the Leave Status of the FMLA		Pending: select status if employee is eligible for FMLA (i.e. worked 1250 hours, etc.) but does not yet have all documentation submitted. This status is considered "opened" and employees / supervisors are eligible to use FMLA pay codes Approved: select status if employee has

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<p>been approved for FMLA and has all documentation submitted. This status is considered “opened” and employees / supervisors are eligible to use FMLA pay codes</p> <p>Closed: select status if employee FMLA has been ended. This status is considered closed and employee is no longer eligible to use FMLA pay codes.</p> <p>Ineligible: select status if employee has not met the Federal requirements for FMLA (i.e. has not worked 1250 hours). This status is considered closed and employee is not eligible to use FMLA pay codes.</p> <p>Pending Denied: select status if employee has not been approved for FMLA (i.e. Physician denied request). Once this status is selected, an email will be sent to PR department asking for them to review FMLA usage and make any adjustments, if necessary. This status is considered closed and employee is not eligible to use FMLA pay codes.</p> <p>Denied: select status if Payroll Department has informed you that FMLA time records have been reviewed and adjusted. This status is considered closed and employee is not eligible to use FMLA pay codes.</p> <p><i>SEE “Changing Leave Status on the FMLA Processing Form (XT51)”, at the end of this documentation for further</i></p>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					<i>explanation.</i>
14	Adjust Hire Date field		This field will auto populate from the employee's record once the record has been added / changed.		

FMLA Processing (XT51.1)

Company STATE OF ARIZONA

Employee

Status

Leave Number

1	Notification of Rights	<input type="text"/>
2	Manager Notified	<input type="text"/>
3	Documents Received	<input type="text"/>

DATES TAB

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Notification of Rights Box	O	Enter the date that the FMLA packet was sent to employee		
2	Manager Notified Field	O	Enter the date that the employee's supervisor was notified that the employee has requested FMLA		
3	Documents Received Field	O	Enter the date on which the required documentation was received (example the formal request form, certification from physician, etc.)		You may generate a report titled "FMLA Notification of Rights Report (ZT203)" to determine if the employee has completed / submitted all necessary medical certification documentation for FMLA consideration.

FMLA Processing (XT51.1)

» + Add ✎ Change — Delete ◀ Previous ? Inquire ▶ Next | Inquire ▼

Company STATE OF ARIZONA

Employee

Status

Leave Number

Main	Dates	Leave End	Address	Benefits and Pay
1		Physician Release Received	<input type="text"/>	<input type="text"/>
2		Return to Work	<input type="text"/>	<input type="text"/>
3		Reduced Work Schedule	<input type="text"/>	<input type="text"/>
4		Reduced Work Through	<input type="text"/>	<input type="text"/>
5		Leave End Date	<input type="text"/>	<input type="text"/>
6		Termination Date	<input type="text"/>	<input type="text"/>

LEAVE END TAB

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Physician Released Received Field	O	Type the date on which the certification was received allowing the employee to return to work from FMLA		
2	Return to Work Field	O	Type the date on which the employee will return to work		
3	Reduced Work Schedule Field	O	Identify whether or not the employee will be on a reduced work schedule		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			upon returning from FMLA		
4	Reduced Work Through Field	O	Enter the date through which the employee will be on a reduced work schedule		
5	Leave End Date	O	Type the date on which the FMLA leave ends.		
6	Termination Date Field		If the employee is terminated, this field will auto populate from the employee's record once the record has been added / changed.		

FMLA Processing (XT51.1)

» + Add ✎ Change - Delete ◀ Previous ? Inquire ▶ Next | Inquire ▾

Company STATE OF ARIZONA

Employee

Status

Leave Number

Main Dates Leave End **Address** Benefits and Pay

1 Contact Address Home Address

2 Address Line 1

Address Line 2

Address Line 3

City

3 State or Province

Postal Code

4 Country

5 Telephone

ADDRESS TAB

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Contact Address Field	O	Identify which Employee address to use for the correspondence while the employee is on FMLA. Choices include either Home, Supplemental (both which are extracted from the Employee Record or Other (which		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			will be a separated address entered on the leave)		
2	Address 1, 2, 3 Field	O	If you have selected Other as a Contact type, enter the Address information. Otherwise, this information will auto populate when record is added or changed.		
3	City, State, Postal Code Field	O	If you have selected Other as a Contact type, enter the City, State and Postal Code information. Otherwise, this information will auto populate when record is added or changed.		
4	County Field	O	If you have selected Other as a Contact type, enter the County information. Otherwise, this information will auto populate when record is added or changed.		
5	Telephone Field	O	Enter the telephone number in which to contact the employee		

Employee Leave of Absence (LP51.1)

Company STATE OF ARIZONA
 Employee BOWLING, JENNIFER L.
 UNCOVERED FT

Leave Number

Main	Dates	Leave End	Address	Benefits and Pay
1				Disability <input type="checkbox"/> Not Determined
2				Disability Begin Date <input type="text"/>
3				Workers Comp <input type="checkbox"/> Not Determined
4				Benefits Eligible <input type="checkbox"/> Not Determined
5				Premiums Paid Through <input type="text"/>
6				Paid Status <input type="checkbox"/> Not Determined
7				Paid Through <input type="text"/>

BENEFITS AND PAY TAB

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Disability Box	O	Identify whether the leave is due to a period of disability		This is for informational purposes only
2	Disability Begin Date	O	Type the date that identifies the start of the period of disability		This is for informational purposes only

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	Field				
3	Workers Comp Field	O	Identify whether the leave is due to an event that qualifies for workers compensation and may involve a workers comp claim		This is for informational purposes only
4	Benefits Eligible Field	O	Identify whether employee will be eligible for benefit coverage while on FMLA (i.e. dental, medical, life)		This is for informational purposes only
5	Premiums Paid Through Field	O	Type the date through which benefit premiums have been paid while on FMLA.		This is for informational purposes only
6	Paid Status field	O	Select the value that identifies whether an employee will receive pay while on leave		This is for informational purposes only
7	Paid Through field	O	Type the date through which an employee has received or will be receiving pay		This is for informational purposes only

Granting of FMLA Initial Balance

Once the FMLA Leave Record has been added into the system, HRIS will automatically grant the FMLA hours (processing occurs on the HRIS nightly schedule so balances will be available the day after the FMLA record has been added). The HRIS system will review the employee's time record history and total the FMLA hours that has been used during the previous twelve months and subtract from the employee's FMLA entitlement of 480 hours. This amount will then automatically be added to the employee FMLA leave plan.

Example: FMLA Coordinator entered a new FMLA record into HRIS for Mary Smith. System reviewed the past twelve months and determined that Mary used 80 hours of FMLA within that twelve month period, so the system granted 400 hours.

Once the FMLA hours have been granted, the employee or supervisor may use the FMLA pay codes (as long as the FMLA record is current and open).

Calculating FMLA Hours for Part Time / Temporary Employees

Since Part Time / Temporary employees are not eligible for the full FMLA entitlement, you will need to determine the FMLA eligibility. Once this has been calculated, please contact the HRIS Help Desk at hrishelpdesk@azdoa.gov or 602.542.4700 and ask for the FMLA balance to be adjusted.

How to Calculate

For Temporary and part-time employees, FMLA hours are determined based on the employee's regularly scheduled work hours each week, i.e. the employee works 30 hours each week with little to no variation. However, if the employee's work schedule varies to the extent that work hours cannot be determined with certainty, then FMLA hours will be determined based on the average number of hours worked in the previous 12-month period prior to the beginning of the FMLA leave. To determine the average number of hours worked in the previous 12-month period, follow step 1.

Step 1: Determining the average number of hours an employee has worked:

1. Login to **HRIS**
2. Open the **LP60** screen (Employee Service Inquiry)
3. Enter "**1**" in Company field
4. Enter employee's "EIN" in the Employee field
5. Enter **ELG** for the Service Class
6. Leave the Service Code blank

7. Enter the previous 12 month date range in the Date Range field (example: if the FMLA beginning leave date is 8/1/2012 then the date range would be 8/1/2011 to 8/1/2012)
8. Click **Inquire**
9. Click **Totals**
10. Total hours worked are listed in the “Total Service Hours” row in the LP60.3 (Employee Service Totals)
11. Divide Total Service Hours (from step 10, to include all combined Total Service Hours) by 52 to determine average number of hours worked per week.

Once the FMLA Coordinator determines the average number of hours worked, the next step is to determine the amount of FMLA hours an employee is eligible for. Please refer to Step 2 for this process.

Step 2: Determining how many FMLA hours an employee is eligible for, if the employee’s work schedule varies and is less than 40 hours per week: (Note: If the employee’s work hours do not vary, use the regularly scheduled work hours to determine the amount of eligible FMLA hours based on the table below, for example, if the employee works 30 hours per week on a regular basis, the employee is eligible for 360 hours of FMLA leave)

FORMULA: Average Number of Work Hours X 12 months = Eligible FMLA Hours

TABLE: FMLA eligibility hours based on average hours worked

Average Number of Work Hours	24.04	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Eligible FMLA Hours	288.5	300	312	324	336	348	360	372	384	396	408	420	432	444	456	468

Step 3: Notify HRIS Help Desk to modify the available FMLA hours from 480 hours to the determined Eligible FMLA Hours in section B.

NOTE: If a permanent or long-term change is made to the employee’s work schedule that is prior to and/or not based on an FMLA request, then the hours worked under the new work schedule would be used to calculate

Understanding the FMLA Time Entry Edits

The following time entry (ETE, XR32, XR35) edits are in place in the HRIS system:

- EE / Timekeeper cannot use FMLA pay codes if pay period does not fall within the Eligibility start and end date (hard edit)
- EE / Timekeeper cannot use FMLA pay codes if EE does not have FMLA hours available in leave bucket (hard edit)
- If employee has FMLA hours and pay period falls between the Eligibility start and end date produce edit stating “are you sure you do not want to use FMLA pay code? (soft edit)

FMLA Pay codes

- 300F - FMLA Annual Leave Taken
- 308F - FMLA Donated Leave
- 310F - FMLA Sick Leave
- 311F - FMLA Sick Leave Family
- 320F - FMLA Holiday
- 322F - FMLA Reserved Holiday
- 330F - FMLA Comp Leave
- 340F - FMLA Bereavement Leave
- 630F - FMLA Industrial Leave
- 640F - FMLA Hours / LWOP

FMLA Twelve Month Rolling Calendar

At the beginning of each pay period, the HRIS system will review each employee that has an OPEN FMLA record (leave status must be equal to Pending or Approved) and review the FMLA usage that was taken the previous year. Then, the system will total the FMLA hours that were used and automatically grant back those hours into the employee’s FMLA leave plan.

Example:

- Mary Smith is on Intermittent FMLA with an eligibility start date of 8/1/2012.
- The next pay period begins on 8/3/2012 and ends on 8/17/2012.
- System will review Mary’s FMLA usage from 8/3/2011 through 8/17/2011 and if she used FMLA hours during this timeframe, the system will automatically total the usage and grant the hours to her FMLA leave plan. The system will continue to evaluate Mary’s usage each pay period until all of her FMLA leaves are closed/denied.

Changing Leave Status on the FMLA Processing Form (XT51)

The Leave Status field plays an important role in the employee FMLA leave cycle. Changing leave status can affect the employee's leave balance so understanding this is critical.

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form
Blank	APPROVED	Yes	System will grant FMLA initial balance based off employees 12 month history. If employee already has an existing FMLA record that is open, system will disregard as employee already has a FMLA balance	
Blank	CLOSED	NO	FMLA hours will not be granted	You are not able to add a new FMLA record with a DENIED status.
Blank	DENIED	OK	FMLA hours will not be granted	Add Complete - Continue
Blank	INELIGIBLE	OK	FMLA hours will not be granted	Add Complete - Continue
Blank	PENDING	OK	System will grant FMLA initial balance based off employees 12 month history. If employee already has an existing FMLA record that is open, system will disregard as employee already has a FMLA balance	Add Complete - Continue
Blank	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	You are not able to add a new FMLA record with a PENDING DENIED status.
PENDING	APPROVED	OK	FMLA hours will not be granted since hours were granted when FMLA record was entered as PENDING	Change Complete Continue
PENDING	CLOSED	OK	HRIS will remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records.	Change Complete Continue unless transactions exist and if transactions exist, you must be adjusted or processed before changing to this leave status
PENDING	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
PENDING	INELIGIBLE	NO	N/A	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form
PENDING	PENDING DENIED / INELIGIBLE	OK	System will not modify FMLA balance; an email will be sent to PR so they can review time records to determine if adjustments need to be made.	Change Complete Continue - Email has been sent to PR Dept to adjust FMLA records
PENDING	PENDING	OK	FMLA hours will not be granted as they were granted when FMLA record was initially added	Change Complete Continue
APPROVED	CLOSED	OK	HRIS will remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records.	Change Complete Continue unless pending transactions exist and if transactions exist, you must be adjusted or processed before changing to this leave status
APPROVED	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
APPROVED	INELIGIBLE	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
APPROVED	PENDING	NO	FMLA hours will not be granted	An approved record cannot be moved into this status
APPROVED	PENDING DENIED / INELIGIBLE	OK	Send email to PR to manually adjust balance	Change Complete Continue - Email has been sent to PR Dept to adjust FMLA records
APPROVED	APPROVED	OK	FMLA hours will not be granted since hours were granted when FMLA record was initially entered as APPROVED	Change Complete Continue
CLOSED	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	DENIED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form
INELIGIBLE	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
INELIGIBLE	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; must select Denied
PENDING DENIED / INELIGIBLE	DENIED	OK	Remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records. If pending time records (time entry) or open transactions (lp70) provide error message	Change Complete Continue
PENDING DENIED / INELIGIBLE	INELIGIBLE	OK	Remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records. If pending time records (time entry) or open transactions (lp70) provide error message	Change Complete Continue
PENDING DENIED / INELIGIBLE	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	PENDING DENIED / INELIGIBLE	OK	FMLA hours will not be granted	Change Complete Continue - Email has been sent to PR Dept to adjust FMLA records
DENIED	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form
DENIED	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records