



## FMLA Coordinator Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Manual Transactions by Employee	LP70.2	Form	Yes	No	Yes	Yes	Yes	No	Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.
FMLA Processing	XT51	Form	Yes	No	Yes	Yes	Yes		Form is used to track employee information for an FMLA leave of absence. The data enables on-line inquiries and reports to determine FMLA leave usage and balances.
Employee Leave of Absence	XT251	Report	Yes	No	Yes	Yes	Yes		Report details leave of absence information that can be filtered by range of dates, employee, employee group, process level or department.
Manual Transactions by Employee	LP70.1	Form	Yes	Yes	No	No	No		Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.
Manual Transactions by Employee	LP70.2	Form	Yes	Yes	No	No	No		Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.
Open Manual Transactions	LP270	Report	Yes	No	Yes	Yes	Yes		Report is used to list all open manual transactions that are listed on the LP70. Once the records have been processed, the transactions will no longer appear on this
Employee Transaction History	LP264	Report	Yes	No	Yes	Yes	Yes		Report is used to list historical transactions for selected employees in a selected plan or plans.
EE Service Inquiry	LP60.1	Form		Yes	No	No	No	LP60.2/LP60.3	Verify number of hours calculated for length of service in hours-based plan. Confirm accrual calculation based on hours worked in pay period.
EE Event Inquiry	LP60.2	Form	Yes	Yes	No	No	No		Displays event history for an employee. Pay code, date, day and hours are shown. Verify number of hours used to decrement balance. Confirm event has been entered.
EE Service Totals	LP60.3	Form	Yes	Yes	No	No	No		Totals for service hours and service earnings