



HRIS Job Role Training

FMLA Leave of Absence Report

Forms: XT251

Table of Contents

Introduction	3
Employee Leave of Absence Report.....	4

Introduction

Run Employee Leave of Absence Report (LP251) to print a report of leave of absence information. Parameters let you determine which employees and which types of leave records will be included. For intermittent leaves, detail records from the employee service file can also be listed.

Employee Leave of Absence Report

Employee Leave of Absence Report (XT251)

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

1 Job Name

2 Job Description

1 User Name Jennifer Bowling

Data Area/ID QAAZ

Parameters

Main **Leave History**

4 Company

5 Agency

6 Process Level

7 Department

8 Location

9 Supervisor

10 Employee Group

11 Employee

12 Report Option 2 ▾ Leave History Report

13 Report Sequence 1 ▾ Employee

14 Employee Sequence 0 ▾ Use Company Default

R=Required, O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type XT251.1 in the White Search Box. Press ENTER on the keyboard.	The Individual Personnel Action (XT251.1) opens.	
2	Job Name Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> Valid Job Name: HR203JAN04 Invalid Job Name: HR203 JAN04
2	Job Description Field	O	Enter description of the job		Maximum 30 characters Ex. HR203 FOR JAN 2004
3	User Name Field	R	Your Username will default		
4	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.
5	Agency Field	O	If applicable, type or select from the drop down menu the specific Agency to include in the report. If no Agency is desired, skip this step.		If no agency is entered, the user will see all agencies he/she has access to view.
6	Process Level Field	O	If applicable, type or select from the drop down menu the specific Process Level to include in the report. If no Process Level is desired, skip this step.		If no process level is entered, the user will see all process levels he/she has access to view.
7	Department Field	O	If applicable, type or select from the drop down menu the specific Department to include in the report. If no Department is desired, skip this step.		If no department is entered, the user will see all departments he/she has access to view.
8	Location Field	O	If applicable, type or select from the drop down menu the specific Location to include in the report. If no Location is desired, skip this step.		If no location is entered, the user will see all location he/she has access to view.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	Supervisor Button	O	If applicable, type or select from the drop down menu the specific Supervisor's direct reports information to include in the report. If no Supervisor is desired, skip this step.		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.
10	Employee Group Field	O	If applicable, type or select from the drop down menu the specific Employee Group to include in the report. If no Employee Group is desired, skip this step.		If no employee group is entered, the user will see all employee groups he/she has access to view.
11	Employee Field	O	Type N or select 'No' from the drop down menu in the Immediate Field.	Action will process with the nightly batch depending on the effective date of the action.	ONLY New Hire and Rehire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
12	Report Option Field	R	Select how you want the report displayed either detail or summary.		
13	Report Sequence Field	O			Value values include: <ul style="list-style-type: none"> • Plan; Structure • Process Level
14	Employee Sequence Field	O	For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees.		Valid Values include: <ul style="list-style-type: none"> • 'A' – Alpha • 'N' – Numeric

Employee Leave of Absence Report (XT251)

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

5

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name Jennifer Bowling

Data Area/ID TEST

Parameters

Main Leave History

1 Eligibility Dates -

2 Intermittent Leaves

3 Include Leave Status

4 Include Reason for Leave

R=Required, O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Eligibility Dates Field	O	Type the date to limit which leave of absence records are listing for the employee. Leaves with a leave end date prior to this date will not be reported.		
2	Intermittent Leaves Field	O	Indicate how to report on intermittent leaves. If you select Summary, intermittent leaves are reported in summary, with only a total number of hours used. If you select Detail, the detail time records that make up the intermittent leave usage are listed in the report, along with the total number of hours.		Note – the conversion data that was loaded into HRIS at the time of your implementation will not appear as usage on this report. If you need to review the conversion history, please run the LP264 and select Manuals as Transaction Type
3	Include Leave Status Field	O	Select up to 12 leave statuses to limit the leave records that display on the report.		Examples are Pending, Approved, Denied
4	Include Reason for Leave Field	O	Select up to 12 “reason for leaves” to limit the leave records that display on the report.		Examples are FMLA Self, FMLA Family, or FMLA Blrth
5	Add button	R	Click Add to save your report	See ‘Job Added’ in the lower left corner.	To see results you must submit the report to HRIS to process.

Example of Report

Employee Leave of Absence Report

30421

XT251 Date 08/15/12
Time 16:02

Company 1 STATE OF ARIZONA
Employee Leave of Absence Report

Page 11

Employee

EMPLOYEE NAME

Employee Data

Status	C1	UNCOVERED FT	Social Number	
Position Level	01		Supervisor	ADFSR60020 AD LOSS PREVTV MGR
Process Level	ADFSR	AD-FINANCIAL SERVICES DIV RM	Position	AAD002599AHO AD LOSS PREVTV ASST MGR
Department	PR060	LOSS PREVENTION	Job Code	AUN07382 AD LOSS PREVENT ASST MGR

Leave History

Leave Number	1	Request Date	08/02/12
Eligibility Start	07/29/12	Eligibility End	08/10/12
Leave Reason	FMLA-FAMIL FMLA - FAMILY MEMBER		
Leave Status	APPROVED APPROVED		
Intermittent	Yes		
Reason Class	FML FMLA INTERMITTENT HOURS REPORT		

Disability	Not Determined	Eligible Date	
Workers Comp	Not Determined	Premium Paid Through	
Benefits Eligible	Not Determined	Paid Through	
Paid Status	Not Determined		

Notification of Rights
 Manager Notified
 Documents Complete
 Physician Release
 Return to Work
 Reduced Work Schedule
 Leave End Date

No

Reduced Through
 Termination Date

Address1
 Address2
 Address3
 City
 State or Province
 Postal Code
 Country Code
 Telephone

EMPLOYEE CONTACT

Intermittent Leave Usage Details

Date	Reason Code	Hours
07/30/12	35P FMLA-SICK LEAVE-FAMILY	8.00
07/31/12	35P FMLA-SICK LEAVE-FAMILY	8.00
08/01/12	35P FMLA-SICK LEAVE-FAMILY	8.00
08/02/12	35P FMLA-SICK LEAVE-FAMILY	8.00
08/03/12	35P FMLA-SICK LEAVE-FAMILY	8.00
Total Leave Hours		40.00