Report Description:

This report provides information about total amount of FMLA leave, when eligibility begins and ends, the number of hours used, number of hours remaining, number of weeks used, and number of weeks remaining.

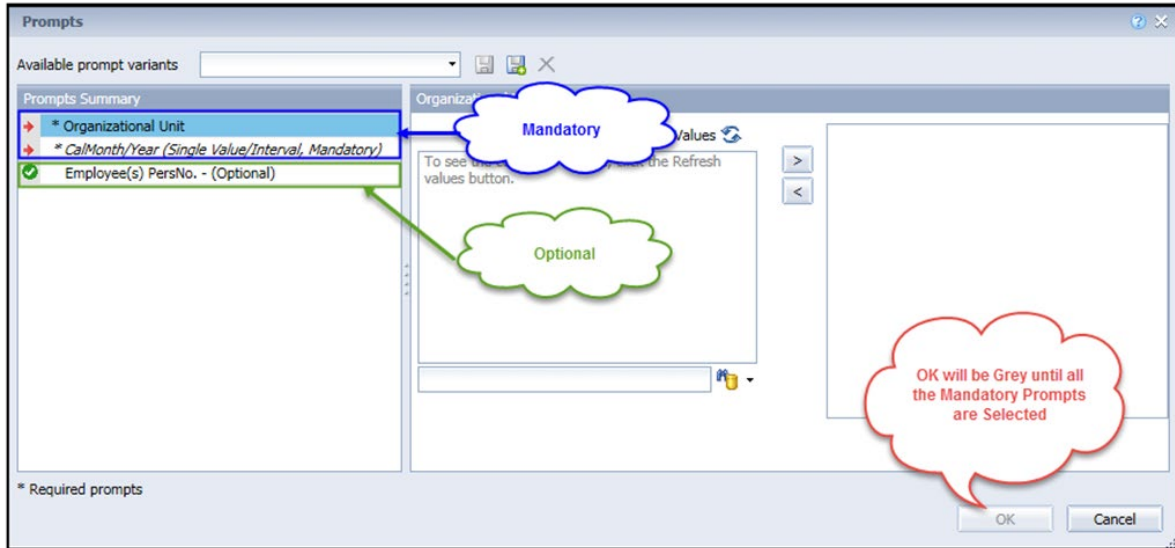**Report Location:**

PT: Family Medical Leave (FMLA)

Report Uses:

Agencies will be able to monitor FMLA events and track the hours and weeks associated with the event.

How to generate this report

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➡) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➡ *Organizational Unit:** To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Organizational Units (2).
- Navigate down to select the desired Organizational Unit (3).
- Click the right arrow to add it to the selection box (4).
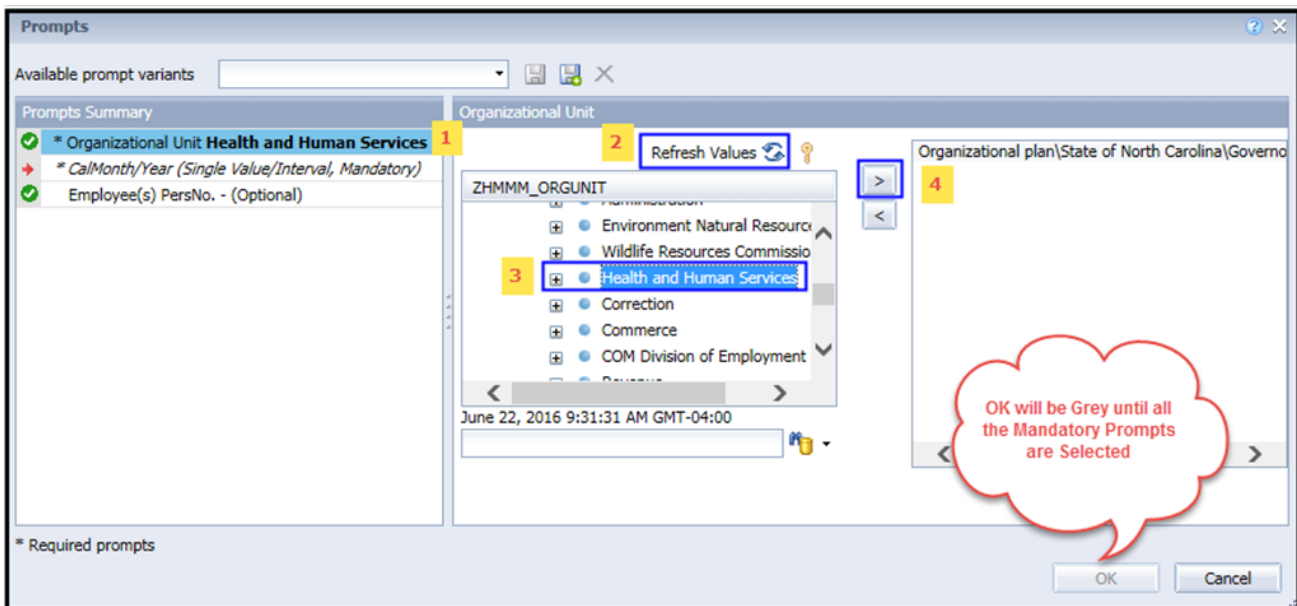
➔ **Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt,
- Make sure you have "CalMonth/Year" prompt selected (1).
- Type in a wildcard year (*YYYY) to search for available months in a particular year (2).
- Click on the search icon (3).
- Select the desired date for your low range (4).
- Click on the right arrow to add it to the "Start value" box (5).
- Select the desired date for your high range (6).
- Click on the right arrow to add it to the "End value" box (7).
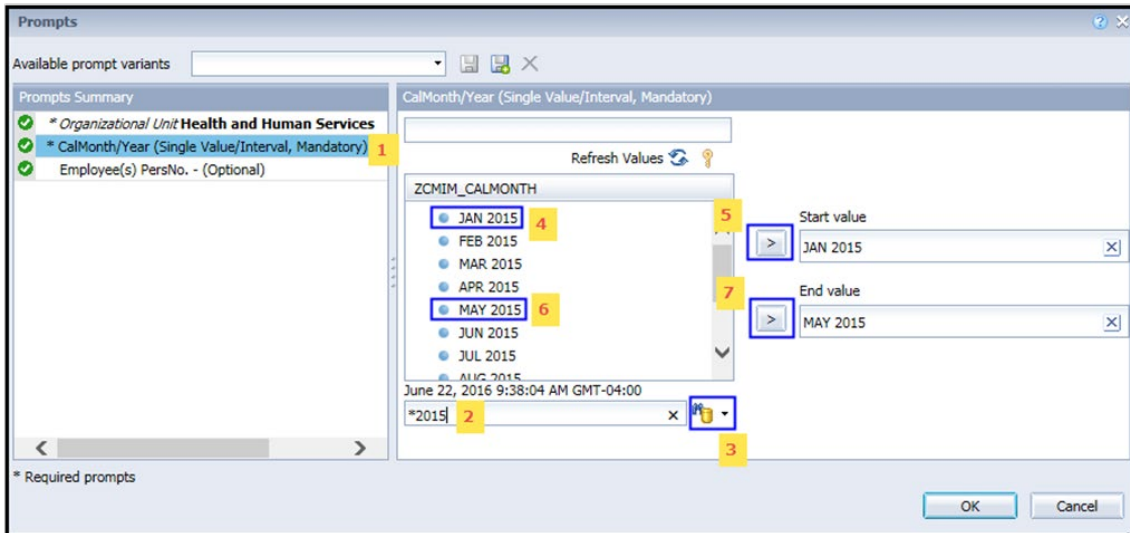
Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. These prompts are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the *Employee(s) PersNo. - (Optional)* prompt is selected (1).
- Enter an employee number in the search box to verify the employee's name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- Then click the search icon (4).
- To see the employee number, click on the key icon (5).
- Click on the desired Employee (6).
- OR if you do not need to verify the employee number, skip steps 2 through 6 and enter it directly in (7).
- Click on the right arrow to add the Employee to the selection box (8).
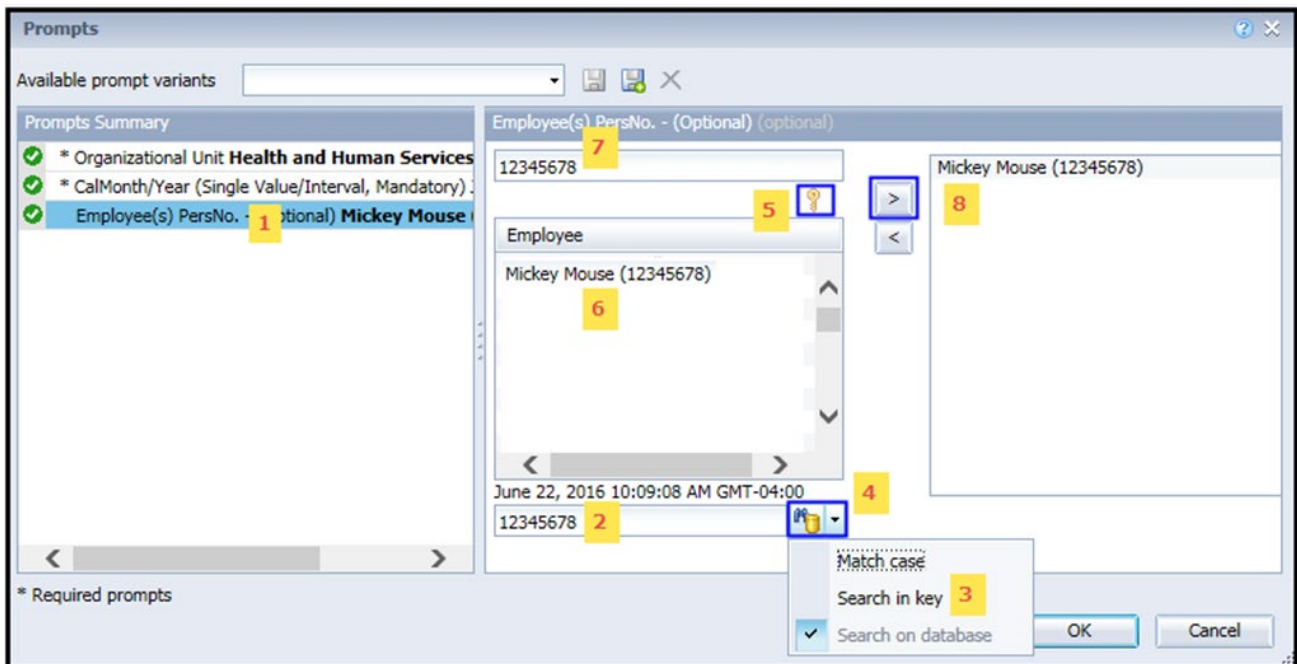
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

John*Smith*
*Smith

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Initial Layout

This report provides information about total amount of FMLA leave, when eligibility begins and ends, the number of hours used, number of hours remaining, number of weeks used and number of weeks remaining.

B0215: FMLA Overview

Execution Date : 6/22/16

Calendar Month/Year: DEC 2015 - DEC 2015

								Cal Mth/Yr	DEC 2015		
Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	FMLA Rule	Deduction Period	Entitled Weeks	FMLA Request Period	Weeks Used	Hours Used	Remaining Weeks	Remaining Hours
15151515	PI SS FIN FIN SERV Plan & Budget	12121212	Alice, Bob	FMLA - FT or PT(20+)	12/08/2015 - 12/07/2016	12.00	12/08/2015 - 12/07/2016	3.82	152.91	8.18	327.09
16161616	PS ACJJ OPS PRI C MED-FRANKLIN Admin	13131313	Doe, Jane	FMLA - FT or PT(20+)	12/16/2015 - 12/15/2016	12.00	12/16/2015 - 12/15/2016	3.69	147.75	8.31	332.25
17171717	PS ACJJ OPS CC D3 JDM-18	14141414	Smith, John	FMLA - FT or PT(20+)	12/02/2015 - 12/01/2016	12.00	12/02/2015 - 12/01/2016	1.60	64.00	10.40	416.00

The Report Info tab displays the information about the prompts entered.

Report Info

Execution Date : 6/22/16

Prompt Input

|	
Organizational Unit	Organizational plan
CalMonth/Year	DEC 2015 - DEC 2015
Employee(s) PersNo.	

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

- ☐ 🖳 B0215: FMLA Overview
  - ⊞ **Absence Type**
  - **Begin Date IT2001**
  - ⊞ Cal Mth/Yr
  - ⊞ **Cal Yr**
  - ⊞ **Certificate Provided**
  - **Changed on IT2001**
  - ⊞ **Continuous/Intermittent**
  - **Deduction Day**
  - ⊞ Deduction Period
  - ⊞ **Eligibility**
  - ⊞ Employee
  - ⊞ Employee's Name
  - ⊞ **Employee Group**
  - ⊞ **Employee Subgroup**
  - **End Date IT2001**
  - ⊞ Entitled Weeks
  - ⊞ **Ethnic Origin**
  - ⊞ **FMLA Reason**
  - ⊞ FMLA Request Period
  - ⊞ FMLA Rule
  - ⊞ **FMLA Status**
  - ⊞ **Job**
  - ⊞ **Job Branch**
  - ⊞ **Job Family**

  - ⊞ Organizational Unit
  - ⊞ **Personnel Area**
  - ⊞ **Personnel Subarea**
  - ⊞ **Position**
  - **Request Date**
  - ⊞ **Request Number**
  - ⊞ **Supv Employee**
  - ⊞ **Work Schedule Rule**
  - 🔢 Hours Used
  - 🔢 Remaining Hours
  - 🔢 Remaining Weeks
  - 🔢 Weeks Used
  - ☐ 📂 Variables
    - Cal Mth/Yr
    - Prompt Response Cal Mth/Yr
    - Prompt Response Employee PersNo
    - Prompt Response Organizational Unit

Special Report Considerations/Features

➔ **When you drag and drop the Available Objects to the Default Layout and refresh, the report runs fine.**

➔ **When you drag and drop the Objects back again from Default Layout to Available Objects and refresh, the below error occurs.**
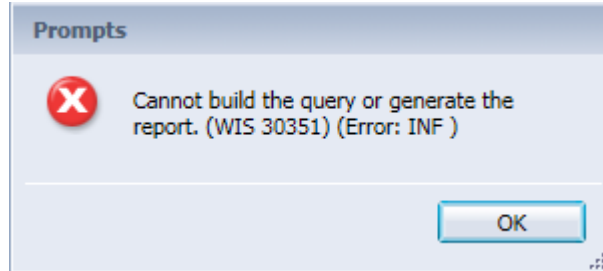
➔ **Refresh One more time to overcome this error and to get the Reporting results.**

➢ **FMLA Rule 3 (FIL - FT or PT (20+)) is excluded from report.**

➢ By default, data is sorted by Organizational Unit (This can be changed as needed):

To change the sorting for the desired column

- Make sure the "desired column" is selected (1).
- Click on "Analysis" Tab (2).
- By default, "Display" tab is selected (3).
- Click on the "Drop down icon" as shown (4).
- Click on "Remove all sorts" (5).
- Select ascending or descending sort order as needed (6).

Change Log

- 6/23/2016 - Initial Report Creation to Convert from BI to BOBJ
- 2/11/2021 - Remove local filter on FMLA Rule from Crosstab table and added 2 new FLMA reason codes
    - MILEX Military Qualifying Exigency
    - MICAR Military Caregiver
- 3/15/2021 – Updated format and added alt text to images. -L. Lee