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HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY FMLA SPECIALIST – GENERATING THE FMLA REPORT

AGENCY FMLA SPECIALIST – GENERATING THE FMLA REPORT

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Introduction

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

Employee Leave of Absence Report (XT251) – Parameters – Main Tab

(Image 1)

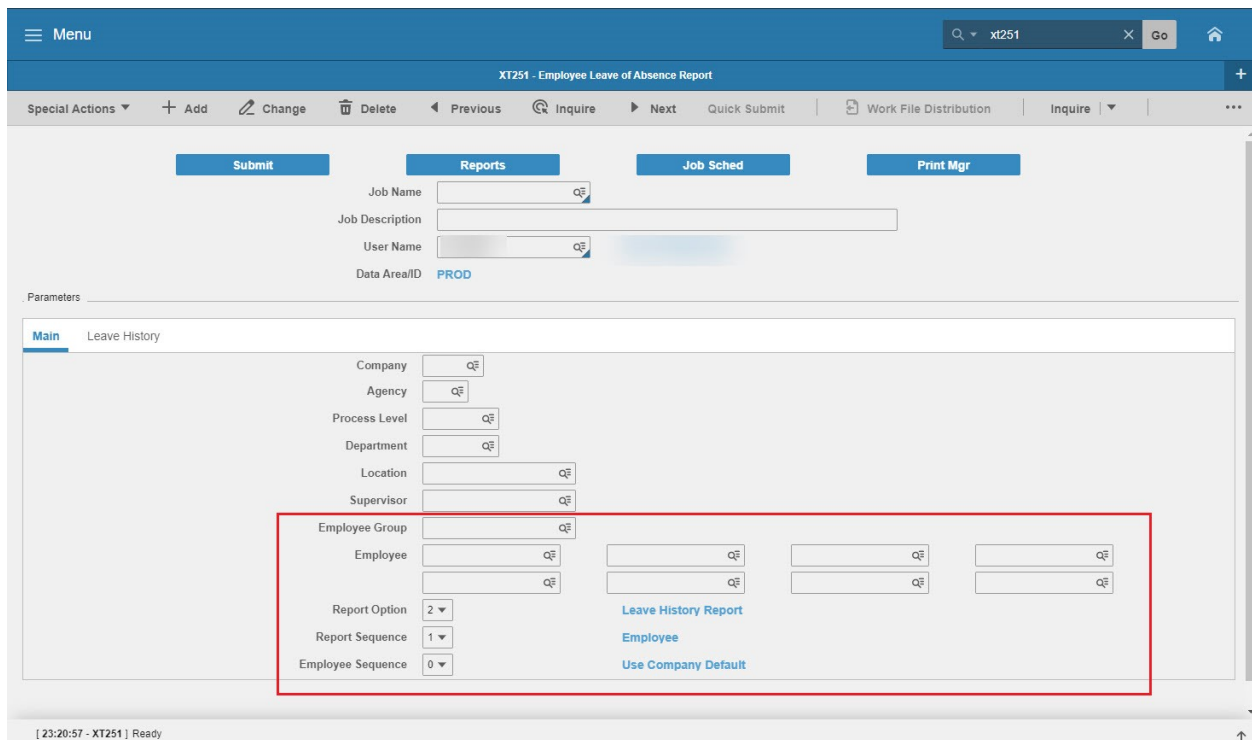## Steps 1-9 of 14

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type **XT251.1** in the 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 • Valid Job Name: XT251JAN04 • Invalid Job Name: XT251 JAN04
3	**Job Description** Field	O	Enter description of the job.		Maximum 30 characters Ex. XT251 FOR JAN 2004
4	**User Name** field	R	Your Username will default.		
5	**Company**	R	Type '1' in **Company**	System will	All forms/actions must

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Field		field.	access information for Company 1.	contain a 1 in the Company Field.
6	**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.
9	**Supervisor** Button	O	If applicable, type or select from the drop down menu the specific Supervisor's direct reports		If no Supervisor is entered, the user will see all Supervisors he/she has access to view.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			information to include in the report. If no Supervisor is desired, skip this step.		

Employee Leave of Absence Report (XT251) – Parameters – Main Tab

(Image 1)

Steps 10-14 of 14

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	**Employee Group** Field	O	If applicable, type or select from the drop down menu the specific Employee		If no employee group is entered, the user will see all employee groups he/she has access to view.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Group to include in the report. If no Employee Group is desired, skip this step.		
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: • 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: • 'A' – Alpha • 'N' – Numeric

Employee Leave of Absence Report (XT251) – Parameters – Leave History Tab

(Image 2)

Steps 1-12 of 12

(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (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		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

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			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.		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 Birth
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
6	**Submit Job** button	R	Click **Submit** to process job. Job Submit pop-up will display. Click Submit button again.	Receive message "Job has been submitted".	You must have clicked 'Add' or 'Change' to save the report parameters in HRIS BEFORE clicking Submit.
7	**Job Scheduler link** **Active Jobs** **Waiting Jobs** **Completed Jobs**	R	Click **Job Scheduler** to check the status of a job. Click on **Active, Completed** or **Waiting** to see the status of your Job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job. Queue refreshes automatically. To be available for display, report job must be in Normal	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Manager. You cannot view report results through the job scheduler, you can only view the status of the report job. The filter options available are: • Active –your job is processing in HRIS.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				Completion status.	• Completed – your job has finished processing and is ready for review • Waiting – you job is waiting to be processed or may need recovery. If your job states 'needs recovery' contact HRIS for assistance. To see the results you must access the Print Manager bookmark.
8	**Print Manager**	R	Click on **Print Manager** to access report results: **Reports** – this queue will display all the reports you have processed.	Print Manager will display your reports.	
9	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
10	**Report Actions: View Print Delete**		You can display report results one of two ways: • Click anywhere on the display line for the report, click your right mouse button and select 'View' from the drop down menu. Or • Click the select box at the beginning of the report line and click 'View' under related actions. • Click Delete to delete the specific highlighted job. To delete multiple jobs. All jobs must have a check mark in the	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted.	You should never resubmit a job to process while that job is processing (it is in active or waiting status). Please allow the first job to process before resubmitting.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			select box to be included in the delete.		
11	**View Options is to display your results in PDF format**	R	Click on drop down and select the option for your report results.	Report results will open.	View Options, report results will display in a different format: **Text** will display in Excel Spreadsheet. **-PDF Landscape** or **Portrait** will display in Adobe Acrobat. -PDF view will be used to print results or save the report to your hard drive. PDF Condensed 158, 198, 233 will minimize your report When displaying the report file, regardless of the view option, HRIS will display the selection criteria as the first page of the report. You must page down to see report results. Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.
12	**Create CSV File to display your results in a spreadsheet**	O	Click to export results into a spreadsheet.	Results will display in a Excel Spreadsheet	Once in Excel you can save your report and manipulate your criteria.

Results of Employee Leave of Absence Report (XT251) – Report Image

(Image 3)


```
SOA Employee Leave of Absence Report
XT251  Date 01/20/20                    Company      1 STATE OF ARIZONA                        Page    1
       Time 23:25                       Employee Leave of Absence Report


Employee

Employee Data
-------------
Status                                                 Social Number

Position Level                                         Supervisor
Process Level                                          Position
Department                                             Job Code

Leave History
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Leave Number               1                           Request Date
Eligibility Start                                      Expected Return
Leave Reason               FMLA-BIRTH FMLA - BIRTH / ADOPT / FOSTER
Leave Status               CLOSED      CLOSED / COMPLETED
Intermittent               No
Reason Class

Federal Leave                                          Employee Eligible      Not Determined
                                                       Leave Qualified        Not Determined
                                                       Eligibility Dates           -

State/Provincial Leave                                 Employee Eligible      Not Determined
                                                       Leave Qualified        Not Determined
                                                       Eligibility Dates           -

Company Leave                                          Employee Eligible      Not Determined
                                                       Leave Qualified        Not Determined
                                                       Eligibility Dates           -

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

Notification of Rights                                 User Date 1
Manager Notified                                       User Date 2
Documents Complete                                     User Date 3
Physician Release                                      User Date 4
Return to Work                                         User Date 5
Restricted Duty            No                          Restricted Through
Leave End Date                                         Termination Date

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