![Arizona Department of Administration logo]

Agency FMLA Specialist
Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Access Level (I-Inquiry Only, A-Add, C-Change, D-Delete)	Subform Info	Form Description
EE Transaction History Report	LP264	Report		A/C/D		Generate a list of historical transactions for selected employees in a selected plan or plans.
Open Manual Transactions	LP270	Report		A/C/D		Generate a list of selected employee master records and their related enrollment and/or length of service records.
EE Service Inquiry	LP60.1	Form	Yes	I		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		I		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	I		Use Employee Service Totals to view total hours and for the service data viewed on Employee Service Inquiry.
Manual Transactions By EE	LP70.1	Form		I		Enter manual Absence Management employee transactions. Manually delete or change plan balance prior to cycle close.
FMLA Processing	XT51.1	Form	Yes	A/C/D		Create and manage employee FMLA records
Employee Leave of Absence	XT251	Report	Yes	A/C/D		Report details leave of absence information that can be filtered by range of dates, employee, employee group, process level or department.
FMLA Notification of Rights	ZT203	Report		A/C/D		Report details status (completed or submitted) of necessary medical certification documentation for FMLA consideration.
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EE Absence Plan Master	LP31.1	Form		I		To view employee's current accrual plans, dates, and balances. Can use LP31 to enroll employee manually into a plan. Also used to maintain dates that control absence plan processing and current balance amounts. Date tab has a master override flag to prevent the LP100 from updating the record automatically.
Employee Service Entry	LP53.1	Form		I		View into employee services entry
Employee Event History Update	LP54.1	Form		I		view into employee FMLA history
EE Event Totals	LP60.4	Form		I		Use Employee Event Totals view the total event hours for the criteria you specified on Employee Event Inquiry.
Employee Event History Update	LP61.1	Form		I		
EE Date Calendar	LP62.1	Form		I		Select ending month and year to display 12 month period. Provides visual indicator on each day of month when event occurred. Can filter results.
EE Days Calendar	LP62.2	Form		I		Displays events based on 12 month period ending on designated month/year. Events displayed based on day of week event occurred. Can filter results.
Absence Plan Hours Balances	LP63.1	Form		I		Displays Available, Carryover, Reserve hours balances for all employees within a plan structure.
EE Transaction Detail Inquiry	LP64.1	Form		I		Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.
EE Transaction Summary Inquiry	LP64.2	Form		I		Summarized view of a plan structure by calendar year for an employee. Beginning balances, ending balances and usage are shown. Transactions, including those not closed, are sub-totaled.
EE Transaction Detail Balance Inquiry	LP64.3	Form		I		Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.
EE Plan Balance Inquiry	LP65.1	Form		I		Summary view of an employee Available, Carryover, Reserve balances from all plans in which the employee is enrolled.