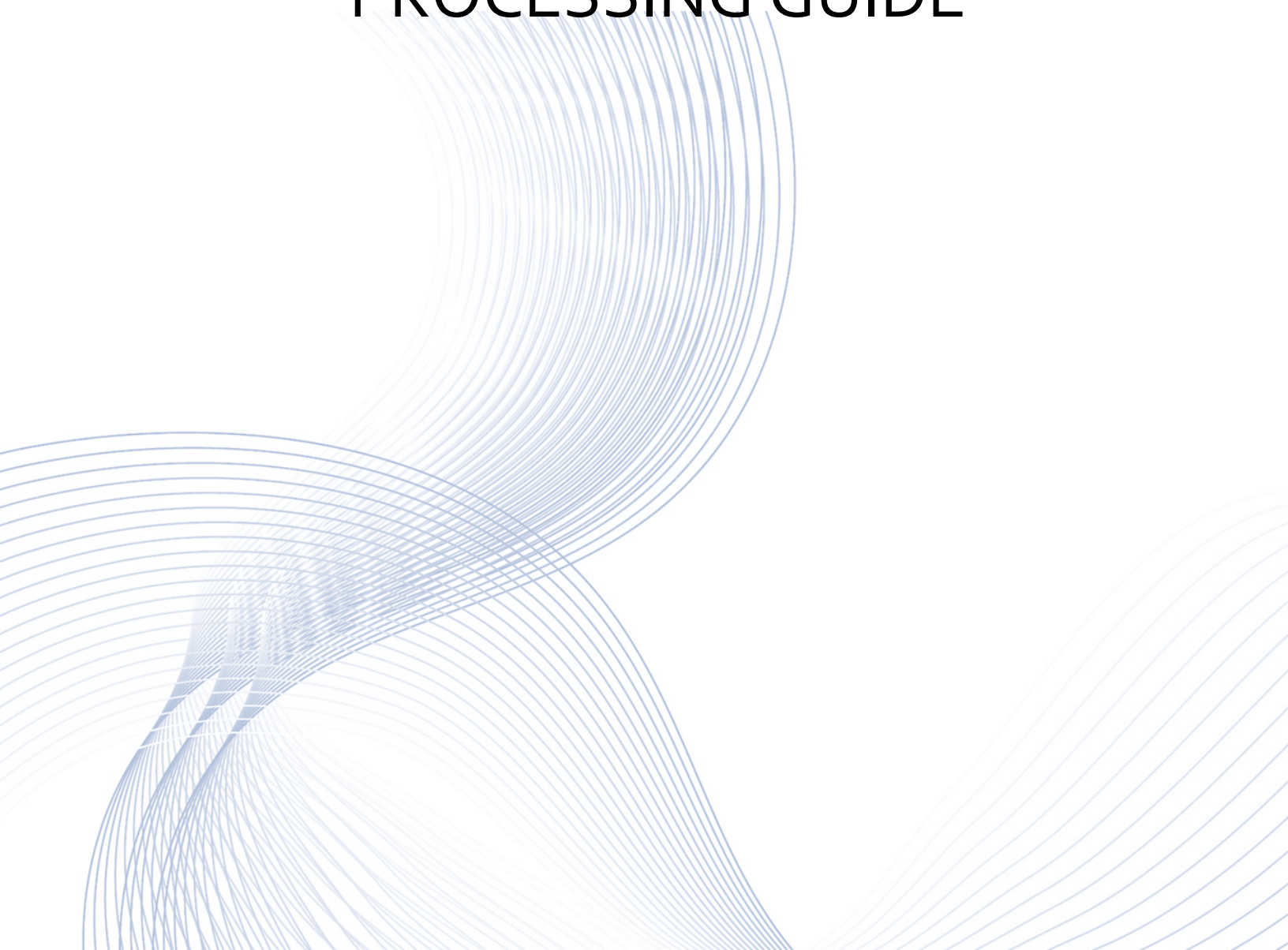


HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY
FMLA SPECIALIST – HRIS FMLA
PROCESSING GUIDE**

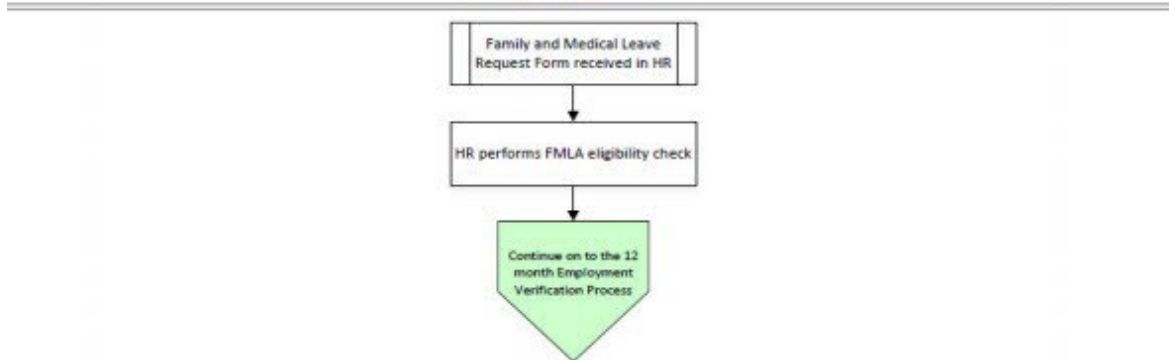


AGENCY FMLA SPECIALIST – HRIS FMLA PROCESSING GUIDE

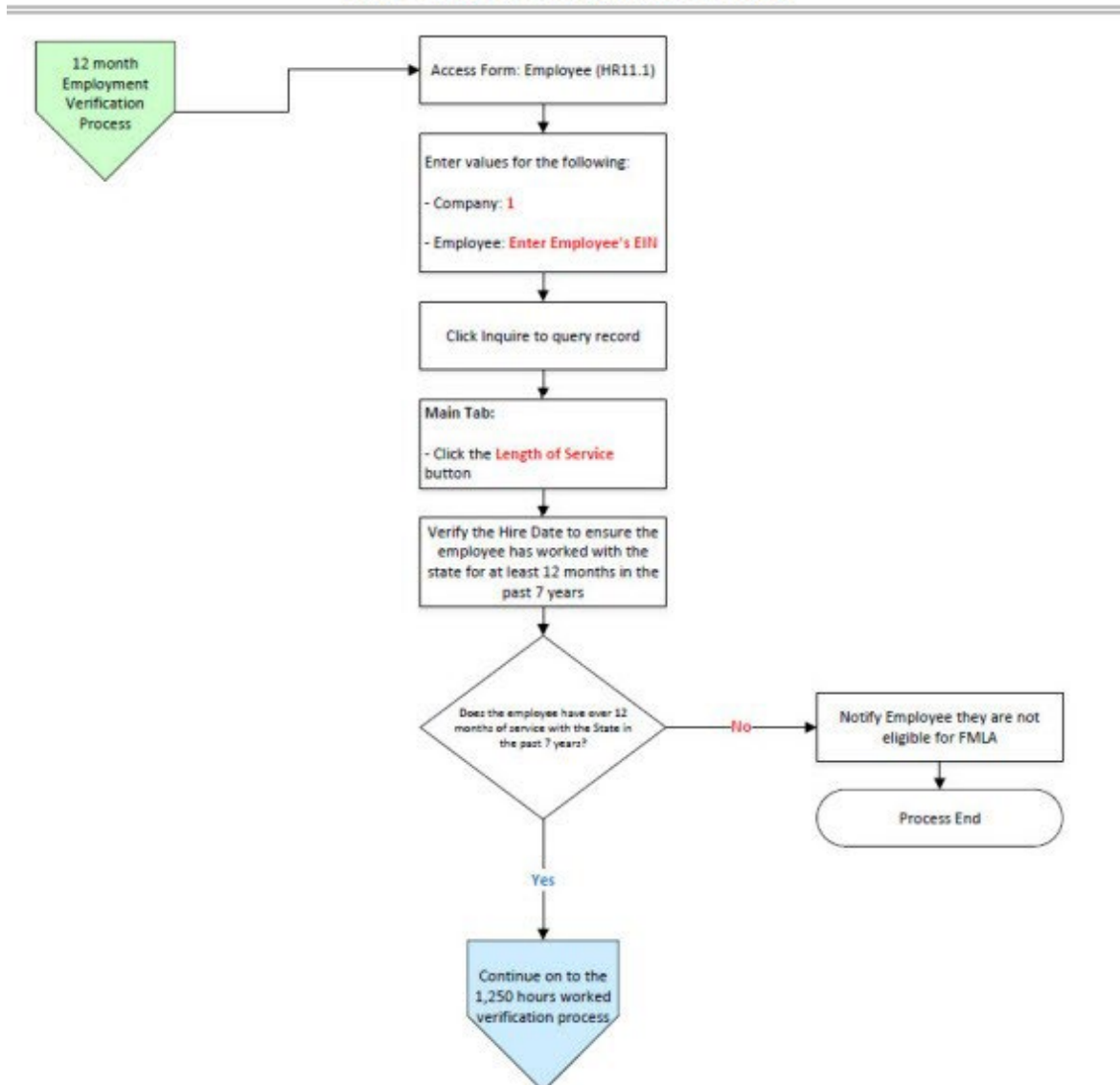
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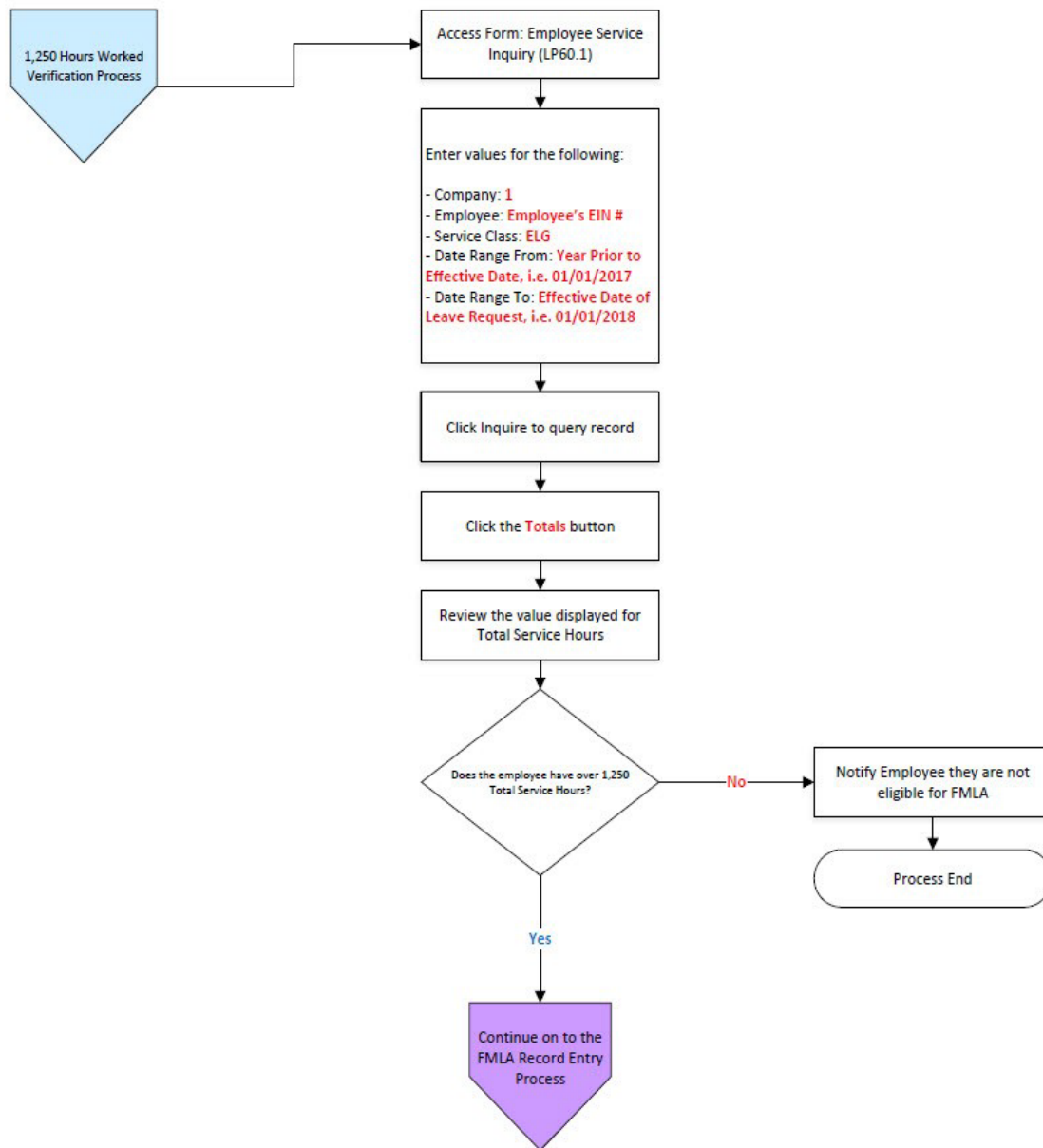
FMLA – Intake Process



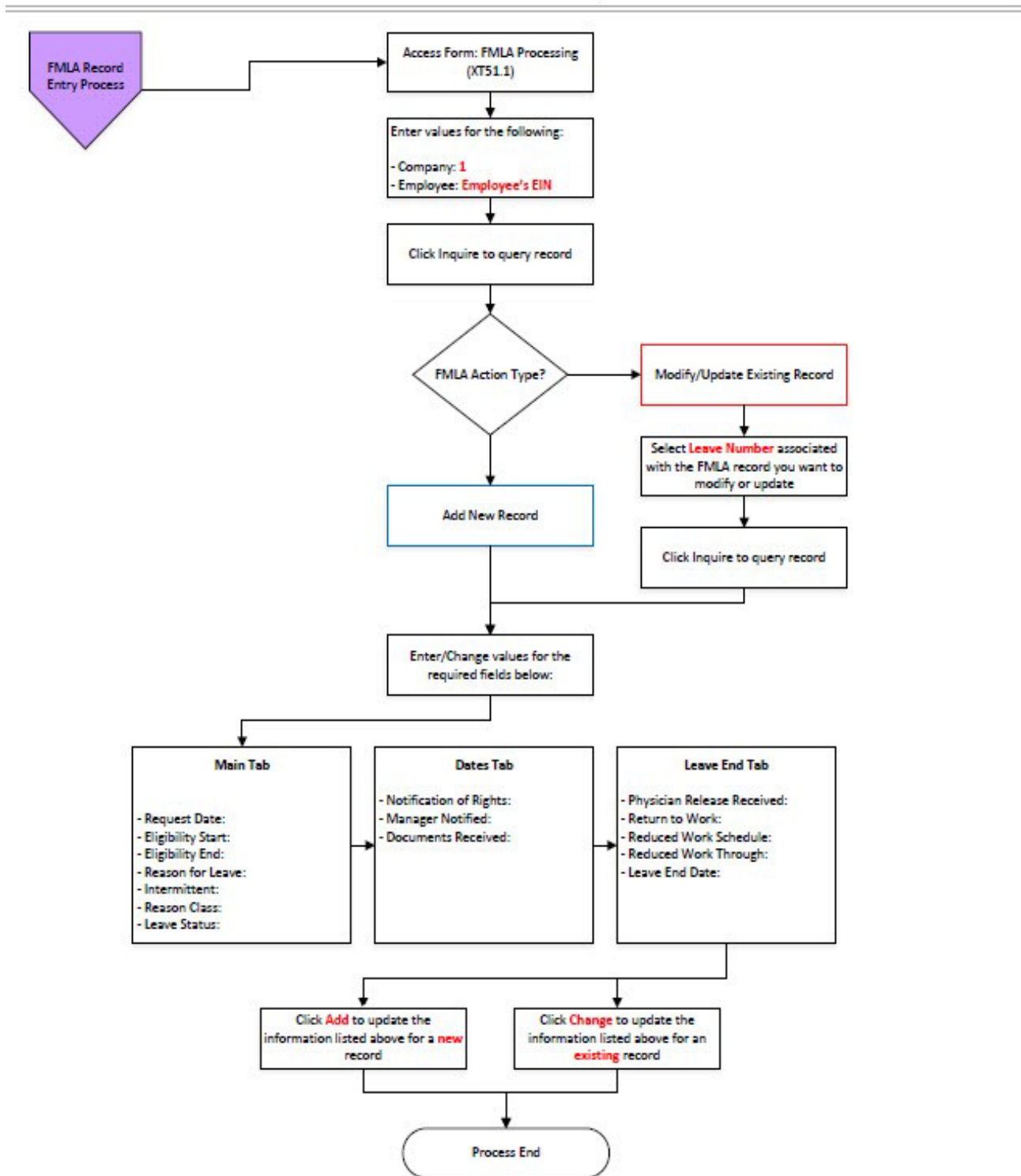
FMLA – 12 Month Employment Verification



FMLA – 1,250 Hours Worked Verification Process



FMLA – Record Entry



Introduction

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Reference your Agency FMLA policy.

Eligible Employees Entitlement

Twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
- To care for the employee's spouse, child, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform the essential functions of his or her job
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave). HRIS currently does not support Military Caregiver Leave in the system; please track this offline.

FMLA Eligibility

An eligible employee for the purposes of the FMLA is an employee who:

1. Is an employee of the State of Arizona;
2. Has been employed by the State of Arizona for at least 12 months (need not be continuous; however, employment prior to a break in service of 7 years or more need not be counted); and
3. Worked for at least 1,250 hours of service during the 12-months immediately preceding commencement of the leave.
4. Worked as a State Contractor (company will need to be contacted to confirm hire date & hours worked).

How to determine if employee is eligible for FMLA Eligible

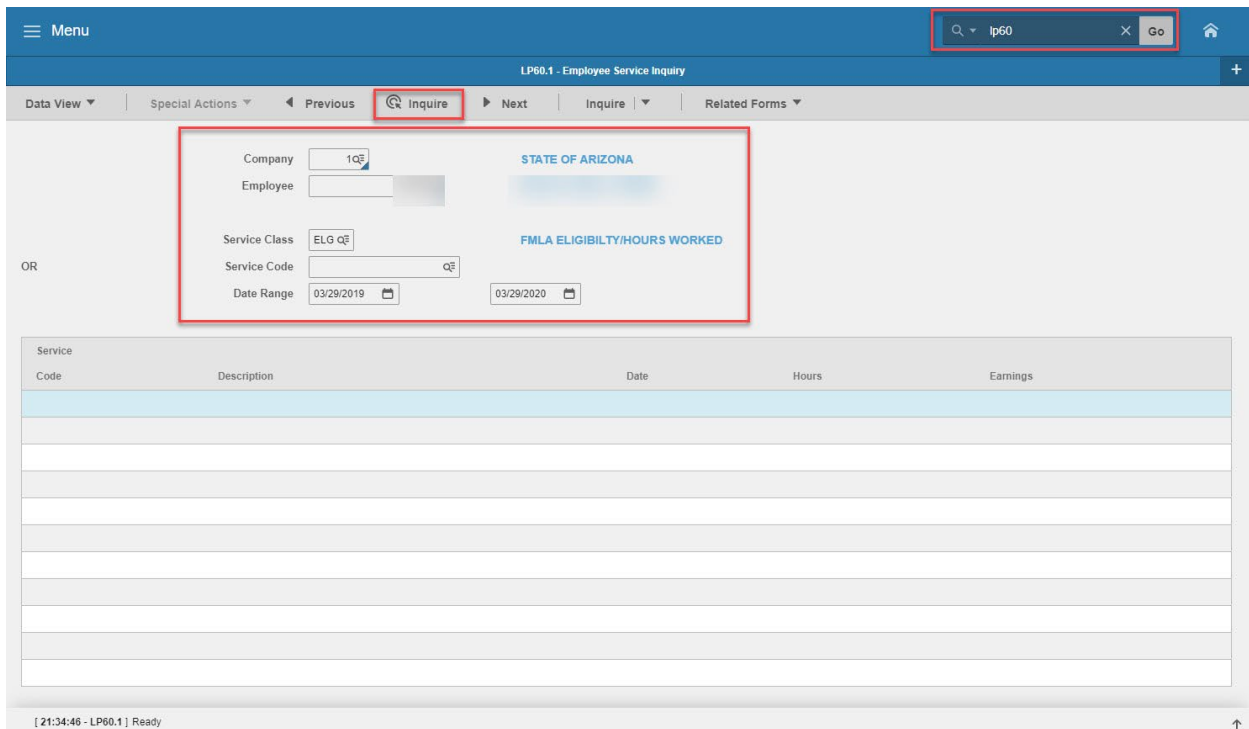
Worked more than 1250 Hours

1. Login to HRIS
2. Open the **LP60** screen (Employee Service Inquiry)
3. Enter "**1**" in Company field
4. Enter employee's "**EIN**" in the **Employee** field

5. Select **ELG** for the **Service Class** field
6. Leave **Service Code** blank
7. Enter the previous 12 month date range in the **Date Range** field (example: if the FMLA beginning leave date is 8/1/2012 then the date range would be 8/1/2011 to 8/1/2012)
8. Click **Inquire**
9. Click **Totals**
10. Total hours worked are listed in the **“Total Service Hours”** row in the LP60.3 (Employee Service Totals)

After you determine that an employee is eligible for FMLA, and the record has been entered into the system, HRIS will automatically grant employee the initial FMLA balance and then each pay period the system will determine the amount of hours he or she is eligible for based on the 12-month rolling calendar.

Note: ELG hours in HRIS do not capture Comp Time. This time refers to hours worked and would count towards Eligibility. If hours are not met, HR should check (CTE) comp time.



The screenshot shows the 'LP60.1 - Employee Service Inquiry' form. At the top right, there is a search bar containing 'lp60' and a 'Go' button. Below the search bar, the 'Inquire' button is highlighted with a red box. The form contains the following fields:

- Company: 100
- Employee: [Redacted]
- Service Class: ELG
- Service Code: [Redacted]
- Date Range: 03/29/2019 to 03/29/2020

Below the form, there is a table with the following columns: Service Code, Description, Date, Hours, and Earnings. The table is currently empty.

Menu Search Lawson... Go

LP60.1 - Employee Service Inquiry

Data View | Special Actions | Previous | Inquire | Next | Inquire | Related Forms

Company: 100 STATE OF ARIZONA
 Employee:
 Service Class: ELG QF FMLA ELIGIBILITY/HOURS WORKED
 Service Code: QF
 Date Range: 03/29/2019 03/29/2020

Totals

Service Code	Description	Date	Hours	Earnings
100	REGULAR PAY	06/14/2019	40.00	1275.00 USD
100	REGULAR PAY	06/07/2019	40.00	1275.00 USD
100	REGULAR PAY	05/31/2019	8.00	250.00 USD
100	REGULAR PAY	05/30/2019	8.00	250.00 USD
110	TELECOMMUTING HOURS	05/29/2019	8.00	250.00 USD
100	REGULAR PAY	05/28/2019	8.00	250.00 USD
100	REGULAR PAY	05/24/2019	8.00	250.00 USD
100	REGULAR PAY	05/23/2019	8.00	250.00 USD
100	REGULAR PAY	05/22/2019	8.00	250.00 USD
110	TELECOMMUTING HOURS	05/21/2019	8.00	250.00 USD
100	REGULAR PAY	05/20/2019	8.00	250.00 USD

[21:26:55 - LP60.1] More Records Exist - Use PageDown

Menu Search Lawson... Go

LP60.3 - Employee Service Totals

OK Cancel Detach

Company: 1 STATE OF ARIZONA
 Employee:
 Service Class: ELG FMLA ELIGIBILITY/HOURS WORKED
 Service Code:
 Date Range: 03/29/2019 03/29/2020

Total Service Hours **432.00**

Total Service Earnings

[21:26:00 - Lawson] Ready

FMLA Processing (XT51.1) – 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 XT51.1 in the Search Box. Press ENTER on the keyboard.	The FMLA Processing form will appear.	
2	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.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
4	Process Level Field	A	This field will auto-populate from the employee record.		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	Status Field	A	This field will auto-populate from the employee record.		
6	Leave Number Field	R	Leave blank.	Field will auto-populate when you click add / change.	
7	Request Date Field	R	Enter the date the employee or supervisor requested FMLA.		
8	Eligibility Start Date field	R	Enter the date the employee is eligible for FMLA Eff Date of FMLA eligibility.		This field determines when the employee / supervisor / payroll department can utilize FMLA pay codes
9	Eligibility End Date field	O	Enter the date the employee FMLA eligibility expires for FMLA.		This field determines when the employee/ supervisor / payroll department can <u>no longer</u> utilize FMLA pay codes

FMLA Processing (XT51.1) – 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	Reason for Leave field	R	Enter the reason the employee is requesting FMLA (self, family, etc.)		
11	Intermittent field	O	Select if this FMLA will be continuous or intermittent leave		In order to view FMLA transactions on the XT251 report, this field must be selected to Y
12	Reason Class field	O	If this is intermittent leave, select the "FML" reason class		This reason class will identify the time records that will be counted as FMLA for reporting purposes
13	Leave Status	R	Select the Leave Status of the FMLA		Pending: select status if employee is eligible for FMLA (i.e. worked 1250 hours, etc.) but does not yet have all documentation

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<p>submitted. This status is considered “opened” and employees / supervisors are eligible to use FMLA pay codes</p> <p>Approved: select status if employee has been approved for FMLA and has all documentation submitted. This status is considered “opened” and employees / supervisors are eligible to use FMLA pay codes</p> <p>Closed: select status if employee FMLA has been ended. This status is considered closed and employee is no longer eligible to use FMLA pay codes.</p> <p>Ineligible: select status if employee has not met the Federal requirements for FMLA (i.e. has not worked 1250 hours). This status is considered closed and employee is not eligible to use FMLA pay codes.</p> <p>Pending Denied: select status if employee has not been approved for FMLA (i.e. Physician denied request). Once this status is selected, an email will be sent to PR department asking for them to review FMLA usage and make any adjustments, if necessary. This status is considered closed and employee is not eligible to use FMLA</p>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<p>pay codes.</p> <p>Denied: select status if Payroll Department has informed you that FMLA time records have been reviewed and adjusted. This status is considered closed and employee is not eligible to use FMLA pay codes.</p> <p><i>SEE "Changing Leave Status on the FMLA Processing Form (XT51)", at the end of this documentation for further explanation.</i></p>
14	Adjust Hire Date field		This field will auto populate from the employee's record once the record has been added / changed.		

Note: Do Not Close an FMLA record until after payroll process and FMLA use has been audited. FMLA hours cannot be corrected once record is closed.

FMLA Processing (XT51.1) – Dates Tab

(Image 2)

Steps 1-3 of 3

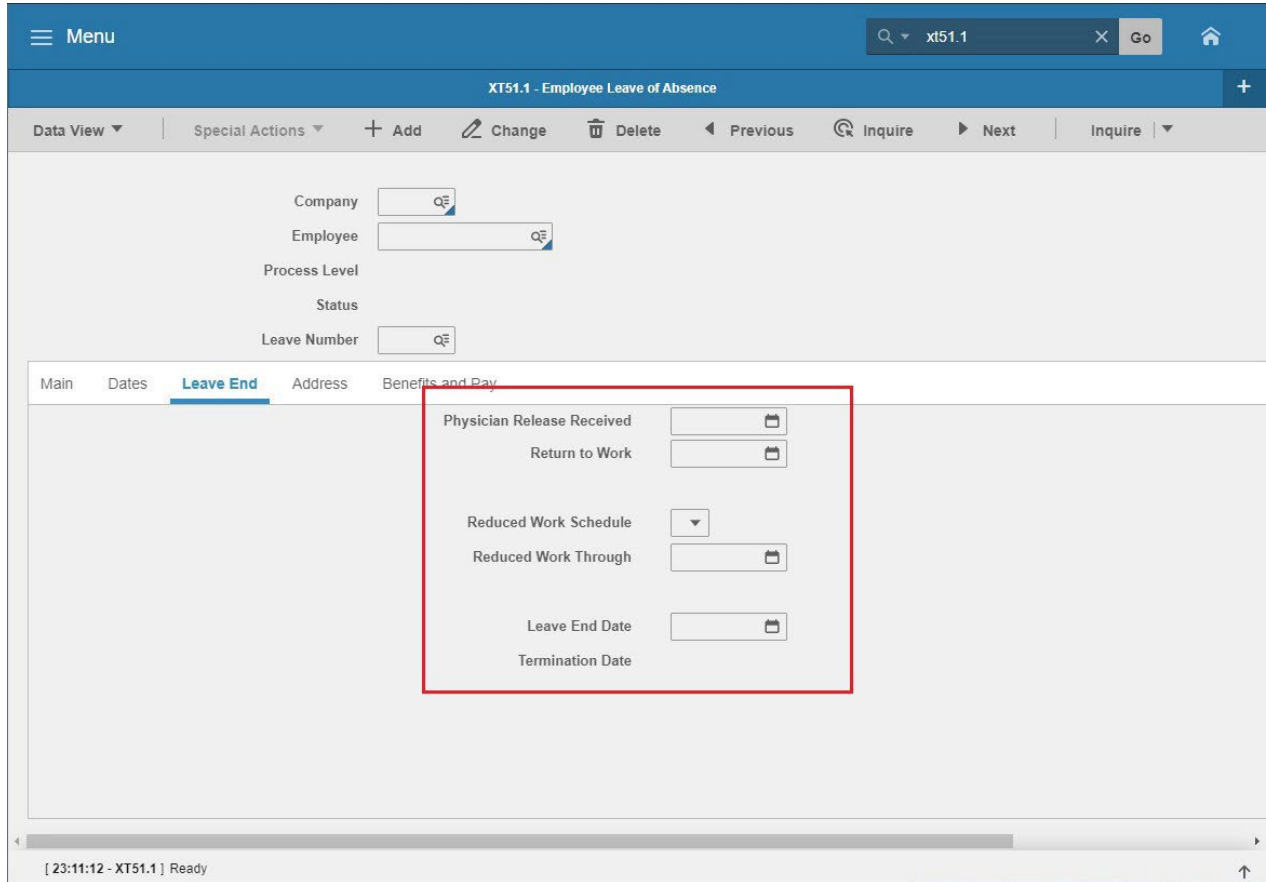
(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Notification of Rights Box	O	Enter the date that the Department of Labor or Agency Employer Right & Responsibilities is provided to employee will not always coincide with packet.		
2	Manager Notified Field	O	Enter the date that the employee's supervisor was notified that the		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			employee has approved for FMLA or conditional approval		
3	Documents Received Field	O	Enter the date on which the required documentation was received (example the formal request form, certification of Health care provide medical documentation from physician, etc.)		You may generate a report titled "FMLA Notification of Rights Report (ZT203)" to determine if the employee has completed / submitted all necessary medical certification documentation for FMLA consideration.

FMLA Processing (XT51.1) – Leave End Tab

(Image 3)



The screenshot displays the 'XT51.1 - Employee Leave of Absence' form. At the top, there is a search bar with 'xt51.1' and a 'Go' button. Below the search bar is a navigation menu with options: Data View, Special Actions, Add, Change, Delete, Previous, Inquire, Next, and Inquire. The form fields include: Company, Employee, Process Level, Status, and Leave Number. The 'Leave End' tab is selected, showing fields for: Physician Release Received, Return to Work, Reduced Work Schedule, Reduced Work Through, Leave End Date, and Termination Date. A red box highlights the date fields for Physician Release Received, Return to Work, and Leave End Date.

Steps 1-6 of 6

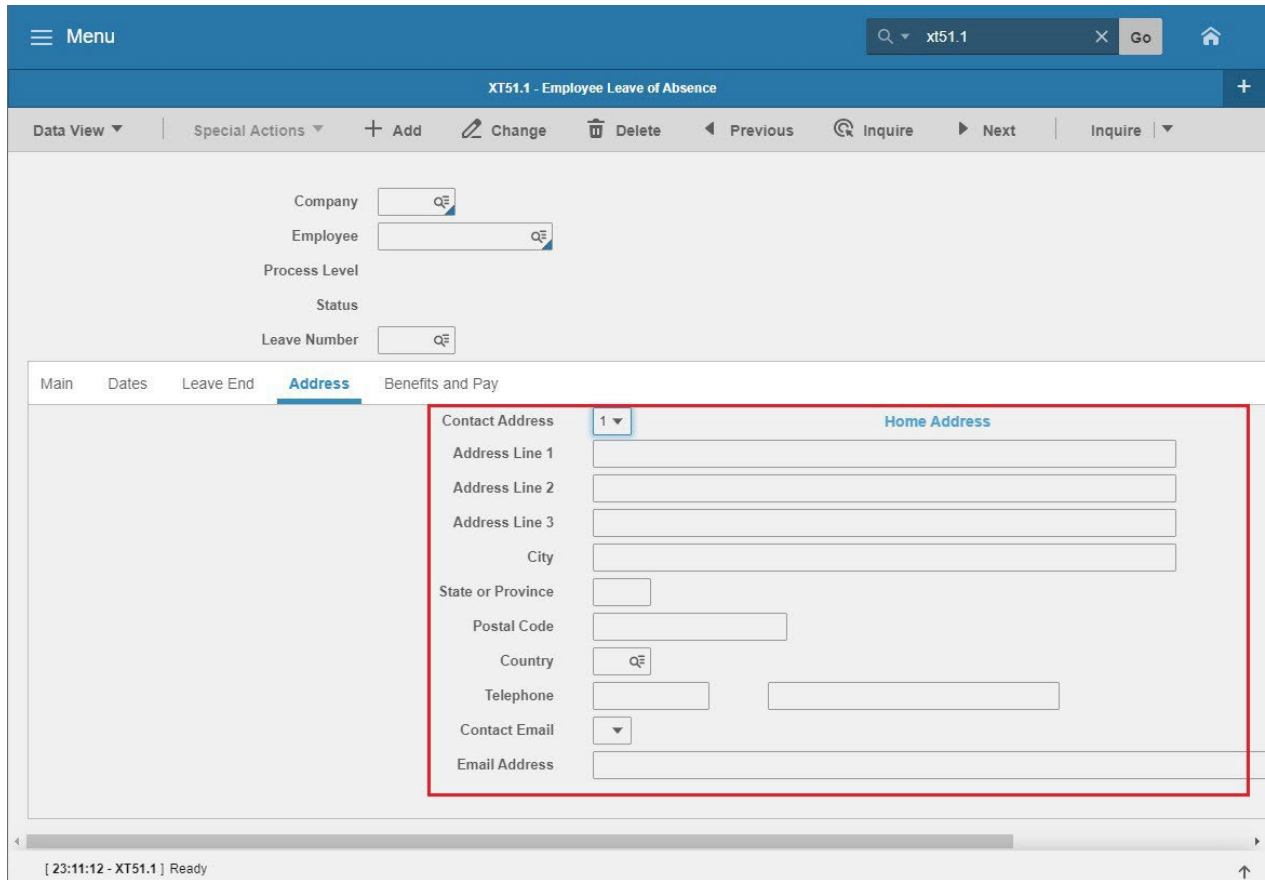
(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Physician Released Received Field	O	Type the date on which the certification was received allowing the employee to return to work from FMLA		
2	Return to Work Field	O	Type the date on which the employee will return to work		
3	Reduced Work	O	Identify whether or not the employee		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	Schedule Field		will be on a reduced work schedule upon returning from FMLA		
4	Reduced Work Through Field	O	Enter the date through which the employee will be on a reduced work schedule		
5	Leave End Date	O	Type the date on which the FMLA leave ends.		
6	Termination Date Field		If the employee is terminated, this field will auto populate from the employee's record once the record has been added / changed.		

FMLA Processing (XT51.1) – Address Tab

(Image 4)



Steps 1-5 of 5

(Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Contact Address Field	O	Identify which Employee address to use for the correspondence while the employee is on FMLA. Choices include either Home, Supplemental (both which are extracted from the Employee Record or		

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			Other (which		
2	Address 1, 2, 3 Field	O	If you have selected Other as a Contact type, enter the Address information. Otherwise, this information will auto populate when record is added or changed.		
3	City, State, Postal Code Field	O	If you have selected Other as a Contact type, enter the City, State and Postal Code information. Otherwise, this information will auto populate when record is added or changed.		
4	County Field	O	If you have selected Other as a Contact type, enter the County information. Otherwise, this information will auto populate when record is added or changed.		
5	Telephone Field	O	Enter the telephone number in which to contact the employee		

Granting of FMLA Initial Balance

Once the FMLA Leave Record has been added into the system, HRIS will automatically grant the FMLA hours (processing occurs on the HRIS nightly schedule so balances will be available the day after the FMLA record has been added). The HRIS system will review the employee's time record history and total the FMLA hours that has been used during the previous twelve months and subtract from the employee's FMLA entitlement of 480 hours. This amount will then automatically be added to the employee FMLA leave plan.

Example: FMLA Specialist entered a new FMLA record into HRIS for Mary Smith. System reviewed the past twelve months and determined that Mary used 80 hours of FMLA within that twelve month period, so the system granted 400 hours.

Once the FMLA hours have been granted, the employee or supervisor may use the FMLA pay codes (as long as the FMLA record is current and open).

Calculating FMLA Hours for Part Time / Temporary Employees

Since Part Time / Temporary employees are not eligible for the full FMLA entitlement, you will need to determine the FMLA eligibility. Once this has been calculated, please submit a Cherwell Ticket requesting the leave balance to be adjusted for the FMLA balance.

How to Calculate

For Temporary and part-time employees, FMLA hours are determined based on the employee's regularly scheduled work hours each week, i.e. the employee works 30 hours each week with little to no variation. However, if the employee's work schedule varies to the extent that work hours cannot be determined with certainty, then FMLA hours will be determined based on the average number of hours worked in the previous 12-month period prior to the beginning of the FMLA leave. To determine the average number of hours worked in the previous 12-month period, follow step 1.

Step 1: Determining the average number of hours an employee has worked:

1. Login to HRIS
2. Open the **LP60** screen (Employee Service Inquiry)
3. Enter "**1**" in Company field
4. Enter employee's "**EIN**" in the **Employee** field
5. Enter **ELG** for the **Service Class**
6. Leave the **Service Code** blank
7. Enter the previous 12 month date range in the **Date Range** field (example: if the FMLA beginning leave date is 8/1/2012 then the date range would be 8/1/2011 to 8/1/2012)
8. Click **Inquire**
9. Click **Totals**
10. Total hours worked are listed in the "**Total Service Hours**" row in the **LP60.3** (Employee Service Totals)
11. Divide Total Service Hours (from step 10, to include all combined Total Service Hours) by 52 to determine average number of hours worked per week.

Once the FMLA Specialist determines the average number of hours worked, the next step is to determine the amount of FMLA hours an employee is eligible for. Please refer to Step 2 for this process.

Step 2: Determining how many FMLA hours an employee is eligible for, if the employee’s work schedule varies and is less than 40 hours per week:

Note: If the employee’s work hours do not vary, use the regularly scheduled work hours to determine the amount of eligible FMLA hours based on the table below, for example, if the employee works 30 hours per week on a regular basis, the employee is eligible for 360 hours of FMLA leave.

FORMULA: Average Number of Work Hours X 12 months = Eligible FMLA Hours

TABLE: FMLA eligibility hours based on average hours worked

Average Number of Work Hours	24.04	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Eligible FMLA Hours	288.5	300	312	324	336	348	360	372	384	396	408	420	432	444	456	468

Step 3: Notify HRIS Help Desk to modify the available FMLA hours from 480 hours to the determined Eligible FMLA Hours in section B.

Note: If a permanent or long-term change is made to the employee’s work schedule that is prior to and/or not based on an FMLA request, then the hours worked under the new work schedule would be used to calculate

Understanding the FMLA Time Entry Edits

The following time entry (ETE, XR32, XR35) edits are in place in the HRIS system:

- FMLA pay codes if pay period does not fall within the Eligibility start and end date (hard edit)
- FMLA pay codes if EE does not have FMLA hours available in leave bucket (hard edit)
- If employee has FMLA hours and pay period falls between the Eligibility start and end date produce edit stating “are you sure you do not want to use FMLA pay code? (soft edit).

FMLA Pay codes

- 300F - FMLA Annual Leave Taken
- 308F - FMLA Donated Leave
- 310F - FMLA Sick Leave
- 311F - FMLA Sick Leave Family
- 320F - FMLA Holiday
- 322F - FMLA Reserved Holiday
- 330F - FMLA Comp Leave
- 340F - FMLA Bereavement Leave
- 341F - FMLA Paid Parental Leave
- 630F - FMLA Industrial Leave
- 640F - FMLA Hours / LWOP

Note: System will not allow for incorrect coding. For example: EE is approved for FMLA for a Family member, system will not allow you to code 310F FMLA SELF.

FMLA Twelve Month Rolling Calendar

At the beginning of each pay period, the HRIS system will review each employee that has an OPEN FMLA record (leave status must be equal to Pending or Approved) and review the FMLA usage that was taken the previous year. Then, the system will total the FMLA hours that were used and automatically grant back those hours into the employee's FMLA leave plan.

Example:

- Mary Smith is on Intermittent FMLA with an eligibility start date of 8/1/2012.
- The next pay period begins on 8/3/2012 and ends on 8/17/2012.
- System will review Mary's FMLA usage from 8/3/2011 through 8/17/2011 and if she used FMLA hours during this timeframe, the system will automatically total the usage and grant the hours to her FMLA leave plan. The system will continue to evaluate Mary's usage each pay period until all of her FMLA leaves are closed/denied.

NEW! FMLA Paid Parental Leave

Effective 9/2/2023 - All active employees will receive a new FMLA Type: Paid Parental Leave for the birth/adoption/fostering of a child.

For detailed information, please see the Paid Parental Leave Processing Guide.



Changing Leave Status on the FMLA Processing Form (XT51)

The Leave Status field plays an important role in the employee FMLA leave cycle. Changing leave status can affect the employee's leave balance so understanding this is critical. Changes of Status can be made to any record as long as it is not closed.

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
Blank	APPROVED	Yes	System will grant FMLA initial balance based off employees 12 month history. If employee already has an existing FMLA record that is open, system will disregard as employee already has a FMLA balance	
Blank	CLOSED	NO	FMLA hours will not be granted	You are not able to add a new FMLA record with a DENIED status.
Blank	DENIED	OK	FMLA hours will not be granted	Add Complete - Continue
Blank	INELIGIBLE	OK	FMLA hours will not be granted	Add Complete - Continue
Blank	PENDING	OK	System will grant FMLA initial balance based off employees 12 month history. If employee already has an existing FMLA record that is open, system will disregard as employee already has a FMLA balance	Add Complete - Continue
Blank	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	You are not able to add a new FMLA record with a PENDING DENIED status.
PENDING	APPROVED	OK	FMLA hours will not be granted since hours were granted when FMLA record was entered as PENDING	Change Complete Continue

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
PENDING	CLOSED	OK	HRIS will remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records.	Change Complete Continue unless transactions exist and if transactions exist, you must be adjusted or processed before changing to this leave status
PENDING	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
PENDING	INELIGIBLE	NO	N/A	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
PENDING	PENDING DENIED / INELIGIBLE	OK	System will not modify FMLA balance; an email will be sent to PR so they can review time records to determine if adjustments need to be made.	Change Complete Continue - Email has been sent to PR Dept to adjust FMLA records
PENDING	PENDING	OK	FMLA hours will not be granted as they were granted when FMLA record was initially added	Change Complete Continue
APPROVED	CLOSED	OK	HRIS will remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records.	Change Complete Continue unless pending transactions exist and if transactions exist, you must be adjusted or processed before changing to this leave status

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
APPROVED	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
APPROVED	INELIGIBLE	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
APPROVED	PENDING	NO	FMLA hours will not be granted	An approved record cannot be moved into this status
APPROVED	PENDING DENIED / INELIGIBLE	OK	Send email to PR to manually adjust balance	Change Complete Continue - Email has been sent to PR Dept to adjust FMLA records
APPROVED	APPROVED	OK	FMLA hours will not be granted since hours were granted when FMLA record was initially entered as APPROVED	Change Complete Continue
CLOSED	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	DENIED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
CLOSED	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
CLOSED	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records
INELIGIBLE	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
INELIGIBLE	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; must select Denied
PENDING DENIED / INELIGIBLE	DENIED	OK	Remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records. If pending time records	Change Complete Continue

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
			(time entry) or open transactions (lp70) provide error message	
PENDING DENIED / INELIGIBLE	INELIGIBLE	OK	Remove FMLA balance, if no other FMLA record exists and / or there are no pending / open time records. If pending time records (time entry) or open transactions (lp70) provide error message	Change Complete Continue
PENDING DENIED / INELIGIBLE	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
PENDING DENIED / INELIGIBLE	PENDING DENIED / INELIGIBLE	OK	FMLA hours will not be granted	Change Complete Continue - Email has been sent to PR Dept. to adjust FMLA records
DENIED	APPROVED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	CLOSED	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	PENDING	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead

LEAVE STATUS - ORIGINAL	LEAVE STATUS - WHAT ARE YOU CHANGING IT TO?	Is this change acceptable?	Does this change affect the employee's FMLA hours?	What message will I receive on the form?
DENIED	PENDING DENIED / INELIGIBLE	NO	FMLA hours will not be granted	Status change not allowed; create a new leave record instead
DENIED	DENIED	NO	FMLA hours will not be granted	You must select Pending Denied before Denied or Ineligible; PR Department must adjust FMLA records