

FMLA – Banner Process for Placing Employee on Leave

Placing Someone on Leave

Leave Event Record

1. **Complete the PEAFMLA form at the beginning and end of leave**
2. Verify Leave Period Indicator is set to Qualifying Event.
3. Next block to the Leave Balance Allowed block.
4. Verify that the FMLA Units Indicator is set to "Hours".
Manually enter Current Maximum FMLA Units Allowed field based upon FTE.
Example: 100% CS = 450 hours, 50% CS = 225 hours.
5. You must save at this point before the system will allow you to go to the Next Block.
6. Next block to Leave Event Record block. To move in this section, use your tab key.
7. Enter the Leave Requested Date (mm/dd/yyyy). This is the date the paperwork is received in HR.
NOTE: If this is event two for the Event Year, see the Entering New Leave Event for Existing Leave Year section below.
8. Enter the Leave Effective Begin Date (mm/dd/yyyy). This is the start date of the event.
9. Do not enter the Leave Effective End Date until the leave is expired and/or you are closing the event.
10. Enter the Eligibility Notification Date (mm/dd/yyyy) (Date approval letter sent to employee).
11. Enter the Status Date (mm/dd/yyyy) (same as Leave Effective Begin Date).
12. Select the Status from the down arrow.
13. Select Reason from the down arrow. Duration defaults to Full Time and leave to the default.
14. Do NOT enter information in the Duration Notes field.
15. Tab to the Percent of Leave field. This is always 100%.
16. If medical certification is required, check the Medical Certification Received box, and then enter the date the medical certification documents were received (mm/dd/yyyy) in the Received Date field. **NOTE:** If medical certification is not required, leave the Medical Certification Received box Unchecked.
17. If applicable, enter the Military Member Name, choose Relationship from the drop-down list, and enter Type of Care.
18. If applicable, check whether or not Military Service Documentation was Received, and if so, enter the Military Documentation Date (mm/dd/yyyy).
19. Actual Back to Work fields should not be filled in unless you are closing the leave.
20. Save the record.

Entering Leave Usage

If you will be entering Leave Usage, you must be on the correct Leave Event Record before entering Leave Usage where you would enter Earnings Codes and Hours.

NOTE: For assistance completing information in the Leave Usage tab, please contact your Human Resources Office.

Oracle Developer Forms Runtime - Web: Open > PEAFMLA

Employee FMLA Information PEAFMLA 8.3 [MC:54.0] (BAN82UP) (1UIUC)

ID: 656163998 Jane Smith Leave Period Indicator: Qualifying Event Hours Query Date: 16-MAR-2010
 Employee Class: DR CS 80Hr/pay ExC Ben Elig FS 12 Month Hours: 0.00

Leave Event Record | Leave Usage | Comments | History

Leave Balance Allowed
 FMLA Units Indicator: Hours Care for Military Member Authorized Spouse Employed
 Current Maximum FMLA Units Allowed: 450 Spouse ID:

Leave Event Record
 Comments Exist
 Leave Requested Date: 01-MAY-2010
 Leave Effective Begin Date: 15-JUN-2010
 Leave Effective End Date: 14-JUL-2010
 Eligibility Notification Date: 15-MAY-2010
 Status Date: 15-JUN-2010
 Status: AP Approved

Eligible for Benefit Continuation
 Medical Certification Received
 Received Date: 01-MAY-2010
 Military Member Name:
 Relationship:
 Type of Care:
 Military Service Documentation Received
 Military Documentation Date:

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Employee FMLA Information PEAFMLA 8.3 [MC:54.0] (BAN82UP) (1UIUC)

ID: 656163998 Jane Smith Leave Period Indicator: Qualifying Event Hours Query Date: 16-MAR-2010
 Employee Class: DR CS 80Hr/pay ExC Ben Elig FS 12 Month Hours: 0.00

Leave Event Record | Leave Usage | Comments | History

Maximum Units Allowed: 480.00 Leave Begin Date: 15-JUN-2010 Leave End Date: 14-JUL-2010
 Total Life To Date Claimed: 384.00 Status: AP Approved

Earnings Code	Payroll History	Unit Indicator	Begin Date	End Date	FMLA Units Claimed
FSR Family Leave Sick(rgd)	<input type="checkbox"/>	Hours	15-JUN-2010	14-JUL-2010	40
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

FMLA Year: 2010 Year Begin Date: 23-JUN-2009 Year End Date: 22-JUN-2010 MLA YTD Claimed: 40
 MLA Units Available: 410

ERROR Earn End Date must be within the Employee Qualifying Year and must be less than or equal to 22-JUN-2010.
 Record: 1/1 | ... | <OSC>

Entering Comments

Enter Comments in the **Comments** tab.

NOTE: Comments should be an overview of the leave approval terms.

NOTE: Medical condition and information should NOT be included in comments.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'PEAFMLA' application. The 'Comments' tab is active, displaying two comment sections. The top section is for the 'Opening Event' and the bottom for the 'Closing Event'. Each section includes a text area for comments, a 'Date and Time' field, and a 'Made By' field. The 'Opening Event' comment text reads: 'Opening Event: Jane Smith is approved for FMLA leave for personal serious health condition beginning June 23, 2009. This is event 1, 100% 450 hours are available. Block of time; intends to use sick benefits. Returns to Work slip is not required.' The 'Closing Event' comment text reads: 'Closing Event: Received Usage Report from unit. Jane used 40 hours of sick = 40 hours used with 410 hours remaining in event year. Leave ended June 30, 2009. This event is now closed.'

Entering a New Leave Event for an Existing Leave Year

1. Follow steps 1-6 in the Placing Someone on Leave section above.
2. In the Leave Event Record block, go to the Leave Requested Date field and arrow down until you reach a blank field to begin the next leave.
3. Once a blank record is found, follow steps 7-22 in the Placing Someone on Leave section above.

NOTE: If multiple leaves are entered for the same leave year, the leaves will be displayed with the most recent leave showing first after the records have been saved. This version of Banner automatically knows what event year each individual event falls.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'PEAFMLA' application, specifically the 'Leave Event Record' block. A blue callout box with white text and a blue arrow points to the 'Leave Requested Date' field. The callout text reads: 'Arrow down to new record (or select Record>>Insert, or click the Insert Record icon)'. The 'Leave Event Record' block contains various fields for leave details, including 'Leave Requested Date', 'Leave Effective Begin Date', 'Leave Effective End Date', 'Eligibility Notification Date', 'Status Date', 'Status', 'Reason', 'Duration' (with radio buttons for Full Time, Intermittent, and Combined), 'Duration Notes', 'Approval ID', 'Approval Date', 'Unpaid Status Date', 'Percent of Leave', 'Comments', 'Eligible for Benefit Continuation', 'Medical Certification Received', 'Received Date', 'Military Member Name', 'Relationship', 'Type of Care', 'Military Service Documentation Received', 'Military Documentation Date', 'Scheduled Back to Work', 'Status' (with radio buttons for Full Time and Part Time), 'Scheduled Date', 'Actual Back to Work', 'Status' (with radio buttons for Full Time and Part Time), 'Actual Date', 'Activity Date', and 'User ID'. The 'Date of Leave Request, format (DD-MON-YYYY)' is shown at the bottom, along with 'Record: 2/2' and '<OSC>'.