

UFML – Banner Process for Placing Employee on Leave

Placing Someone on UFML

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. Select DP – University Family Medical Leave – Domestic Partner.
14. Duration defaults to Full Time and leave to the default.
15. Do NOT enter information in the Duration Notes field.
16. Tab to the Percent of Leave field. This is always 100%.
17. 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.
18. If applicable, enter the Military Member Name, choose Relationship from the drop-down list, and enter Type of Care.
19. If applicable, check whether or not Military Service Documentation was Received, and if so, enter the Military Documentation Date (mm/dd/yyyy).
20. Actual Back to Work fields should not be filled in unless you are closing the leave.
21. Save the record.

Entering Leave Usage

If you will be entering Leave Usage, you must be on the correct Leave Effective Begin Date in the 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 80H/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:

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 80H/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(rtdg)	<input type="checkbox"/>	Hours	15-JUN-2010	14-JUL-2010	40
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FMLA Year: 2010 Year Begin Date: 23-JUN-2009 Year End Date: 22-JUN-2010 FMLA YTD Claimed: 40
 FMLA 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.

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 selected, displaying two comment entries. The first entry is an 'Opening Event' for Jane Smith, approved for FMLA leave starting June 23, 2009. The second entry is a 'Closing Event' reporting that Jane used 40 hours of sick leave and 410 hours remain. The interface includes fields for 'Date and Time' and 'Made By' for each comment.

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 'Leave Event Record' form in Oracle Developer Forms Runtime. A blue callout box with a downward-pointing arrow contains the text: 'Arrow down to new record (or select Record>>Insert, or click the Insert Record icon)'. The form includes various fields for 'Leave Requested Date', 'Leave Effective Begin/End Dates', 'Eligibility Notification Date', 'Status', 'Reason', 'Duration', 'Approval ID/Date', 'Unpaid Status Date', 'Percent of Leave', 'Comments', 'Eligible for Benefit Continuation', 'Medical Certification Received', 'Military Member Name', 'Relationship', 'Type of Care', 'Military Service Documentation Received', 'Military Documentation Date', 'Scheduled Back to Work', and 'Actual Back to Work'.

Completing PZAELOA for UFML – Domestic Partner

The screenshot shows the Oracle Developer Forms Runtime web application for PZAELOA. The form is titled "Employee Leave of Absence Form PZAELOA 8.0 [MC:60.0.1] (BANPROD) (TUIUC)". The top section contains fields for ID (656163998), Jane Smith, Position (C04222), Suffix (00), TS Organization (398016), TS Chart of Accounts (2), Last Paid (08-JAN-2011), and Query Date (22-AUG-2010). The main section is titled "Leave Information" and contains two columns of fields. The left column includes: This Action Date (03-MAY-2010), Leave Type (DP - Leave Univ FamMed - DP), Leave Requested From (15-JUN-2010), To (14-JUL-2010), Approved Leave Begin (15-JUN-2010), Approved Leave End (14-JUL-2010), Expected Return Date (15-JUL-2010), Last Day of Work (14-JUL-2010), Last Day in Pay Status (14-JUN-2010), and Actual Return Date (15-JUL-2010). The right column includes: Comments, Commitment Fulfillment (checkbox), Fulfillment Due Date, Fulfillment Date, Percent of Leave (100), Regular FTE (1.00), User (ELAINEO), and Activity Date (04-JUN-2010). The bottom of the form shows "Actual Return Date; Enter DD-MON-YYYY." and "Record: 1/1".

1. Enter the employee's ID number in the **ID** field. If necessary enter the Position and Suffix numbers.
2. Click the **Next Block** button to advance to the **Leave Information** block.
3. The current date is entered in the **This Action Date** field by default. **This Action Date** field can be overwritten if necessary.
4. Double click in the **Leave Type** field and select the appropriate leave type or click the down arrow button. Select Leave Type **DP – Leave Univ Fam Med - DP**.
5. In the **Leave Requested From** field enter the requested leave begin date. By default, the current date is entered. The **Leave Requested From** date field can be overwritten if necessary.
6. In the **Leave Requested To** field enter the requested leave end date.
7. In the **Approved Leave Begin** field enter the date on which the leave begins **without pay**.
8. In the **Approved Leave End** field enter the date on which leave is approved to end.
9. In the **Expected Return Date** field type the expected return date. This date can be derived from the **FMLA/UFML/VESSA** Usage Report. Generally this is a projected date.
10. In the **Last Day of Work** field type the employee's last work date in the job. This is the employee's last day of physical work. This is either one day prior to the end date or when the allotted hours have expired.
11. In the **Last Day in Pay Status** field type the last day that the employee will be or was paid for this job. This is the last day for which the employee used vacation or sick leave.
12. In the **Actual Return Date** field type the first date the employee is physically back to work.
13. Click in the **Percent of Leave** field and enter the percentage of time employee will be on leave (100%).
14. The **Regular FTE** field is the employee's current FTE as shown in NBAJOBS.
15. **Save** the record.