



# **CAPPS FMLA Strategy**

**CAPPS HR/Payroll**

**User Group Meeting**

May 22, 2018

# CAPPS FMLA Strategy

**In an effort to alleviate several known issues, the CAPPS team is preparing for several short term and long term changes to FMLA.**

# Short Term

**Expired Events Query:** The TX\_HR\_AGY FMLA\_Expired\_Event query was removed from Production after defects were discovered.

- That query is being replaced by three new reports, which will be available to FMLA administrators: open expired events, open unexpired events, and open unexpired events for terminated employees.
- These reports will help agencies identify the expired events.
- The new reports, which will be available in Excel format and will go live in Production on July 9, 2018 along with the new deployment code.

# Short Term (Cont.)

**FMLA Timesheet Field:** Today, the CAPPs timesheet includes a field for FMLA Event ID number. That field is currently labeled 'FMLA ID'.

- This label is a source of confusion for the user, since the same field is also used for Military and Parental leave IDs.
- The field will be relabeled to 'FMLA ID Parental ID Mlty Care ID' so that the purpose for the field is clear.
- This change is currently in development and is expected to be in Production in June 2018.
- UAT is scheduled to begin May 28, 2018 (UAT1).

## Short Term (Cont.)

**Available FMLA Balance Timesheet Link:** Currently, at the bottom of the CAPPs Timesheet, there is a link for 'Available FMLA Balance', which is intended to give employees and managers a view into the available FMLA leave for the employee's open event.

- This link can display inaccurate information, especially in the case of multiple events.
- The CAPPs team is planning to remove this link from the timesheet until such time that a long term solution for FMLA can be put into place.
- The removal of this link is expected in Production in June 2018. UAT is scheduled to begin May 28, 2018 (UAT1).

# Short Term (Cont.)

**Holiday & 28 Day Schedule Issues Associated with the Current FMLA Report:** The current CAPPs FMLA activity report has defects associated with correctly documenting FMLA time on a holiday.

Corrections to this report are in development and are expected in Production in June 2018.

# Short Term (Cont.)

**Job Data Entry of FMLA Leave of Absence:** When an employee is going to be out in a Leave Without Pay (LWOP) status for an extended period of time because of an FMLA event, super users have a choice regarding how the entry is made. Either:

- enter a Job Data transaction to place the employee on LOA, or
- make LWOP entries on the timesheet

If an entry is made in Job Data, the super user must go to the FMLA activity page to enter, day by day, time taken so that the FMLA available balance will update (since there is no automatic feed from HR to update the balance).

# Short Term (Job Data Entry of FMLA Cont.)

The recommendation is to remove the ability to make an FMLA LOA entry in Job Data and direct the user to the timesheet for those entries.

- This will not cause the user any additional work, as day by day entries were already required on the FMLA activity page.
- UAT for this change will begin on May 22, 2018 for both Production and Deployment (UAT1 and UAT3).
- The change will be made in Production on June 1, 2018.

# Long Term

**FMLA ‘Checkbook’:** In an effort to best meet the needs of our CAPPs agencies, managers, and employees in CAPPs, our plan is to build a display that would show:

- an employee’s beginning balance
- what time was taken per day
- what time was credited back (in the case of a rolling calendar year)
- what the employee’s available balance is each day – similar to the way a standard checkbook register works

# Long Term (FMLA 'Checkbook' Cont.)

**FMLA Leave** Find | View All First 1 of 5 Last

FMLA Request ID 001

**Request**

\*Request Date 07/01/2017 Begin Date 07/05/2017 Expiration Date 07/04/2018

Return Date Expected/Open Actual/Completed

Time Requested Time Requested (Units) Days

\*Leave Reason Care of Child Leave Type Continuous

Current Usage				Rollback		
Date	TRC	Hours Used	Event	Date	Hours Credited (1 year prior)	Balance
						137.00
07/05/2017	ANLVT	0.25	001			136.75
07/05/2017	LWPES	7.75	001			129.00
07/07/2017	SICKT	8.00	002	07/07/2016	8	129.00
				07/08/2016	8	137.00
				07/12/2016	8	145.00
				07/13/2016	5.25	150.25
07/14/2017	LWPES	4.00	002			146.25
				07/15/2016	8	154.25
				07/18/2016	8	162.25
				07/19/2016	8	170.25
07/20/2017	ANLVT	3.00	001	07/20/2016	8.00	175.25
07/21/2017	ANLVT	6.00	001			169.25
07/21/2017	LWPES	2.00	001	07/21/2016	8.00	175.25
				07/22/2016	8	183.25
						183.25
				08/01/2016	7.75	191.00
				08/02/2016	7.75	198.75
				08/02/2016	0.25	199.00
				08/03/2016	1.25	200.25
				08/03/2016	6.75	207.00

# Long Term (FMLA 'Checkbook' Cont.)

This display would be for super users, managers, and employees, so that all parties would have access to the same information.

- The view would not only show hours used, but in the case of a rolling calendar year, would also project forward for available hours.
- This would give everyone the ability to know when an employee would deplete their available balance or when there were more available hours to use.
- This view would also be applicable for multiple concurrent events since the balance of available hours remains the same, regardless of the associated event.
- This would replace the need for separate activity and balance screens for super users vs. managers/employees today.

# Long Term (Cont.)

**Automatic Event Expiration:** In CAPPs, an FMLA administrator must manually close each event when it is complete, regardless of whether the end date has passed or not.

- If this step is missed, it can cause the appearance of multiple concurrent events, or can simply cause the employee to appear as though they still have an open event.
- Moving forward, the recommendation is automatically closing events that have passed the end date on the event.

# Long Term (Cont.)

**Frequency Exceeded Report:** When an employee has been granted intermittent leave for FMLA, often a frequency and duration for the event are specified. We would like to provide a report that could be run by both super users and managers that would indicate when an employee has exceeded the frequency entered for the event.

**FMLA 'Checkbook' Report:** CAPPs will make available, to super users and managers, a report of the same data that is displayed as part of the FMLA 'checkbook'.

## Long Term (Cont.)

**Timesheet Edit at 480 Hours:** Edits can be incorporated into the CAPPS timesheet to stop FMLA entries after the 480 hours threshold (for full time employees) has been reached. This edit would prevent employees from going over the allowable FMLA balance.



Centralized Accounting and Payroll/Personnel System



**Thank you!**

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