

FMLA DESIGN

CAPPS FMLA STRATEGY

FMLA Long Term Approach

- The FMLA Balance Inquire page will be available to Employees, Managers, and FMLA Administrator so that everyone can view the same information.
- New functionality on the Timesheet to limit employees on the amount of hours to be used; the hours must be entered by the FMLA administrator.
- Frequency Exceeded Report: When an employee has been granted intermittent leave for FMLA, often a frequency and duration for the event are specified. This report could be run by both Super Users and Managers, and would indicate when an employee has exceeded the frequency entered for the event.

FMLA Balance Inquire Page Summary

- Employee self service
- Manager self service
- FMLA Administrator

The screenshot displays the 'FMLA Balance Inquire' page. On the left is a navigation menu with options: Report Time, Payable Time, Leave Balances, Time Certification, Monthly Time Report, and FMLA Balance Inquire (highlighted). The main content area shows the title 'FMLA Balance Inquire' for 'John Doe, Analyst'. Below this, it states 'FMLA Balance Summary As of 10/10/2018', with a green arrow pointing from a 'Sysdate' field to the date. There are 'Summary' and 'Detail' tabs. Two tables are shown: one with columns 'EMPLID' and 'BALANCE', and another with columns 'EMPLID', 'COMPANY', 'FMLA ID', and 'TOTAL HOURS USED'.

EMPLID	BALANCE
70000000000	395.5

EMPLID	COMPANY	FMLA ID	TOTAL HOURS USED
70000000000	304	003	84.50
70000000000	201	002	72
70000000000	608	001	57

FMLA Balance Inquire Page Details

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FMLA Balance Inquire

John Doe
Analyst
[Return to Select Employee](#)

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FMLA Balance Detail

[Summary](#) [Detail](#)

EMPLID	EMPL RCD	FMLA ID	Company	TRC	Date	Hours Used	Date from prior year	Hours Credited (1 year prior)	Balance
	0	001	304						324.50
	0	001	304	EDSLT	5/15/2017	8.00			316.50
	0	001	304				5/16/2016	8.00	324.50
	0	001	304				5/17/2016	8.00	332.50
	0	001	304				5/18/2016	8.00	340.50
	0	001	304	EDSLT	5/19/2017	8.00	5/19/2016	8.00	340.50
	0	001	304				5/20/2016	8.00	348.50

Processing for FMLA Balances

- ❑ New process will be introduced to calculate balances
- ❑ Track all entries from CAPPS timesheet
- ❑ Calculate rolling back hours for employees in FML (rolling back) plan type
- ❑ Track balances by FMLA request ID utilization

FMLA Entitlement Hours

- ❑ FMLA Administrators are required to enter the entitlement hours for a new FMLA event
- ❑ Limit Employees from going over entitlement hours
- ❑ New timesheet edit is required to limit employees from going over the entitlement hours

The screenshot displays the TX FMLA Administration web application interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Benefits > Track FMLA (Family Medical Lv) > TX FMLA Administration. The page title is "FMLA Leave" and the request ID is "001".

Key annotations and fields include:

- Person ID:** A text field with a callout box stating "Change label Person ID to Empl ID".
- Empl Record:** A text field containing the value "0" with a callout box stating "Add EMPL Record field".
- FMLA Entitlement Hours:** A text field with a callout box stating "New FMLA Entitlement Hours field to capture total allowed hours".

The form is divided into sections:

- Request:** Includes fields for *Request Date, Return Date, Begin Date, Expiration Date, Time Requested, *Leave Reason (set to "Birth or Adoption"), and Leave Type (set to "Continuous").
- Approval:** Includes fields for Approval Status (set to "Approved"), Reason Denied, Approver, and Apprvl Dt.

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify. The footer shows the breadcrumb: Request | CAPPS Eligibility | FMLA Activity.

Legal Decisions

- 480 hours limit
 - Employees are entitled to 12 weeks of FMLA in a 12 month period. CAPPs tracks time in hours and needs to accommodate different scenarios with employees working part-time and full-time. This makes the calculation of weeks gets very complex. The solution is to provide the FMLA Administrators functionality to limit employees from going over the entitled hours
- Transfer between two different FMLA plan types
 - CAPPs has multiple agencies on different FMLA plan types; the employees have the choice to stay with the losing agency's FMLA plan type or the gaining agency's FMLA plan type in the first 60 days of the transfer. Since CAPPs defines the FMLA plan type by agency, the FMLA Administrators from both agencies need to communicate and give appropriate entitlement hours to the employee through the entitlement hours field on FMLA administration page

Convert All CAPPs Agencies to one FMLA plan

- 65 agencies on Rolling Back
- 4 agencies on Fiscal Year
- 3 agencies on Calendar Year
- Easier business process for agencies when employees transfer between agencies that are on CAPPs baseline
- Reduce complexity of FMLA Balance Inquire functionality