


9.2 FMLA Submission and Processing in ctcLink

Purpose: Use this document as a reference for how to enter FMLA as an employee and an administrator in ctcLink.

Audience: Benefits Administrators, HR Administrators, Employees, Managers.

 You must have at least one of these local college managed security roles:

- ZZ Former Employee
- ZZ HCM Manager
- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

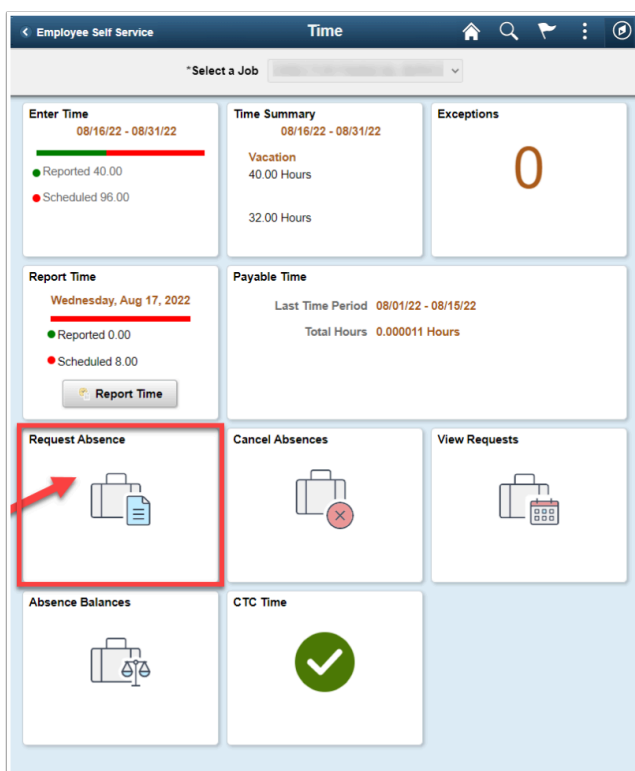
FMLA Submission and Processing

Submitting FMLA in ctcLink as an Employee

Navigation: Employee Self Service (Homepage) > Time (Tile) > Request Absence (Tile)



1. The **Time** homepage displays.
2. Select the **Request Absence** tile.



3. The **Request Absence** page displays.
4. FMLA must be entered, as an employee, through the **Request Absence** screen.
5. FMLA is not its own Absence Name type, it will always be a reason associated with certain valid Absence Name types. The following leave types contain FMLA reasons:
 - **Sick Leave** (CSL),
 - **Vacation** (VAC),

- **Personal Holiday (P/H),**
- **Personal Leave (PRL),**
- **Leave Without Pay (LWO).**

6. The duration and the amount of paid leave the employee wishes to take is up to the employee.
7. If there is no balance available for the employee to take from paid leave types, then the employee must submit time coded to **Leave Without Pay**.
8. It's important that, if an FMLA reason is chosen for an absence, that the employee has consulted with their manager prior to submission.

Processing FMLA in ctcLink as an Administrator

! You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD Benefits Employee Data Inq
- ZD FWL HCM View Pay
- ZD HR Admin View Job Data
- ZD HR Central Config VW
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ FWL HCM Pay Process
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data

1. The **Job Data** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

4. The **Job Data** page displays.
5. From the **Work Location** tab, select the **[+] Add a New Row** button.
6. If an employee wishes to submit **PAID** leave associated with FMLA, the following system entry will need to be completed in Job Data.
 - **Action:** Paid Leave of Absence.
 - **Reason:** (choose the most relevant reason. As of 12/19/2016 there is not yet a reason requested by colleges under this Action for FMLA).
 - **Effective Date:** Reference the employee Absence Request to choose the first date of the *paid* absence.
 - If there is additional unpaid FMLA that must be coded into Job Data separately.

Workforce Administrator Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data CTC Earnings Distribution

Employee Empl ID 101000009 Empl Record 0

Work Location Details 1 of 4

*Effective Date 09/18/2019 Go To Row + -

Effective Sequence 0 *Action Paid Leave of Absence

HR Status Active Reason

Payroll Status Leave With Pay *Job Indicator Primary Job

Calculate Status and Dates

7. If an employee wishes to submit **UNPAID** leave associated with FMLA, the following system entry will need to be completed in Job Data.
 - **Action:** Leave of Absence.
 - **Reason:** Family and Medical Leave Act.
 - **Effective Date:** Reference the employee Absence Request to choose the first date of the *unpaid* absence.
 - If there is additional paid FMLA that must be coded into Job Data separately.
8. Once entry is complete in **Job Data**, it would typically be good practice to notify the Benefits and the Absence Admins at this time.

The screenshot displays the 'Work Location' tab in the ctcLink system. At the top, there are several tabs: 'Work Location' (selected), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', 'CTC Job Data', and 'CTC Earnings Distribution'. Below these tabs, the employee's ID is 101000009 and the record number is 0. The 'Work Location Details' section shows the following information:

- *Effective Date: 09/16/2019
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Leave of Absence
- *Action: Leave of Absence
- Reason: Family and Medical Leave Act
- *Job Indicator: Primary Job

The 'Action' and 'Reason' dropdown menus are highlighted with a red box, indicating the required selection for FMLA submission.

9. The process to review the FMLA submission and processing is now complete.
10. End of procedure.