

## **Workaround to known issue with PEAFMLA**

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On March 10, a Banner HR/Pay user reported a problem with the Banner form PEAFMLA (Employee FMLA Information form). When the value for FMLA Year Indicator is set to Qualifying Event, the Year Begin value reverts to today's date (also called the system date) the first time that the user enters the form using the Next Block icon or CTRL+PG DWN keys. This is problematic because users do not necessarily enter FMLA leave records on the precise date that the FMLA leave begins; thus we often need to use past dates or future dates in the Year Begin field.

SCT is aware that this is a defect in the PEAFMLA form. We have requested that SCT make fixing the form a higher priority. In the meantime, there is a work-around to the problem. Please use the following work-around steps when entering a new FMLA record for an employee.

1. Go into PEAFMLA and enter the UIN, Year, and Year Begin values in the key block.
2. Next Block into the form. The Year Begin and Year End values will revert to today's date and one-year from today's date respectively. If you were entering FMLA for a year prior to 2006, the Year value will revert to 2006 as well.
3. Roll back out of the form without saving any information. (If you type anything in the FMLA Base Record block, you will get a prompt asking you if you want to save your changes. Click No.)
4. If the Year value reverted to 2006, tab to that field and reenter the actual Year for the leave.
5. Tab to the Year Begin field and select the date that the FMLA leave began/begins using the Calendar icon.
6. Next Block into the form and the dates should hold constant.