

Report Name: FMLA – VESSA Usage

Description: Details employees by org code (name, UIN, e-class, position) who have used leave hours that qualify for both FMLA and VESSA leave in a 12 month period (designated by the report user).

Includes how many hours/days they are eligible for, how many they have used, and how many are remaining.

Purpose: To display employees in a certain department who have used FMLA and/or VESSA leave hours/days in a specified period.

How it can be used: To verify the employee is eligible for FMLA leave based on their adjusted service date and hours worked in the last 12 month period. To track FMLA and VESSA hours used.

Report Source: Enterprise Data Warehouse

Report Tool: Business Objects

Frequency: Daily

Location: The report is housed in View Direct:
<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

For tips on using View Direct, see the View Direct job at:
https://nessie.uihr.uillinois.edu/pdf/reports/View_Direct_JobAid.pdf

To Request Access: ViewDirect – USC submits a request for access through the AITS Security Web Application at

<https://webprod.admin.uillinois.edu/secapp/index.html>

For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website:
<https://hrnet.uihr.uillinois.edu/dart-cf/reporting/reportaccess.cfm>

Campus: 1

Department: 201000

Name	UIN	Employee Adjusted Service Date	Position Number	Job Suffix	Employee Detail E-Class Code	Employee Detail E-Class Long Desc	Hours Worked	FMLA Hours	FMLA Eligible (CS: Hours; Academic: 60 days at ## hours per day)	FMLA Begin Date	FMLA End Date
Kerr, Deborah	666666666	10/2/2006	U73847	00	SA	Student	11.00	*		0	*
							Sum:	11.00	*		
Clift, Montgomery	656666696	9/10/2006	U73847	01	SA	Student	39.80	*		0	*
							Sum:	39.80	*		
Lancaster, Burt	659689968	10/2/2006	U05407	00	SA	Student	25.20	*		0	*
							Sum:	25.20	*		

Example Report

Field Name	Definition
<i>Campus</i>	Campus
<i>Department Code</i>	Org Code
<i>Employee Name</i>	Employee Name
<i>Employee UIN</i>	Employee UIN
<i>Adjusted Service Date</i>	Date used to determine years of service for leave accrual if the First Hire Date and the Current Hire Date are not equal.
<i>Position Number</i>	Position Code
<i>Job Suffix</i>	Position Suffix
<i>E-Class Code</i>	Employee Class code
<i>Employee Detail E-Class Long Description</i>	Long Description of Employee E-ClassD
<i>Hours worked the last 12 months</i>	Reported time hours worked in the last 12 months
<i>FMLA Hours</i>	Number of FMLA Hours used in the last 112 months
<i>FMLA Eligible</i>	CS - hours; AP - 60 days @ xx hours day
<i>FMLA Begin Date</i>	Date FMLA Leave begins
<i>FMLA End Date</i>	Date FMLA Leave ends