

# FMLA – Banner Process for Placing Employee on Leave

## Placing Someone on Leave

### Leave Event Record

1. Complete the PEAFMLA form at the beginning and end of leave
2. Verify Leave Period Indicator is set to Qualifying Event.
3. Next block to the Leave Balance Allowed block.
4. Click the down arrow button to select "Hours" as the FMLA Units Indicator from the list. 480 will default into the Current Maximum FMLA Units Allowed field based upon FTE.
5. You must save at this point before the system will allow you to go to the Next Block.
6. Next block to Leave Event Record block. To move in this section, use your tab key.
7. Enter the Leave Requested Date (mm/dd/yyyy).  
**NOTE:** If this is event two for the Event Year, see the Entering New Leave Event for Existing Leave Year section below.
8. Enter the Leave Effective Begin Date (mm/dd/yyyy).
9. Do not enter the Leave Effective End Date until the leave is expired and you are closing the event.
10. Enter the Eligibility Notification Date (mm/dd/yyyy) (Date approval letter sent to employee).
11. Enter the Status Date (mm/dd/yyyy) (same as Leave Effective Begin Date).
12. Select the Status from the down arrow.
13. Select Reason from the down arrow.
14. Duration defaults to Full Time and leave to the default.

The screenshot displays the Oracle Developer Forms Runtime interface for the PEAFMLA form. The form is divided into several sections:

- Employee Information:** ID: 656163998, Name: Jane Smith, Employee Class: DR CS 80Hr/pay ExC Ben Elig FS, Leave Period Indicator: Qualifying Event, Hours Query Date: 16-MAR, 12 Month Hours: [empty].
- Leave Balance Allowed:** FMLA Units Indicator: Hours, Current Maximum FMLA Units Allowed: 480, Care for Military Member Authorized: [unchecked], Spouse Employed: [unchecked], Spouse ID: [empty].
- Leave Event Record:**
  - Comments Exist: [checked]
  - Leave Requested Date: 01-JUL-2009
  - Leave Effective Begin Date: 23-JUN-2009
  - Leave Effective End Date: 30-JUN-2009
  - Eligibility Notification Date: 02-JUL-2009
  - Status Date: 28-JUL-2009
  - Status: AP (Approved)
  - Reason: PE (Personal Serious Health Condition)
  - Duration: Full Time (selected), Intermittent, Combined
  - Duration Notes: [empty]
  - Approval ID: 660613211, Approval Name: Mary Song Abundo
  - Approval Date: 28-JUL-2009
  - Unpaid Status Date: [empty]
  - Percent of Leave: 100
  - Comments: [empty]
- Medical Certification:** Eligible for Benefit Continuation: [checked], Medical Certification Received: [checked], Received Date: 01-JUL-2009, Military Member Name: [empty], Relationship: [empty], Type of Care: [empty], Military Service Documentation Received: [unchecked], Military Documentation Date: [empty].
- Scheduled Back to Work:** Status: Full Time (selected), Part Time, Scheduled Date: 01-JUL-2009.
- Actual Back to Work:** Status: Full Time (selected), Part Time, Actual Date: 12-JUL-2009, Activity Date: 28-JUL-2009, User ID: PAYROLL\_CONVERT.

At the bottom, there is a footer area with 'FMLA Units Indicator.' and 'Record: 1/1'.

15. Do NOT enter information in the Duration Notes field.
16. Tab to the Percent of Leave field. This is always 100%.
17. If medical certification is required, check the Medical Certification Received box, and then enter the date the medical certification documents were received (mm/dd/yyyy) in the Received Date field.  
**NOTE:** If medical certification is not required, leave the Medical Certification Received box Unchecked, but enter the Leave Requested Date (mm/dd/yyyy) in the Received Date field.
18. If applicable, enter the Military Member Name, choose Relationship from the drop-down list, and enter Type of Care.
19. If applicable, check whether or not Military Service Documentation was Received, and if so, enter the Military Documentation Date (mm/dd/yyyy).
20. Fill in the Scheduled Back To Work section when you are closing the leave.
21. Actual Back to Work fields should not be filled in unless you are closing the leave.
22. Save the record.

# Entering Leave Usage

If you will be entering Leave Usage, you must be on the correct Leave Effective Begin Date in the Leave Event Record before entering Leave Usage where you would enter Earnings Codes and Hours.

**NOTE:** For assistance completing information in the Leave Usage tab, please contact your Human Resources Office.

Oracle Developer Forms Runtime - Web: Open > PEAFMLA

File Edit Options Block Item Record Query Tools Help

Employee FMLA Information PEAFMLA 8.3 [MC:54.0] (BAN82UP) (1UIUC)

ID: 656163998 Jane Smith Leave Period Indicator: Qualifying Event Hours Query Date: 12 Month Hours:

Employee Class: DR CS 80Hr/pay ExC Ben Elig FS

Leave Event Record Leave Usage Comments History

**Leave Balance Allowed**

FMLA Units Indicator: Hours Care for Military Member Authorized Spouse Employed

Current Maximum FMLA Units Allowed: 480 Spouse ID:

**Leave Event Record**

Comments Exist

Leave Requested Date: 01-MAY-2010

Leave Effective Begin Date: 15-JUN-2010

Leave Effective End Date: 14-JUL-2010

Eligibility Notification Date: 15-MAY-2010

Status Date: 15-MAY-2010

Status: AP Approved

Eligible for Benefit Continuation

Medical Certification Received

Received Date: 01-MAY-2010

Military Member Name:

Relationship:

Type of Care:

Military Service Documentation Received

Military Documentation Date:

Oracle Developer Forms Runtime - Web: Open > PEAFMLA

File Edit Options Block Item Record Query Tools Help

Employee FMLA Information PEAFMLA 8.3 [MC:54.0] (BAN82UP) (1UIUC)

ID: 656163998 Jane Smith Leave Period Indicator: Qualifying Event Hours Query Date: 16-MAR-2010

Employee Class: DR CS 80Hr/pay ExC Ben Elig FS 12 Month Hours: 0.00

Leave Event Record Leave Usage Comments History

Maximum Units Allowed: 480.00 Leave Begin Date: 15-JUN-2010 Leave End Date: 14-JUL-2010

Total Life To Date Claimed: 384.00 Status: AP Approved

Earnings Code	Payroll History	Unit Indicator	Begin Date	End Date	FMLA Units Claimed
FSR Family Leave Sick(rdg)		Hours	15-JUN-2010	14-JUL-2010	

FMLA Year: 2010 Year Begin Date: 23-JUN-2009 Year End Date: 22-JUN-2010 FMLA YTD Claimed: 384.00

FMLA Units Available: 96.00

\*ERROR\* Earn End Date must be within the Employee Qualifying Year and must be less than or equal to 22-JUN-2010.

Record: 1/1 <<OBC>

## Entering Comments

Enter Comments in the **Comments** tab.

**NOTE:** Comments should be an overview of the leave approval terms.

The screenshot shows the Oracle Developer Forms Runtime interface for the PEAFMLA application. The 'Comments' tab is selected. The form displays the following information:

- Employee Information:** ID: 656163998, Name: Jane Smith, Employee Class: DR CS 80Hr/pay ExC Ben Elig FS.
- Leave Period Indicator:** Qualifying Event.
- Hours Query Date:** 12 Month Hours.
- Leave Event Record:** Leave Event Record, Leave Usage, **Comments**, History.
- FMLA Unit Indicator:** Hours.
- Leave Begin Date:** 23-JUN-2009.
- Leave End Date:** 30-JU.
- Comments Section:** A text area containing the following text: "Employee applied and was provisionally approved for FML from 6/23/2009 thru 8/3/2009 due to employee's serious medical condition. EMO 6-5021 Received requested information FML approved from 6/23/2009 thru 6/30/2009. RTW 7/12/2009".
- Date and Time:** 28-JUL-2009 12:00:00 AM.
- Made By:** ELAINEO.

## Entering a New Leave Event for an Existing Leave Year

1. Follow steps 1-6 in the Placing Someone on Leave section above.
2. In the Leave Event Record block, go to the Leave Requested Date field and arrow down until you reach a blank field to begin the next leave.
3. Once a blank record is found, follow steps 7-22 in the Placing Someone on Leave section above.

**NOTE:** If multiple leaves are entered for the same leave year, the leaves will be displayed with the most recent leave showing first after the records have been saved. This version of Banner automatically knows what event year each individual event falls.

The screenshot shows the Oracle Developer Forms Runtime interface for the PEAFMLA application. The 'Leave Event Record' block is active. A blue callout box with a downward arrow points to the 'Leave Requested Date' field. The callout text reads: "Arrow down to new record (or select Record>>Insert, or click the Insert Record icon)".

The form displays the following information:

- Employee Information:** ID: 656163998, Name: Jane Smith, Employee Class: DR CS 80Hr/pay ExC Ben Elig FS.
- Leave Period Indicator:** Qualifying Event.
- Hours Query Date:** 16-MAR-2010.
- 12 Month Hours:** 0.00.
- Leave Event Record:** Leave Event Record, Leave Usage, Comments, History.
- Leave Event Record Fields:** Leave Requested Date, Leave Effective Begin Date, Leave Effective End Date, Eligibility Notification Date, Status Date, Status, Reason, Duration (Full Time, Intermittent, Combined), Duration Notes, Approval ID, Approval Date, Unpaid Status Date, Percent of Leave, Comments.
- Eligible for Benefit Continuation:** Medical Certification Received, Received Date, Military Member Name, Relationship, Type of Care, Military Service Documentation Received, Military Documentation Date.
- Scheduled Back to Work:** Status (Full Time, Part Time), Scheduled Date.
- Actual Back to Work:** Status (Full Time, Part Time), Actual Date, Activity Date (16-MAR-2010), User ID (ALHELM).