

Family & Medical Leave Entering Entitlement Hours

This job aid will walk through the steps of how an Absence Partner or HR Partner can override the entitlement hours for an employee for Family & Medical Leave.



An example of when you might do this is when an employee was not eligible January 1, and requests Family and Medical Leave during the leave year which requires an eligibility check.

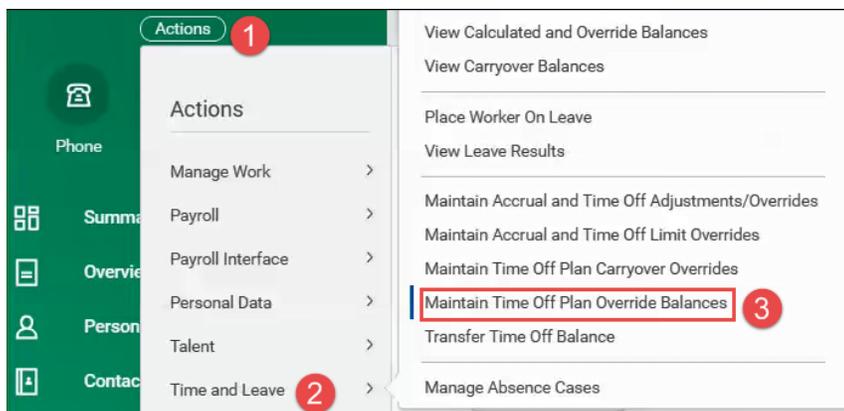


Run reports for the correct measurement periods to verify the employee's eligibility and calculate entitlement hours: FMLA Eligibility Hours (12 months), OFLA Eligibility Hours (180 days), and Hours for Entitlement Calculation (All Paid Hours for the period). Remember to calculate entitlement hours based on the employee's FTE percentage. Part-time employees will pro-rate based on their percentage.

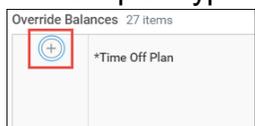
Step 1: In the search bar, type in the employee's name you are making the change for.

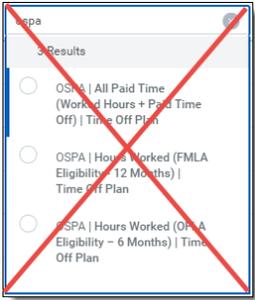
Step 2: The search results will bring you to the landing page on the employee's profile.

Step 3: Click on **Actions** (1), hover over **Time and Leave** (2), and click on **Maintain Time Off Plan Override Balances** (3).



Step 4: Click on the **Plus (+)** icon to add a new row. You can add multiple rows if adding several different plan types. Example OFLA Hours, OFLA Bereavement, OFLA Sick Child, etc.





Do not use any of the “OSPA | Hours Worked plans.”

Step 5: In the *Time Off Plan* box, click on the search prompt and select **Eligible As Of Today**, and then click on the *Time Off Plan* that you’d like to adjust (1). Enter the **Override Balance Date** (date they are able to use hours) (2). You can enter a comment in the **Comment** field (3). Enter the eligibility hours in the **Units** field (4). Repeat Steps 4 and 5 until all Time Off Plans have been added. Click **OK** and **Done**.

*Time Off Plan	*Override Balance Date	Position	Balance Type	Associated Balance Period	Units	Unit of Time	Comment
Family & Medical Leave / OFLA - Hours - Time Off Plan	06/01/2019		Current	01/01/2019 - 12/31/2019	480	Hours	Became eligible 6/1/19 (687 hours)

Type in a key word and hit enter to get a list of options. Example: type “OFLA” to get a list of the plan names that contain the word “OFLA.”

Step 6: Navigate to the employee’s calendar and verify the balances reflect what you intended.

- Family & Medical Leave / OFLA - Bereavement
80 Hours
- Family & Medical Leave / OFLA - Hours
480 Hours
- Family & Medical Leave / OFLA - Military Leave
112 Hours
- Family & Medical Leave / OFLA - Parental Leave
480 Hours
- Family & Medical Leave / OFLA - Pregnancy Disability
480 Hours
- Family & Medical Leave / OFLA - Sick Child (Additional)
480 Hours