CAPPS HR/PAYROLL
Agency Course Catalog
End-User Training (EUT)

EUT Course 140 –
Benefits Administration
(Benefits and FMLA)

PeopleSoft Version 9.2

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140 Benefits and FMLA

Base Benefits is used to view employee benefits in the CAPPS HR/Payroll system.

CAPPS receives data from **ERS OnLine** through a daily interface. ERS is the system of record for an employee's benefit plans and benefit selections. The choices made in ERS OnLine will appear in Base Benefits in the CAPPS HR/Payroll system. Base Benefits integrates fully with CAPPS HR/Payroll.

In addition to Base Benefits, CAPPS HR/Payroll will track and maintain FMLA-related activity.

After finishing this course, you will be able to:

- Describe the benefits process.
- Maintain benefits enrollment.
- Run reports and queries.
- Create, approve, maintain, and track FMLA or Parental Leave event(s).

Section 2. Benefits Coordinator

Section 2. Benefits Coordinator

Benefit Program Assignment

Section 2. Lesson 1. Benefit Program Assignment

Procedure

This lesson shows you how to view the **Benefit Program Assignment** page in CAPPS HR/Payroll.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Benefits** menu.
3.	Click the **Enroll In Benefits** menu.
4.	Click the **Assign to Benefit Program** item.

Step	Action
5.	In the **CAPPS Fundamentals** class, you learned that the '**%**' character is a wildcard. You are looking up **Empl ID** (Employee ID) containing '**47**.' Enter "**%47**" into the **Empl ID** field.
6.	Click the **Include History** option.
7.	Click the **Search** button.
8.	Click the **Test Employee ZZ** link.
9.	On the **Assign to Benefit Program** page, you are able to view the Benefit Program to which the employee is assigned. This data automatically populates when the employee is hired (onboarded) into CAPPS. Any changes after hire to the employee's FTE will automatically update the Benefit Program in CAPPS. Benefits Coordinators must ensure that ERS OnLine is updated to reflect any changes after hire.
10.	You ***must*** update ERS OnLine for changes to an employee's Benefit Program. The two systems (**CAPPS HR/Payroll** and **ERS OnLine**) must remain in sync. This is so that premiums are appropriately reflected in both systems. Certain benefit premiums are calculated based on the Benefit Program established in ERS and CAPPS. Changes can affect the cost of those premiums.
11.	Click the **Look up Benefit Program** button.
12.	Benefit Programs available to agency employees include **EFT** for Full Time Benefits, or **EPT** for Part Time Benefits. Please note that **PSX** is used for Board Members.
13.	Typically, you would never make changes to the Benefit Program in Benefits, since salary transactions processed in Job Data update the Benefits Program in the CAPPS HR/Payroll system. **Note:** A change to the Benefit Program in CAPPS must be manually updated in ERS OnLine. Click the **Cancel** button.

Step	Action
14.	Click the **Home** link.
15.	Congratulations! You have successfully completed the **Benefit Program Assignment** lesson. **End of Procedure.**

View an Employee's Plan(s)

Section 2. Lesson 2. View an Employee's Plan(s)

Procedure

This lesson shows you how to view an employee's Benefit Plan(s). You can make changes, if necessary.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Benefits** menu.
3.	Click the **Enroll In Benefits** menu.
4.	Click the **Health Benefits** item.
5.	In the **CAPPS Fundamentals** class, you learned that the '**%**' character is a wildcard. You are looking up **Empl ID** (Employee ID) that contains '**20**.' Enter "**%20**" into the **Empl ID** field.
6.	Click the **Include History** option.
7.	Click the **Search** button.
8.	The system retrieves six (6) records, each of which has the characters '**20**' somewhere in the **Empl ID** (Employee ID). You are looking up Test Employee Z. Click the **00000000020** link.
9.	This employee has 3 Health Benefits plans. This first row shows the Medical Plan (**Plan Type 10**) information.
10.	Click the **Show next row** button.

Step	Action
11.	The second row shows Dental plan information (**Plan Type 11**). Click the **Show next row** button.
12.	The third row shows **Plan Type 1T**, Medical Tobacco Premium, which is for smokers. Notice that the Coverage Election is **Waive**d. This employee is not a smoker.
13.	Click the **Enroll In Benefits** button.
14.	In a similar manner, you can look up other Benefit Plans for this employee.
15.	Click the **Life and AD/D Benefits** item.
16.	There are 4 rows of data for this employee's **Life and AD/D** (Accidental Death and Dismemberment) **Benefits**. Row 1 shows the employee's Basic Life coverage. Click the **Show next row** button.
17.	Row 2 is the Supplemental Life coverage. Click the **Show next row** button.
18.	Row 3 is AD and D. Click the **Show next row** button.
19.	Row 4 is Dependent Life and AD&D. Click the **Enroll In Benefits** button.
20.	Click the **Disability Benefits** item.

Step	Action
21.	This employee has 2 rows of data for **Disability Benefits**. Row 1 is Short-Term Disability. Click the **Show next row** button.
22.	Row 2 shows Long-Term Disability coverage, which has been waived. Click the **Enroll In Benefits** button.
23.	Click the **Savings Plans** item.
24.	For **Savings Plans**, for this employee, Row 1 shows 401(k) information. Click the **Show next row** button.
25.	Row 2 shows Payroll Health Contribution. Click the **Show next row** button.
26.	Row 3 shows PHC Offset to STH. Click the **Enroll In Benefits** button.
27.	Click the **Savings Management** item.
28.	Note that this employee does not have any Savings Management entries. Click the **Enroll In Benefits** button.
29.	Click the **Spending Accounts** item.
30.	This employee is not enrolled in any Spending Accounts.
31.	Click the **Enroll In Benefits** button.

Step	Action
32.	Click the **Retirement Plans** item.
33.	This employee is enrolled in the ERS Retirement Plan, **Plan Type 70**, PERS. The reason for the **Terminate** entry is that the 90-day eligibility window has not been completed. An employee will default with this value until they have worked for 90 days.
34.	Click the **Home** link.
35.	Congratulations! You have successfully completed the **View an Employee's Plan(s)** lesson. **End of Procedure.**

Current Benefits Summary

Section 2. Lesson 3. Current Benefits Summary

Procedure

This lesson shows you how to use the **Current Benefits Summary** page in CAPPS HR/Payroll.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Benefits** menu.
3.	Click the **Review Employee Benefits** menu.
4.	Click the **Current Benefits Summary** menu.
5.	In the **CAPPS Fundamentals** class, you learned that the '**%**' character is a wildcard. You are looking up **Empl ID** (Employee ID) that contains '**00**.' Enter "**%00**" into the **Empl ID** field.
6.	Click the **Search** button.
7.	Click the **00000000001** link.
8.	The **Current Benefits Summary** page has two tabs. The first tab, **Benefit Enrollment Summary**, shows the Current Enrollments for this employee.
9.	Click the **Benefit Deduction Summary** tab.
10.	The second tab, **Benefit Deduction Summary**, shows the most recent pay period's deductions for those enrollments.
11.	Click the **Benefit Enrollment Summary** tab.

Step	Action
12.	You can easily view the next employee from your Search Results. Click the **Next in List** button.
13.	This employee has more Current Enrollments than the previous employee, so you must scroll down to see all the data. Click the **Vertical Scrollbar** to scroll down the page.
14.	Click the **Vertical Scrollbar** to scroll up the page.
15.	Click the **Benefit Deduction Summary** tab.
16.	The **Current Benefits Summary** is an easy way to see all the benefits for an employee, as well as the most recent pay period's deductions. Click the **Home** link.
17.	Congratulations! You have succesfully completed the **Current Benefits Summary** lesson. **End of Procedure.**

Reports from CAPPS Interfaces

Section 2. Lesson 4. Reports from CAPPS Interfaces

Procedure

This lesson shows you how to run reports from CAPPS Interfaces.

Step	Action
1.	In this example, we will show you how to set up a **Run Control ID** to run a report in CAPPS HR/Payroll. Click the **Main Menu** button.
2.	Click the **CAPPS Interfaces** menu.
3.	Click the **Benefits** menu.
4.	Click the **Reports** menu.
5.	Click the **Benefits HIR/REH Report** item.
6.	**Run Control IDs** are used to run system processes. A **Run Control ID** is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run. This means that when a process runs in the background, the system does not prompt you for additional values. In other words, you provide the answers before the system asks the questions. A Run Control ID cannot contain spaces. It is OK to use the underscore ('_') character. Whenever you Add a New Value, be consistent in your naming: use all caps, or use mixed case, or use all lower case, all the time.

Step	Action
7.	If you have set up a Run Control ID, you can search for it using **Find an Existing Value**. On the other hand, if this is the first time you are running this particular process, you will **Add a New Value**. Creating a Run Control ID with a name relevant to the process and meaningful to you may help to recall it when you run this process again. Whenever you Add a New Value, be consistent in your naming: use all caps, or use mixed case, or use all lower case, all the time.
8.	Click the **Add a New Value** tab.
9.	For this example, you will create a Run Control ID of "HIRE_REHIRE_REPORT." Your Run Control IDs are stored by your **User ID**. No one else in the system sees *your* Run Control IDs. Enter "**HIRE_REHIRE_REPORT**" into the **Run Control ID** field.
10.	Click the **Add** button.
11.	Use the **Benefits HIR/REH** page to enter paramaters for this *Process*, and then **Run** it. Enter "**T32**" into the **Company** field.
12.	**From Date** and **End Date** are required fields for this report. This report is typically run on a monthly basis. Enter "**06012014**" into the **From Date** field.
13.	Enter "**06302014**" into the **End Date** field.

Step	Action
14.	You can save your information in one of two ways: (1) You can click on **Save** and *not* run the process. (2) You can click on **Run**. The Run Control ID will be saved with the information on the screen, and the process will be run. Click the **Save** button.
15.	Click the **Run** button.
16.	Click the **OK** button.
17.	Notice that the **Process Instance** number (5492891) appears near the **Run** button. This number identifies the process you have just run; you can check its status using **Process Monitor**.
18.	Click the **Process Monitor** link.
19.	Use the **Process List** page to view the status of submitted process requests. You can see Instance 5492891. (When there is more than one process listed on this page, the ***most recent*** process will always be at the top of the list.)
20.	The current **Run Status** of this process is **Queued**. Possible states for Run Status include **Queued**, **Processing**, and **Success**. The process will be finished when the **Run Status = Success**, and the **Distribution Status = Posted**.
21.	Continue to click the **Refresh** button every 30 seconds or so, until the screen shows **Success** and **Posted**. Click the **Refresh** button.

Step	Action
22.	**Run Status** = **Success**. **Distribution Status = Posted**. Your job is complete. You can now look at the results of the process. Click the **Details** link.
23.	The system opens a new modal window, **Process Detail**. Click the **View Log/Trace** link.
24.	The system opens a new modal window, **View Log/Trace**. After you run a report, look for the **PDF** file in the **File List** area. Click the **ashr1051_5492891.PDF** link.
25.	The system opens the PDF in a new tab (or a new window, depending on your browser settings). Hover your mouse near the bottom of this report, and Adobe Reader PDF icons will appear.
26.	Click the **Show Adobe Reader Toolbar** icon.
27.	Use the toolbar icon to page through the report. Click the **PageDownArrow** icon to view page 2.
28.	Click the **PageDownArrow** icon to view page 3.
29.	You can save your PDF report, you can print it, and you can close this tab. Click the **Close Tab (Ctrl+W)** button.
30.	You are back on the **View Log/Trace** modal window. Click the **Return** button.

Step	Action
31.	The system returns you to the **Process Detail** modal window. Click the **OK** button.
32.	The system takes you back to the **Process Monitor** page. Click the **Go back to H_RUN_ASHR1051** link.
33.	You can run other reports in a similar fashion. Click the **Reports** button.
34.	Click the **Pay Impacting forms for MON** menu.
35.	Enter **"PAY_IMPACT_FORMS_MON"** into the **Run Control ID** field.
36.	Click the **Add** button.
37.	This is the **Monthly Pay Impacting Forms Report** Run Control page. This report should be run once your Monthly payroll has been completed. Like the Hire / Rehire Report, you must fill in the required fields in order to run this report. This lesson does not include an example of this report.
38.	This is the **Semi Monthly Pay Impacting Forms Report** Run Control page. **Note:** The Semi Monthly Report only applies to agencies with Semi-Monthly employees. This report should be run once your Semi-Monthly payroll has been completed. Like the Hire / Rehire Report, you must fill in the required fields in order to run this report. This lesson does not include an example of this report.
39.	Click the **Home** link.

Step	Action
40.	Congratulations! You have successfully completed the **Reports from CAPPS Interfaces** lesson. **End of Procedure.**

Section 3. Benefits - Reports

Section 3. Benefits - Reports

Benefits-related Reports in CAPPS Interfaces

Section 3. Lesson 1. Benefits-related Reports in CAPPS Interfaces

Procedure

This lesson shows you how to view various benefits-related reports in CAPPS HR/Payroll.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **CAPPS Interfaces** menu.
3.	Click the **Benefits** menu.
4.	Click the **Inquire** menu.
5.	**Note:** The inquiry for Texas Saver Results is only available on (or after) the third work day of the month. Click the **Texas Saver Results** menu item.
6.	Texas Saver Results is an inquiry. An inquiry is different from a report because it displays the results onscreen in real time. Enter "**032**" into the **Agency ID** field.
7.	Click the **Search** button.
8.	Click the **Vertical Scrollbar** to scroll down the page.
9.	Click the **Details** tab.

Step	Action
10.	Click the **Other Info** tab.
11.	Click the **Vertical Scrollbar** to scroll up the page.
12.	Click the **Errors** tab.
13.	Click the **Details** tab.
14.	Click the **Horizontal Scrollbar** to scroll to the right across the page.
15.	Click the **Inquire** button.
16.	Similarly, you can view **ERS Inbound Results** directly onscreen. This, too, is an Inquiry. Click the **ERS Inbound Results** menu.
17.	The page opens with **Overall Results**. More discrete presentations are available on each of the tabs. Click the **A records** tab.
18.	The **A records** tab contains demographic data.
19.	Click the **AC records** tab.
20.	The **AC records** tab contains enrollment data.
21.	Click the **F records** tab.
22.	The **F records** tab contains TexFlex data; the F records data can also be found on the **AC records** tab.
23.	Click the **FA records** tab.
24.	The **FA records** tab contains Financial Adjustments data.
25.	Click the **Message Catalog** tab.
26.	The final tab shows you what any Messages mean.

Step	Action
27.	Click the **Benefits** button.
28.	A report is run differently. You ask the system to generate the report, and you view the resulting PDF. The results are static, and are not interactive. Click the **Reports** menu.
29.	Click the **ERS Inbound Report** menu item.
30.	**Run Control IDs** are used to run system processes. A Run Control ID is an identifier that, along with your User ID, uniquely identifies the process you are running. The Run Control ID provides information used when the process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. In other words, you provide the answers before the system asks the questions. A Run Control ID cannot contain spaces. It is OK to use the underscore ('_') character. Whenever you Add a New Value, be consistent in your naming: use all caps, or use mixed case, or use all lower case, all the time.
31.	If you have set up a Run Control ID, you can search for it using **Find an Existing Value**. If this is the first time to run this particular process, you can **Add a New Value**. Creating a Run Control ID with a name relevant to the process and meaningful to you may help to recall it when you run this process again.
32.	Click the **Add a New Value** tab.
33.	We will create a Run Control ID of "ERS_BEN_INBOUND_RPT." The system stores your Run Control IDs by your **User ID**. No one else in the system sees *your* Run Control IDs. Enter "**ERS_BEN_INBOUND_RPT**" into the **Run Control ID** field.
34.	Click the **Add** button.

Step	Action
35.	Use the **ERS Reports** page to enter paramaters for this *Process*, and then **Run** it Click the **Print A section** option.
36.	Click the **Print FA section** option.
37.	Enter "**032**" into the **Agency ID** field.
38.	You can save your information in one of two ways. (1) You can click on **Save** and not run the process. (2) You can click on **Run**. The Run Control ID will be saved with the information on the screen, and the process will be run. Click the **Run** button.
39.	Click the **OK** button.
40.	Notice the **Process Instance** number (5492712) appears near the **Run** button. This number identifies the process you have just run; you can check its status using **Process Monitor**.
41.	Click the **Process Monitor** link.
42.	Use the **Process List** page to view the status of submitted process requests. You can see Instance 5492712 at the top of the list.
43.	The current Run Status of your process is Queued. The process will be finished when Run Status is Success, and Distribution Status is Posted. Continue to click the **Refresh** button (every 30 seconds or so) until the screen shows Success and Posted.
44.	Click the **Refresh** button.
45.	**Run Status = Success**, and **Distribution Status = Posted**. You can now view the results of the process. Click the **Details** link.

Step	Action
46.	Click the **View Log/Trace** link.
47.	Look for the **PDF** file in the File List. Click the **txersrep_5492712.PDF** link.
48.	The PDF Report opens in a new tab (or a new window, depending on your browser settings).
49.	You can save this PDF report, you can print it, and you can close it when you are finished. Click the **Close Tab (Ctrl+W)** button.
50.	Click the **Return** button.
51.	Click the **OK** button.
52.	Other reports are generated in a similar fashion. Click the **Home** link.
53.	Congratulations! You have successfully completed the **Benefits-related Reports in CAPPS Interfaces** lesson. **End of Procedure.**

Section 4. FMLA

Section 4. FMLA

FMLA Query for Eligibility

Section 4. Lesson 1. FMLA Query for Eligibility

This lesson shows how to check for eligible FMLA hours.

Procedure

This lesson shows you how to run the FMLA Query for Eligibility.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Reporting Tools** menu.
3.	Click the **Query** menu.
4.	Click the **Query Viewer** item.
5.	The query contains the acronym **FMLA**. You learned in the Fundamentals Class that the % sign is a wildcard character. Enter "**%FMLA**" into the **begins with** field.
6.	Click the **Search** button.
7.	You can run a query in several ways. The first two are the most common methods: **HTML** - Run this query and put the results in a browser window. **Excel** - Run this query and put the results in a spreadsheet. (**XML** - Not used at this time.) (**Schedule** - Not used at this time.)
8.	Click the **Excel** link.
9.	Based on your browser settings, a new tab or a new window opens, and you must enter the parameter(s) for the query. In this lesson, we will look up the FMLA Eligible Hours for **Empl ID = 99054079705**. Enter "**99054079705**" into the **Employee ID** field.
10.	Click the **View Results** button.

Step	Action
11.	We are running this query to an Excel spreadsheet. Click the **Open** button.
12.	The system has retrieved the FMLA-Eligible Hours, and you can now use this data to determine the employee's eligibility for FMLA. Click the **Minimize** button.
13.	You can close the tab (or window) from which you ran the query. Click the **Close Tab (Ctrl+W)** button.
14.	Click the **Home** link.
15.	Congratulations! You have successfully completed the **FMLA Query for Eligibility** lesson. **End of Procedure.**

FMLA Activity

Section 4. Lesson 2. FMLA Activity

This lesson shows how to create an FMLA event, check for eligibility, and approve the event.

Procedure

In this lesson, you will create an FMLA event, check for employee eligibility, and approve the event.

Step	Action
1.	Navigate to the **TX FMLA Administration** page. Click the **Main Menu** link.
2.	Click the **Benefits** menu.
3.	Click the **Track FMLA (Family Medical Lv)** menu.
4.	Click the **TX FMLA Administration** menu item.
5.	The system provides multiple ways to search for an employee. You can search, for example, by **Empl ID** (Employee ID), **Name** or **Last Name**, or any other search criteria listed on this page.
6.	You will create an FMLA event for Employee ID **00000000047**. Enter "**%00047**" into the **Empl ID** field.
7.	Click the **Search** button.
8.	Click the **Test Employee ZZ** link.

Step	Action
9.	This page is used for both types of Leave: * FMLA Event * Parental Leave Event This lesson shows you how to create an FMLA Event, but you will see the specific entry needed to create a Parental Leave Event.
10.	The **Request Date** will default to today's system date. You can change this value if necessary.
11.	The **Begin Date** is the date on which the FMLA event begins. It can be a future date, today's date, or in this example, a date in the past. The FMLA event began on March 9, 2015. Enter "**03092015**" into the **Begin Date** field.
12.	The **Return Date** is an **optional** field. Enter the expected date of return to work for this employee. In this example, the employee will request 9 weeks of leave, and expects to come back on May 11, 2015. **Note**: this is an optional field. Enter "**05112015**" into the **Return Date** field.
13.	The system automatically provides an **Expiration Date**, in this case 08/31/2015. This is because in this example, FMLA is tracked for this agency on a fiscal year basis.
14.	The next two fields are optional. If you enter a number in the **Time Requested** field, you can select Days, Hours, or Weeks in the **Time Requested (Units)** field.
15.	Click the **Leave Reason** list.
16.	Select the appropriate Leave Reason from this list.
17.	Click the **Care of Child** list item.
18.	**Leave Type** is an optional field. You can select from Continuous, Intermittent, Irregular Intermittent, or make no entry at all. The system defaults the value 'Continuous' when you first open this page.

Step	Action
19.	Click the **Save** button.
20.	When you **Save** this page, the system assigns an **FMLA Request ID** number to the event. In this example, FMLA Request ID = **001**. This number will be used on the employee's time sheet(s) to reflect time taken for the FMLA event, once this event has been approved.
21.	You must run the **Eligibility** checking process before you can Approve this event. Click the **CAPPS Eligibility** tab.
22.	On the **CAPPS Eligibility** page, you would enter the **Non CAPPS FMLA Earned Hours** that you calculated based on the query you learned in Lesson 1.
23.	If an employee does NOT qualify for FMLA Leave, but is eligible to take **Parental Leave**, you would change the value in the ***FMLA Plan ID** field.
24.	You would click the look up icon (the magnifying glass) to the right of this field to see the possible choices for **FMLA Plan ID**. This field should be changed when an employee is NOT eligible for FMLA, but can take Parental Leave.
25.	In this example, the employee has enough hours in the CAPPS system to be eligible for FMLA, so there is no entry in the **Non CAPPS FMLA Earned Hours** field. Click the **Eligibility and Entitlement** button.
26.	This employee is entitled to receive FMLA time off. Please note that the employee is entitled to 12.0 weeks of leave, but there are only 360.0 hours, because the employee works 30.0 Standard Hours per week.
27.	Now you are able to **Approve** the FMLA activity. Click the **Request** tab.
28.	Click the **Approval Status** list.
29.	Click the **Approved** list item.

Step	Action
30.	Click the **Save** button.
31.	Note that the **Approval Status** is now grayed out. This event can now be used on the employee's time sheet(s) to reflect leave time taken under FMLA.
32.	The last tab, **FMLA Activity**, keeps track of how many hours or weeks this employee has remaining on this FMLA event. Three (3) weeks, or 90 hours, of time has been processed for this employee (the timesheets and processing are not shown in this lesson). Those totals are reflected on this page.
33.	On the previous screen, you saw that Time & Labor hours are reported in **Total TL Hours**. If the employee has LOA hours, the **LOA Activity** section is used for reporting those hours. When entries are made here, they will be summed into the **Total Job LOA Hours** field.
34.	Congratulations! You have successfully completed the **FMLA Activity** lesson. **End of Procedure.**

FMLA-related Reports in CAPPS Interfaces

Section 4. Lesson 3. FMLA-related Reports in CAPPS Interfaces

Procedure

This lesson shows you how to generate and view an FMLA-related report.

Step	Action
1.	We will generate the **TX FMLA/PRNTL History Report**. Click the **Main Menu** button.
2.	Click the **Benefits** menu.
3.	Click the **Track FMLA (Family Medical Lv)** menu.
4.	The **TX FMLA/PRNTL History Report** shows FMLA event(s)/history for either an agency, or for a specific employee. The **TX FMLA ER Insurance Rpt** shows employees (1) who are on a Leave of Absence and (2) who may be eligible for state contributions towards their benefits premiums.
5.	Click the **TX FMLA/PRNTL History Report** menu.
6.	In this example, you have already created a Run Control ID for this particular process. Click the **Search** button.
7.	Click the **FMLA_PRNTL_HISTORY_REPORT** link.
8.	Several parameters are required on this page. **Start Date** and **End Date** are both required.
9.	**Flag** tells the system to pull the report for either **FMLA** data, or for **Parental** (Leave) data.
10.	You can run the process for the entire **Company** ...
11.	... or for a specific **employee** in your Company.

Step	Action
12.	Click the **Run** button.
13.	Click the **OK** button.
14.	Take note of the **Process Instance**, in this example **5492695**.
15.	Click the **Process Monitor** link.
16.	The process is finished when **Run Status = Success**, and **Distribution Status = Posted**. You may need to click on the **Refresh** button (every 30 seconds or so) until the process is finished.
17.	Click the **Refresh** button.
18.	The process has finished. Click the **Details** link.
19.	Click the **View Log/Trace** link.
20.	Look for the PDF file. It is the output of your report. Click the **txfmlrpt_5492695.PDF** link.
21.	The PDF report opens in a new browser tab (or new window, depending on your browser settings). You can see the 90.00 hours of FMLA Leave Activity.
22.	When you are done with the report, close this tab. Click the **Close Tab (Ctrl+W)** button.
23.	Click the **Return** button.
24.	Click the **OK** button.

Step	Action
25.	Click the **Go back to TX FMLA/PRNTL History Report** link.
26.	Click the **Home** link.
27.	Congratulations! You have successfully completed the **FMLA-related Reports in CAPPS Interfaces** lesson. **End of Procedure.**

Glossary

Company
: Company is a top-level designator. It is equivalent to Agency Number.

HTML
: HTML stands for HyperText Markup Language. It is a text description language used for publishing content on an internet web site.

Query
: A Query is an interactive tool used to gather information or data from the CAPPS system. Queries are already formulated, and you run them when you need them. The answers are shown in a browser window; alternatively, you can download the data into an Excel spreadsheet.

Run Control ID
: A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies a process that is running. The Run Control ID defines parameters or criteria that are used when running the process.

XML
: XML stands for Extensible Markup Language. It is a text-based formatting language used to share data on internet and intranet web sites.