CAPPS HR/PAYROLL
End-User Training (EUT)

EUT Course - 140

Benefits Administration

PeopleSoft Version 9.2

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140 Benefits Administration (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 1. Overview

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There are no exercises in Section 1.

Section 2. Benefits Coordinators

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Benefit Program Assignment

Section 2, Lesson 1 - Benefit Program Assignment

Procedure

In this lesson, you will learn how to view the **Benefit Program Assignment** page.

Step 1. You will navigate to the Benefits Program through the Navigator.

Step 2. Click the **NavBar** button.

Step 3. Click the **Navigator** button.

Step 4. Click the **Benefits** menu.

Step 5. Click the **Enroll In Benefits** menu.

Step 6. Click the **Assign to Benefit Program** menu.

Step 7. In the **CAPPS Fundamentals** class, you learned that the '**%**' character is a wildcard. You are looking up **Empl ID** (Employee ID) containing '**47**.'

Step 8. Enter the desired information into the **Empl ID** field. Enter "**%47**".

Step 9. Click the scrollbar.

Step 10. Click the **Search** button.

Step 11. Click the scrollbar.

Step 12. Click the **00000000047** link.

Step 13. On the **Assign to Benefit Program** page, you are able to view the Benefit Program to which the employee is assigned.

Step 14. This data automatically populates when the employee is hired into CAPPS.

Step 15. Any changes after hire to the employee's FTE will automatically update the Benefit Program in CAPPS.

Step 16. Benefits Coordinators must ensure that ERS Online is updated to reflect any changes after hire.

Step 17. **NOTE:** Benefits Coordinators ***must*** ***<u>manually</u>*** update **ERS Online** for changes to an employee's Benefit Program. The two systems (**CAPPS HR/Payroll** and **ERS Online**) must remain in sync so that premiums are appropriately reflected in both systems.

Step 18. Certain benefit premiums are calculated based on the Benefit Program established in ERS and CAPPS. Changes can affect the cost of those premiums.

Step 19. Click the **Look up Benefit Program (Alt+5)** button.

Step 20. Benefit Programs available to agency employees include **EFT** for Full Time Benefits, or **EPT** for Part Time Benefits.

Step 21. Please note that **PSX** is used for Board Members. **EFN** and **EPN** do not apply to most agencies.

Step 22. Click the **Close** button.

Step 23. Click the **Return to Search** button.

Step 24. Next you will learn how to save a frequently used page as a Favorite.

Step 25. Click the **Actions** button.

Step 26. Click the **Add To Favorites** menu.

Step 27. Click the **Add** button.

Step 28. Click the **OK** button.

Step 29. Now, let's use Favorites to get to the Assign to Benefit Program page.

Step 30. Click the **NavBar** button.

Step 31. Click the **My Favorites** button.

Step 32. You will simply click on any Favorite that you have created.

Step 33. Congratulations! You have completed this lesson.

View an Employee's Plan

Section 2, Lesson 2 - View an Employee's Plan(s)

Procedure

In this lesson, you will learn how to view an employee's Benefit Plan(s). You can make changes, if necessary.

Step 1. Click the **Employee Self Service** button.

Step 2. Click the scrollbar.

Step 3. Click the **Workforce Administration** menu.

Step 4. Click the **Benefits Administration** button.

Step 5. Click the **Enroll in Benefits** link.

Step 6. Click the **Health Benefits** link.

Step 7. You are reviewing Health Benefits for Lucy Train091.

Step 8. Enter the desired information into the **Empl ID** field. Enter "**70911000643**".

Step 9. Click the scrollbar.

Step 10. Click the **Search** button.

Step 11. Click the **Activity Guide Navigation Area** button.

Step 12. This employee has three (3) Health Benefits plans. This first row shows the Medical Plan (**Plan Type 10**) information.

Step 13. Click the scrollbar.

Step 14. You can use the arrows to advance to the other plans or use **View All** to view them on one page.

Step 15. Click the **View All** link.

Step 16. Click the scrollbar.

Step 17. Click the scrollbar.

Step 18. The second row shows Dental plan information (**Plan Type 11**).

Step 19. Click the scrollbar.

Step 20. The third row shows **Plan Type 1T**, Medical Tobacco Premium, which is for smokers.

Step 21. Notice that the Coverage Election is **Waive**d. This employee is not a smoker.

Step 22. Click the **Activity Guide Navigation Area** button.

Step 23. In a similar manner, you can look up other Benefit Plans for this employee.

Step 24. Click the **Life and AD/D Benefits** link.

Step 25. Click the **Activity Guide Navigation Area** button.

Step 26. Click the scrollbar.

Step 27. There are four (4) rows of data for this employee's **Life and AD/D** (Accidental Death and Dismemberment) **Benefits**.

Step 28. Row 1 shows the employee's Basic Life coverage.

Step 29. Click the **View All** link.

Step 30. Click the scrollbar box.

Step 31. Click the scrollbar.

Step 32. Row 2 is the Supplemental Life coverage.

Step 33. Click the scrollbar box.

Step 34. Row 3 is AD and D.

Step 35. Click the scrollbar box.

Step 36. Row 4 is Dependent Life.

Step 37. Click the **Activity Guide Navigation Area** button.

Step 38. Click the **Disability Benefits** link.

Step 39. Click the **Activity Guide Navigation Area** button.

Step 40. This employee has two (2) rows of data for **Disability Benefits**.

Step 41. Row 1 is Short-Term Disability.

Step 42. Click the **Show next row (Alt+.)** button.

Step 43. Row two (2) shows Long-Term Disability coverage, which has been waived.

Step 44. Click the **Activity Guide Navigation Area** button.

Step 45. Click the **Savings Plans** link.

Step 46. Click the **Activity Guide Navigation Area** button.

Step 47. For **Savings Plans**, for this employee, Row 1 shows 401(k) information.

Step 48. The Flat Amount or Percent of Earnings is found under Before Tax Investment.

Step 49. Click the scrollbar.

Step 50. Click the **View All** link.

Step 51. Click the scrollbar.

Step 52. Click the scrollbar.

Step 53. Row 2 shows Payroll Health Contribution.

Step 54. Click the scrollbar.

Step 55. Row 3 shows PHC Offset to STH.

Step 56. Click the **Activity Guide Navigation Area** button.

Step 57. Click the **Savings Management** link.

Step 58. This employee doesn't have anything under Savings Management.

Step 59. Click the **Spending Accounts** link.

Step 60. Click the **Activity Guide Navigation Area** button.

Step 61. For **Spending Accounts**, the search screen appears to ensure that you will be using the same employee for your review or want to search for a different employee.

Step 62. We will continue with the same employee.

Step 63. Click the **Search** button.

Step 64. This employee is enrolled in a **Flex Spending Health** Plan.

Step 65. Their **Annual Pledge** is $500.

Step 66. The **Amount Contributed YTD** is $4166.66

Step 67. Click the scrollbar.

Step 68. Click the scrollbar.

Step 69. Click the **Activity Guide Navigation Area** button.

Step 70. Click the **Retirement Plans** link.

Step 71. Click the **Activity Guide Navigation Area** button.

Step 72. This employee is enrolled in the ERS Retirement Plan, **Plan Type 70**, PERS.

Step 73. Agencies may see additional retirement plans that are not applicable to their agency.

Step 74. Click the **Show next row (Alt+.)** button.

Step 75. This employee is also enrolled in the Pay Retirement Contribution Plan, **Plan Type 71** PRE.

Step 76. Click the **Return to Search** button.

Step 77. Congratulations! You have completed this lesson.

Current Benefits Summary

Section 2, Lesson 3 - Current Benefits Summary

Procedure

In this lesson, you will learn how to use the **Current Benefits Summary** page.

Step 1. Click the **NavBar** button.

Step 2. Click the **Navigator** button.

Step 3. Click the scrollbar.

Step 4. Click the **Benefits** menu.

Step 5. Click the **Review Employee Benefits** menu.

Step 6. Click the **Current Benefits Summary** menu.

Step 7. Enter the desired information into the **Empl ID** field. Enter "**70911000643**".

Step 8. Click the scrollbar.

Step 9. Click the **Search** button.

Step 10. The **Current Benefits Summary** page has two tabs. The first tab, **Benefit Enrollment Summary**, shows the Current Enrollments for this employee.

Step 11. Click the scrollbar.

Step 12. Next, view the **Benefits Deduction Summary** tab.

Step 13. Click the scrollbar.

Step 14. Click the **Benefit Deduction Summary** tab.

Step 15. 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.

Step 16. Congratulations! You have completed this lesson.

Section 3. Benefits - Interface Reports

Section 3. Benefits - Interface Reports

HIR/REH

Section 3, Lesson 1 - Benefits Hire/Rehire Report

Procedure

In this lesson, you will learn how to run the Benefits Hire/Rehire Report.

Step 1. Click the **Employee Self Service** button.

Step 2. Click the scrollbar.

Step 3. Click the **Workforce Administration** menu.

Step 4. Click the **Benefits Administration** button.

Step 5. Click the **Benefits Reports** link.

Step 6. Benefits Reports

Step 7. Click the **Benefits HIR/REH** link.

Step 8. If you have run this process before, you can use the **Find an Existing Value** tab and enter the Run Control ID and then click Search.

Step 9. In this example, you are **Adding a New Run Control ID**.

Step 10. Enter the desired information into the **begins with** field. Enter "**Hire**".

Step 11. Click the **Add a New Value** tab.

Step 12. Click the **Add** button.

Step 13. Click the **Activity Guide Navigation Area** button.

Step 14. The **Hire** should be entered into CAPPS **first** and then you can use this report to enter the employee in ERS online.

Step 15. Click in the **Company** field.

Step 16. Enter the desired information into the **Company** field. Enter "**091**".

Step 17. This report is typically run on a monthly basis.

In this lesson, you will run it for a much longer time period for training purposes.

Step 18. Click in the **From Date** field.

Step 19. Enter the desired information into the **From Date** field. Enter "**09012019**".

Step 20. Click in the **End Date** field.

Step 21. Enter the desired information into the **End Date** field. Enter "**01282021**".

Step 22. Click the **Run** button.

Step 23. Click the **OK** button.

Step 24. Click the **Process Monitor** link.

Step 25. Click the scrollbar.

Step 26. Click the **Refresh** button.

Step 27. Click the **Details** link.

Step 28. Click the **View Log/Trace** link.

Step 29. Click the **ashr1051_5504963.PDF** link.

Step 30. Use the **Down Arrow** to view additional pages.

Step 31. Click the **Close Tab (Ctrl+W)** button.

Step 32. Click the **Close** button.

Step 33. Click the **Close** button.

Step 34. Click the scrollbar.

Step 35. Click the scrollbar.

Step 36. Click the **Go back to H_RUN_ASHR1051** link.

Step 37. Congratulations! You have completed this lesson.

Texas Saver

Section 3, Lesson 2 - Texas Saver Inquiry Results

Procedure

In this lesson, you will run the Texas Saver inquiry results.

Step 1. Click the **Employee Self Service** button.

Step 2. Click the scrollbar.

Step 3. Click the **Workforce Administration** menu.

Step 4. Click the **Benefits Administration** button.

Step 5. Click the **Texas Saver** link.

Step 6. Click the **Activity Guide Navigation Area** button.

Step 7. **Note:** The inquiry for **Texas Saver Results** is only available on (or after) the third work day of the month.

Step 8. **Texas Saver Results** is an inquiry. An inquiry is different from a report because it displays the results onscreen in real time.

Step 9. Click in the **begins with** field.

Step 10. Enter the desired information into the **begins with** field. Enter "**032**".

Step 11. Click the **Search** button.

Step 12. Click the scrollbar.

Step 13. Click the **Details** tab.

Step 14. The **Details** tab shows changes for employees.

Step 15. Legend for Texas Saver Results **Details** page:

A = Add

P = Participant change

C = Agency change

S = Stop

Step 16. Click the scrollbar.

Step 17. Click the scrollbar.

Step 18. Click the **Other Info** tab.

Step 19. This tab displays any errors that exist.

Step 20. Click the scrollbar.

Step 21. Click the **Errors** tab.

Step 22. Click the scrollbar.

Step 23. Click the **Details** tab.

Step 24. Click the scrollbar.

Step 25. There are comments listed to describe the error(s).

Step 26. Click the **Activity Guide Navigation** button.

Step 27. Congratulations! You have completed this lesson.

ERS Inbound

Section 3, Lesson 3 - ERS Inbound

Procedure

In this lesson, you will learn how to view the ERS inbound results.

Step 1. Click the **Employee Self Service** button.

Step 2. Click the scrollbar.

Step 3. Click the **Workforce Administration** menu.

Step 4. Click the **Benefits Administration** button.

Step 5. Click the **Activity Guide Navigation Area** button.

Step 6. Click in the **Agency ID** field.

Step 7. Enter the desired information into the **Agency ID** field. Enter "**032**".

Step 8. Click the **Search** button.

Step 9. The page opens with **Overall Results**. More discrete presentations are available on each of the tabs.

Step 10. Click the scrollbar.

Step 11. Click the scrollbar.

Step 12. Click the **A records** tab.

Step 13. The **A records** tab contains demographic data.

Step 14. Click the **Other Info** tab.

Step 15. Click the **Results** tab.

Step 16. Click the **AC records** tab.

Step 17. The **AC records** tab contains enrollment data.

Step 18. Click the **Other Info** tab.

Step 19. Click the **Pay Hlth Contrb Recs** tab.

Step 20. The **Pay Hlth Contrb records** tab contains the Pay Health Contribution Transactions.

Step 21. Click the **Other Info #1** tab.

Step 22. Click the **Other Info #2** tab.

Step 23. Click the **F records** tab.

Step 24. The **F records** tab contains TexFlex data.

Step 25. Click the **Other Info** tab.

Step 26. Click the **FA records** tab.

Step 27. The **FA records** tab contains Financial Adjustments data.

Step 28. Click the **Message Catalog** tab.

Step 29. The final tab shows you the Message # and the Message Text.

Step 30. Click the **Activity Guide Navigation Area** button.

Step 31. Congratulations! You have completed this lesson.

ERS/CAPPS Reconciliation

Section 3, Lesson 4 - ERS/CAPPS Reconciliation

Procedure

In this lesson, you will learn how to view the ERS/CAPPS Reconciliation report.

Step 1. Click the **Employee Self Service** button.

Step 2. Click the scrollbar.

Step 3. Click the **Workforce Administration** menu.

Step 4. Click the **Benefits Administration** button.

Step 5. Click the **Benefits Reports** link.

Step 6. Click the **ERS/CAPPS Insurance Recon** link.

Step 7. The **ERS/CAPPS Reconciliation Report** is used to compare employee data in ERS (using ERS monthly snapshot file) with the data in CAPPS.

This report is a tool for benefit coordinators to catch any situations that were missed on the daily interface/loads and take necessary steps to correctly process the employee's benefits.

The purpose of this report is to keep both systems in sync as much as possible.

Step 8. The ERS 100% Snapshot file is loaded on the 10th of every month and this report can be run after the file has successfully processed.

This file will have all employees for CAPPS Central Agencies and their ERS elections as of the end of the prior month (of the file being processed).

Step 9. Enter the desired information into the **Run Control ID** field. Enter "**InsRec**".

Step 10. Click the **Add a New Value** tab.

Step 11. Click the **Activity Guide Navigation Area** button.

Step 12. Click the **Add** button.

Step 13. Click in the **Company** field.

Step 14. Enter the desired information into the **Company** field. Enter "**065**".

Step 15. Use the end of the prior month for the Month End Date.

Step 16. Click in the **Month End Date** field.

Step 17. Enter the desired information into the **Month End Date** field. Enter "**01312021**".

Step 18. Click the **Run** button.

Step 19. Click the **OK** button.

Step 20. Click the **Process Monitor** link.

Step 21. Click the scrollbar.

Step 22. Click the **Refresh** button.

Step 23. Click the **TXERS100** link.

Step 24. The **TX100RP1** report will compare the SSN, Names, DOB, Gender and ABBR between the ERS File and CAPPS.

The **TX100RP2** (the second report of the reconciliation) compares and matches employee details and will print the discrepancies for the user to perform further analysis and make the appropriate corrections.

Step 25. Click the **5505085 - TX100RP1 Success** tree item.

Step 26. Click the **View Log/Trace** link.

Step 27. Click the **tx100rp1_5505085_1.PDF** link.

Step 28. The PDF Report opens in a new tab (or a new window, depending on your browser settings).

Step 29. This report will compare SSN, Names, DOB, Gender &AABR between ERS File and CAPPS.

Step 30. There are several sections to this report (not shown):

- SSN on ERS File, not in CAPPS - Insurance Info
- SSN on ERS File, not in CAPPS - Flex Info
- SSN in CAPPS, not on ERS File - Personal Info
- SSN in CAPPS, not on ERS File - Insurance Info
- SSN in CAPPS, not on ERS File - Flex Info
- SSN on ERS File, Terminated in CAPPS - Personal Info
- SSN on ERS File, Terminated in CAPPS - Insurance Info
- SSN on ERS File, Terminated in CAPPS - Flex Info

Step 31. Click the **Close** button.

Step 32. Click the **Close** button.

Step 33. Click the **5505086 - TX100RP2 Success** tree item.

Step 34. Click the **View Log/Trace** link.

Step 35. Click the **tx100rp2_5505086_1.PDF** link.

Step 36. This is a screenshot of the 2nd report (TX100RP2).

Step 37. There are several sections to this report (not shown):

- Employee Match and Compare - Personal Info
- Employee Match and Compare - Insurance Info
- Employee Match and Compare - Flex Info

Step 38. Click the **Close Tab (Ctrl+W)** button.

Step 39. Click the **Close** button.

Step 40. Click the **Close** button.

Step 41. Click the **Close** button.

Step 42. Click the **Activity Guide Navigation Area** button.

Step 43. Congratulations! You have completed this lesson.

Step 44.

Section 4. FMLA (See Job Aid)

Section 4. FMLA

<u>Summary:</u>

This is the recommended process for agencies to use to track FMLA.

- Manager or FMLA Administrator is notified employee is going out on FMLA
- Manager notifies agency FMLA administrator
- FMLA administrator enters FMLA event in CAPPS

NOTE: For dual employment the primary agency will administer the FMLA event.

FMLA Query for Eligibility

Section 4, Lesson 1 - FMLA Query for Eligibility

Procedure

In this lesson, you will learn how to run the FMLA Query for Eligibility.

This query will show you how to check for eligible FMLA hours.

Step 1. Click the **Main Menu** button.

Step 2. Click the **Reporting Tools** menu.

Step 3. Click the **Query** menu.

Step 4. Click the **Query Viewer** menu.

Step 5. Enter the desired information into the **begins with** field. Enter "**%fmla**".

Step 6. Click the **Search** button.

Step 7. Click the **Excel** link.

Step 8. Enter the desired information into the **Employee ID** field. Enter "**99054079705**".

Step 9. Click the **View Results** button.

Step 10. Click the **Open** button.

Step 11. Click the **Close** button.

Step 12. Click the **Close Tab (Ctrl+W)** button.

Step 13. Congratulations! You have completed this lesson.

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 1. Navigate to the **TX FMLA Administration** page.

Step 2. Click the **Main Menu** link.

Step 3. Click the **Benefits** menu.

Step 4. Click the **Track FMLA (Family Medical Lv)** menu.

Step 5. Click the **TX FMLA Administration** menu item.

Step 6. The system provides multiple ways to search for an employee.

Step 7. You can search, for example, by **Empl ID** (Employee ID), **Name** or **Last Name**, or any other search criteria listed on this page.

Step 8. You will create an FMLA event for Employee ID **00000000047**.

Step 9. Enter "**%00047**" into the **Empl ID** field.

Step 10. Click the **Search** button.

Step 11. Click the **Test Employee ZZ** link.

Step 12. This page is used for both types of Leave:

FMLA Event

Parental Leave Event

Step 13. This lesson shows you how to create an FMLA Event, but you will see the specific entry needed to create a Parental Leave Event.

Step 14. The ***Request Date** will default to the system date (current date). You can change this value if necessary.

Step 15. 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.

Step 16. Enter "**03092015**" into the **Begin Date** field.

Step 17. 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.

Step 18. **Note**: this is an optional field.

Enter "**05112015**" into the **Return Date** field.

Step 19. 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.

Step 20. The next two fields are optional.

Step 21. If you enter a number in the **Time Requested** field, you can select Days, Hours, or Weeks in the **Time Requested (Units)** field.

Step 22. Click the **Leave Reason** list.

Step 23. Select the appropriate ***Leave Reason** from this list.

Step 24. Click the **Care of Child** list item.

Step 25. **Leave Type** is an optional field. You can select from **Continuous**, **Intermittent**, **Irregular Intermitten**t, or make no entry at all.

Step 26. The system defaults the value '**Continuous**' when you first open this page.

Step 27. Click the **Save** button.

Step 28. When you **Save** this page, the system assigns an **FMLA Request ID** number to the event.

Step 29. 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.

Step 30. You must run the **Eligibility** checking process before you can Approve this event.

Step 31. Click the **CAPPS Eligibility** tab.

Step 32. 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.

Step 33. 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.

Step 34. 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**.

Step 35. This field should be changed when an employee is <u>NOT</u> eligible for FMLA, but can take Parental Leave.

Step 36. 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.

Step 37. Click the **Eligibility and Entitlement** button.

Step 38. This employee is entitled to receive FMLA time off.

Step 39. 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.

Step 40. If eligible **<u>is not</u>** checked, you would go to **"Request"** tab to deny the event (unless your agency decides to approve the event anyway).

Step 41. CAPPS will allow the administrator to add/approve the event.

Step 42. In this example, eligible is checked so you will move forward.

Step 43. Now you are able to **Approve** the FMLA activity.

Step 44. Click the **Request** tab.

Step 45. **Note:** If this step is not performed the FMLA Activity page will not open for entry.

Step 46. Click the **Approval Status** list.

Step 47. Click the **Approved** list item.

Step 48. Click the **Save** button.

Step 49. Note that the **Approval Status** is now grayed out.

Step 50. This event can now be used on the employee's timesheet(s) to reflect leave time taken under FMLA.

Step 51. The last tab, **FMLA Activity**, keeps track of how many hours or weeks this employee has remaining on this FMLA event.

Step 52. Three (3) weeks, or 90 hours, of time has been processed from Time and Labor with the Request ID from the event. (The timesheets and processing are not shown in this lesson. Those totals are reflected on this page).

Step 53. On the previous screen, you saw that Time & Labor hours are reported in **Total TL Hours**.

Step 54. If the employee has LOA hours, the **LOA Activity** section is used for reporting those hours. Enter the time for the days out on LOA that correlate to the Job Data LOA action/reason effective date.

Step 55. When entries are made here, they will be summed into the **Total Job LOA Hours** field.

Step 56. **Note:** Entering **LOA Activity** hours is a manual step. If any of this time overlaps with T&L time, then T&L time will be deleted.

Step 57. In this way, the system will track the number of days used on FMLA, so that the employee doesn't take more than the law allows.

Step 58. The Available FMLA Balance link displays when the status is Expected/Open.

Step 59. The **FLMA Open Events** screen only displays OPEN EVENTS. It displays the **FMLA Request ID and** the **Date Range.**

Step 60. The FMLA administrator will need to let the manager and employee know the **Request ID** (e.g. 001, 002...) to use when entering FMLA on the timesheet.

Step 61. The **Available Balance** section displays the balance for **FMLA** and **Military Caregiver (MCL).**

Step 62. The **Available Balance** allows the agency to monitor concurrent or overlapping FMLA or Military Caregiver events.

Step 63. Congratulations! You have successfully completed this lesson.