



OHR end-user documentation overview

Determining employee eligibility for Family Medical Leave Act

Benefits Design and Management
Office of Human Resources

Revised 6/26/18

Determining Employee Eligibility for FMLA

To be eligible for FMLA, the employee must:

- 1) Have been employed for at least 12 months **and**
- 2) Have worked at least 1250 hours during the 12 months immediately prior to the requested leave date **and**
- 3) Have not already exhausted his/her FMLA entitlement.

Eligibility Requirement #1

Verify that the person has been an Arizona University System - Arizona State University, Northern Arizona University, The University of Arizona, or Arizona Board of Regents - employee for at least 12 months.

- * Months do not need to be consecutive
 - e.g. 3 months in 2010 plus 2 years 2005-2006
- * Employment prior to a break in service of seven years or more should not be counted unless the employee was on active duty with the National Guard or Reserve or there was a written agreement of intent to rehire the employee after the break in service.

In the Human Resources Information System:

- 1) Go to Workforce Administration
- 2) Select the Job Data screen

The screenshot shows the 'Job Data' search interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Workforce Administration > Job Information > Job Data'. Below this, the 'Job Data' title is highlighted with a red box. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is present. Below the button, a text input field for 'Maximum number of rows to return (up to 300):' contains the value '300'. The search criteria section includes several fields: 'Empl ID:' with a dropdown set to 'begins with' and a text input containing '1010101010' (both highlighted with a red box); 'Empl Rcd Nbr:' with a dropdown set to '='; 'Alternate Employee ID:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:' each with a 'begins with' dropdown and an empty text input. At the bottom of the criteria section, there are two checkboxes: 'Include History' (checked, highlighted with a red box) and 'Case Sensitive' (unchecked). Below the checkboxes are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 3) Enter the employee's 10-digit ID number - or the employee's first and last names
- 4) Select Include History
- 5) Click Search

Determining Employee Eligibility for FMLA

6) You are now on the Work Location screen

Work Location

HR Status: Active Payroll Status: Active

Effective Date: 02/08/2010 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Rehire Rehire After 12th Months Current

Last Start Date: 02/08/2010 Termination Date:

Expected Job End Date: End Job Automatically

Position Number: 156600 Consultant Position Entry Date: 02/08/2010

[Override Position Data](#) Position Management Record

Regulatory Region: USA United States

Company: ASU Arizona State University

Business Unit: D0101 D - Business & Finance

Department: D0501005 Department Entry Date: 02/08/2010

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University Date Created: 02/10/2010

Job Data **Employment Data** Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

7) Select Employment Data

8) You are now on the Employment Information screen

Employment Information

John Smith EMP ID: 10101010 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: 03/29/2004 Override

Last Start Date: 02/08/2010 First Start Date: 03/29/2004

Termination Date: Years Months Days

Org Instance Service Date: 03/29/2004 Override 6 2 5

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 02/08/2010 First Assignment Start: 03/29/2004

Assignment End Date:

Home/Host Classification: Home Years Months Days Time Reporter Data

Company Seniority Date: 03/29/2004 Override 6 2 5

Benefits Service Date: 03/29/2004 Override 6 2 5

Seniority Pay Calc Date: 03/29/2004 Override 6 2 5

Probation Date:

Professional Experience Date: Last Verification Date:

Business Title: Position Phone:

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

9) Note the **Original Start Date**

10) Note the **Last Start Date**

Determining Employee Eligibility for FMLA

- 11) If the Original Start Date and the Last Start Date are the same and are at least 12 months prior to the requested leave date, the employee has met the first part of the eligibility requirement.
- 12) The leaves representative should contact the department's designated Benefits Administrator* if the Original Start Date and the Last Start Date:
 - * Are the same but within 12 months of the requested leave date, or
 - * Are different.

If the person is a transfer employee within the Arizona University System, please contact your department's Leaves Management Partner for assistance in determining eligibility for this first requirement.

GET ASSISTANCE

Leaves Management Partners

cfo.asu.edu/hr-benefitspartners

Call internal extension 2-1748 or email HR_Disability@asu.edu.

Eligibility Requirement #2

Verify that the employee has **worked** at least 1250 hours during the 12 months immediately prior to the requested leave date.

- Unpaid hours off do *not* count
- Paid time off under a leave benefits plan - e.g., sick, or vacation- do **not** count
- Hours taken for National Guard or Reserve duty **do** count
- Hours worked as a student worker **do** count
- Furlough hours **do** count
- If an employee works multiple jobs, worked hours are added together and all **do** count

The **Scheduled Leave Planning Report** on the dashboard is used:

- 1) Go to [dashboard](#)
- 2) Select Human Resources on the left sidebar menu
- 3) Log in
- 4) Select Scheduled Leave Planning, on the left side bar menu

Determining Employee Eligibility for FMLA

ASU ARIZONA STATE UNIVERSITY

ASU Home My ASU Colleges & Schools

My ASU My Info

Hide header

Dashboard Main

Search By: Employee Name (Example: first name last name or last name) Printer Friendly

Workforce

Leave Type: ALL Approval Type: ALL Plans to Work: ALL From: 5/27/2010 To: 6/27/2010 Go

SUMMARY

Please enter search term along with your selections and press 'Go' to see results.

Employee List/Job

Scheduled Leave Planning

Vacation Planning

Reports

There may be some delay while the dashboard loads, depending on the amount of data being presented/retrieved.

- 5) In the Search By box, select Employee ID - or - Employee Name
- 6) Enter the employee 10-digit ID number - or - employee name in the box to the right
- 7) In the Leave Type box, select ALL
- 8) In the Approval Type box, select ALL
- 9) In the Plans To Work box, select ALL
- 10) In the From box, enter the date one year prior to the requested leave date
- 11) In the To box, enter today's date
- 12) Click Go
- 13) If you entered the employee's name - rather than ID, a menu will appear listing all employees with the identical name; click on your employee's name

Hide header

Dashboard Main

Search By: Employee Name John Smith (Example: first name last name)

Workforce

Leave Type: ALL Approval Type: ALL Plans to Work: ALL From: ...

SUMMARY

After changing drop downs and/or search box, press 'Go' to see updated results.

Click on Employee ID to go to Peoplesoft DTA Time Approval.

Employee List/Job

Scheduled Leave Planning

Vacation Planning

Reports

	Full Name	Title
1	John Smith	-
2	John Smith	-
3	John Smith	-
4	John Smith	-
5	John Smith	-
6	John Smith	-
7	John Smith	-

- 14) The report will show either:
 - 1) All hours - worked and non-worked - for a non-exempt employee, or
 - 2) All exception hours for an exempt employee

Leave Planning

Show Columns

	Date	Day	Employee ID	Name	Plans to Work	Dept ID	Leave Type	Hourly or Salary	Appr. Not/Appr Denied	Hours	Reports To
1	2010-03-12	Fri, Mar 12			-	D0501005	Vacation	S	AP	4	
2	2010-04-16	Fri, Apr 16			-	D0501005	Sick Leave	S	AP	2.5	

- 15) Export the report to Excel by clicking on the icon

Determining Employee Eligibility for FMLA

In the Excel spreadsheet:

- For a hourly - non-exempt - employee:
 - 1) Delete all exception hour rows - e.g. Vacation, Sick, Holiday
 - 2) Total the number of remaining Regular and Furlough hours

- For a salaried – exempt - employee:
 - 1) Total the number of exception hours
 - 2) Determine the employee's annual scheduled work hours
 - a) Go to Workforce Administration
 - b) Select the Job Data screen
 - c) Enter the employee's 10-digit ID number - or - the employee's first and last names
 - d) Select Include History
 - e) Click Search
 - f) Click the Job Information tab along the top
 - g) You are now on the Job Information screen

The screenshot shows the 'Job Information' tab for employee John Smith (ID: 10101010). The 'Standard Hours' field is highlighted with a red box and contains the value 40.00. Other visible fields include Effective Date (02/08/2010), Job Indicator (Primary Job), Job Code (191427), Supervisor Level (109430 Asst Director), Regular/Temporary (LT Temp), Empl Class (Svc Prof), Regular Shift (N/A), Classified Indc (Svc Prof), Work Period (W Weekly), and FTE (1.000000). The 'ASU Jobcode/Position Data' section shows Workers' Comp Code (8868), EEO Job Group (321), and Management-Related Specialists.

- h) Note the Standard Hours
- i) Multiply the Standard Hours by 52 - weeks
- 3) Subtract the exception hours from the employee's annual Standard Hours

If the total number of worked hours is at least 1250, the employee has met the second part of the eligibility requirement.

If the person is a transfer employee from the Arizona University System, please contact your department's **Leaves Management Partner** for assistance in determining eligibility for this second requirement.

Determining Employee Eligibility for FMLA

Eligibility Requirement #3

Determine the amount of FMLA leave the employee has already taken, if any, since the last anniversary month. The anniversary month is the month designated in the **Last Start Date** - See Eligibility Requirement #1.

To search for prior FMLA usage, in HRIS:

- 1) Go to Workforce Administration
- 2) Select the Job Data screen
- 3) Enter the employee's 10-digit ID number - or - the employee's first and last names
- 4) Select Include History
- 5) Click Search
- 6) You are now on the Work Location screen

The screenshot shows the 'Job Data' screen for John Smith (EMP ID: 1010101010). The 'Work Location' tab is selected. The 'Action' field is set to 'Return from Leave' with an effective date of 04/06/2009. The 'Last Start Date' is 11/13/2007. The 'Action' field is highlighted with a red box, and the 'Last' button in the top right corner is also highlighted with a red box.

- 7) Click on the arrow to the left of the word Last
- 8) Continue to click the arrow while searching for a Return from Leave in the Action field

Rmember – you need only go back as far as the last anniversary date

- 9) If there is a Return from Leave action, note the effective date
- 10) Continue to click the arrow to search for the Un/Paid Leave of Absence in the Action field
- 11) Note the effective date
- 12) Count the number of days between the effective dates and divide by 7 to calculate the number of weeks and days the employee has already used

Determining Employee Eligibility for FMLA

13) Determine if the employee has had any Intermittent Leave usage during this period by referring to the employee's department leave file. Count the actual number of work hours missed and divide by 8 to calculate the number of days already used.

Subtract the amount of FMLA time already taken since the last anniversary date from the 12-week entitlement to determine how many weeks the employee has remaining to use.

If the person is a transfer employee from the Arizona University System, please contact your department's **Leaves Management Partner** for assistance in determining eligibility for this second requirement.