



State of Wisconsin Department of Administration

Administrator Guide to the State of Wisconsin Medical Leave & FMLA Application

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How to Access Leave Requests

1. Go to <https://fmla.wi.gov>
2. Enter your IAM in the User ID field and your password (this the same password you use to log into STAR/PeopleSoft)
3. Click **Sign In**



State of Wisconsin Medical Leave & FMLA System

FMLA

User ID



Password

Sign In

Medical Leave & FMLA Request Application
Use your IAM and password to begin the Request process. Prior to starting, you may want to review the resources about Medical Leave & FMLA that are provided once you log into the system

4. The following screen will be displayed. Click on **Medical Leave Coordinators** to access requests that have been submitted. You must have the security role of **Agency FMLA Coordinator** in the STAR Human Resources system to access the Medical Leave Coordinators section of this application.

5.

 <p><u>Medical Leave & FMLA Request</u></p> <p>Click on the above link to begin your leave request.</p> <p>Please contact your local HR office or Medical Leave Coordinator if you have questions.</p>	 <p><u>Medical Leave Coordinators</u></p> <p>For Medical Leave Coordinators only. Click above link to review requests.</p> <p>Administrator Guide to the FMLA System</p>
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6. All requests within your row-level security as defined in STAR HCM will appear within the Medical Leave Coordinators workspace. For example, if you have regional security, you will see requests for your entire region. If you have agency or departmental security, you will see requests within the agency or department. To review the details of a specific request, click anywhere within the request's row.

FMLA Requests										
Export to Excel		Search by Empl ID...		Clear Filters		Save Filters		Refresh		
Agency Name	Department Name	Employing Unit	Employee ID	Employee Name	Submission Date	Request Status	Leave Type	Reason for Leave	FMLA Eligible?	WI FMLA Eligible?
Administration					08-20-2025	Under Review	Both	Exigency		
Administration					08-20-2025	New Request	Intermittent	Service Member Care		
Administration					08-20-2025	Under Review	Intermittent	Family Illness	Yes	Yes
Administration					08-20-2025	Awaiting Documentation	Block	Employee Illness	No	No
Administration					08-20-2025	New Request	Block	Adoption		

1 2 20 Items per page 1 - 20 of 24 items

How to Navigate the FMLA Requests Page

The following fields are displayed on the FMLA Requests Page:

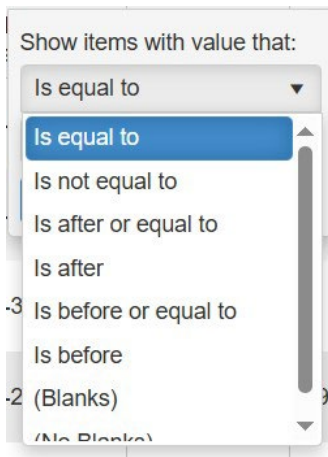
- Agency Name
- Department Name
- Employing Unit
- Employee ID
- Employee Name
- Submission Date
- Request Status
- Leave Type (Block, Intermittent, or Both)
- Reason for Leave (Birth, Adoption, Foster Care, Employee Illness, Family Member Illness, Service member Care, Exigency)
- FMLA Eligible
- WI FMLA Eligible
- Awaiting Return-to-Work Documentation
- Anticipated Return-to-Work Date
- Work Restrictions Apply?
- Next Follow-Up Appt. Date
- Med Cert Due Date
- Frequency Duration
- Assigned Coordinator

There are several tools available to help you navigate the FMLA Requests Page.

1. Click on any of the **header rows** to sort the information in either ascending or descending order alphabetically (an arrow ↑ will appear in the column header to let you know that sorting is on that column).

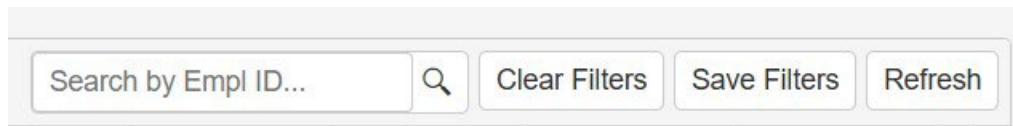
Employee Name...↑	Submission Date
-------------------	-----------------

2. Click on the **filter icon** in any header column to filter information within the column.
 - Select the value(s) next to the information you want to filter and click the **Filter** button.

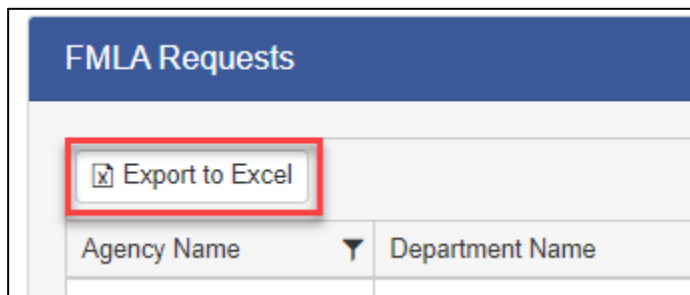


- Click **Clear** within a specific filter remove.

3. The Search box allows you to search by Employee ID only. When you enter the Employee ID, all requests associated with the Employee ID will display on the FMLA Requests Page.
4. The **Clear Filters** button at the upper right of the FMLA Requests grid allows you to clear all filters in place.
5. The **Save Filters** button allows you to save filter and grid settings until cleared.
6. The **Refresh** button is used to obtain the latest data and retains any filters and/or grid settings in place.



7. The **Export to Excel** button will allow you to export the results displayed on the grid to Excel. You can export all records or records based on active filters.



Reviewing and Accepting an FMLA Request

1. From the FMLA Requests grid, click anywhere in the row of the request that you would like to review.

FMLA Requests										
<input type="checkbox"/> Export to Excel		Search by Empl ID...		Clear Filters		Save Filters		Refresh		
Agency Name	Department Name	Employing Unit	Employee ID	Employee Name	Submission Date	Request Status	Leave Type	Reason for Leave	FMLA Eligible?	W/ FMLA Eligible?
Administration					08-20-2025	Under Review	Both	Exigency		
Administration					08-20-2025	New Request	Intermittent	Service Member Care		

2. When clicked, a request will open in a new tab. On this screen you may review all details of the request and upload files on behalf of the employee. The information on this page is exactly what the employee sees relative to their request.
 - **Email Notifications** – You will see copies of all system-generated notifications sent via email.
 - **Documents** - You will see any documents uploaded to the request. To upload documents not automatically visible to the employee, upload from the **Check List** page.

Attachment Type

Employee Certification from Health Care Provider

▼

Attachment

Select File

Upload Document

Documents

File Type	File Name	Date Added
Employee Certification from Health Care Provider	Employee Certification.pdf	9/23/2025 7:38 AM
Other	Employee Assistance Program.pdf	9/23/2025 7:37 AM

◀

1

▶

1 - 2 of 2 items

- The following **Attachment Types** are available:
 - Employee Certification from Health Care Provider
 - Family Member Certification from Health Care Provider
 - Fitness for Duty Certification – Return to Work
 - Doctor's Note
 - Military Certification/Orders
 - Non-FMLA Documents (e.g. Leave of Absence)
 - Email
 - Other
- The following file types can be uploaded into the application with a maximum file size per document of 20Mb:
 - PDF, JPG, JPEG, TIFF, MSG, DOC, DOCX, XLS, and XLSX
 - PDF
 - JPG and JPEG (image files)
 - TIFF
 - MSG
 - Word documents (.doc, .docx)
 - Excel documents (.xls, .xlsx)

- **Employee Information** – This section is populated from STAR HCM. The employee can update their personal email, phone number during leave and home address.
- **Information about Additional Jobs** – If an employee has more than one Empl Record, the additional jobs will be displayed.

Information about Additional Jobs						
Employee Name	Employee ID	Empl Record	Empl Class	Position Title	Department Name	Supervisor Name
No additional jobs found.						

- **Reason for Leave** – The employee can select only one option.

Reason for Leave
(You should only select one option for Reason of Leave. If you have multiple, qualifying conditions for FMLA leave, please submit a separate request for each one.)

☐ Birth
☐ Adoption
☐ Foster Care
☐ Employee's own serious health condition.
☐ To care for a family member with a serious health condition.
☒ To care for a covered military service member with a serious injury or illness.

Name of service member: lieutenant dan
Relationship to service member: lieutenant

☐ For a qualifying exigency due to military deployment to a foreign country of the employee's spouse, son or daughter, or parent in the regular or reserved armed forces.

- **Leave Request Explanation** – This is the employee's leave request explanation, 5 to 500 characters.

Leave Request Explanation

When my own serious health condition flares up it prevents me from performing all essential job duties.

- **Dates of Leave** – The employee can enter a block of leave and/or intermittent or reduced work schedule leave. This section also includes a section to describe the requested intermittent leave or reduced work schedule (up to 500 characters in length).

Dates of Leave

You must enter your anticipated or actual dates of leave below. Check all that apply.

① Click the calendar icon to select a date.

☒ A block of leave

Leave Start Date: 09-23-2025

Leave End Date: 09-30-2025

☒ Intermittent leave or reduced work schedule

Leave Start Date: 10-01-2025

Leave End Date: 12-31-2025

Please describe the requested intermittent leave or reduced work schedule below.

For treatment and flare-up episodes

- **Leave Usage** – The employee can check boxes next to the leave type(s) they want to use during their leave, with the most recent leave balances from STAR HCM auto-populating. Unpaid Leave hours must be numeric; the employee will receive an error message text is entered and they click Review & Submit.

Leave Usage

What type(s) of leave do you plan on using during your FMLA-related absence?

Check all applicable leave type(s).

Leave balance as of 09-06-2025

☒ Sick Leave

Sick Leave Balance: 351.5

☒ Vacation

Vacation Balance: 61.38

☐ Personal Holiday

Personal Holiday Balance: 16

☐ Legal Holiday

Legal Holiday Balance: 32

☐ Sabbatical

Sabbatical Balance: 0

☐ Comp Time

Comp Balance:

☒ Unpaid Leave

Enter the number of unpaid hours of leave you expect to use (if known).

40

Please note that using Unpaid Leave will reduce annual vacation balances and other paid leave amounts.

- **Submission Acknowledgement** – This section provides the name of the person who submitted the request and the submission date.
 - You will see a **Submit Request** and an **Update** button on this page because these buttons are also available to the employee. **DO NOT click these buttons.** If you need to make changes to the request, you will use the **Edit** button at the top of the page. See [How to Edit a Request](#) for details.

Submission Acknowledgement

Submission Acknowledgement: If this leave is approved, any absence from work will be charged against the Wisconsin and/or Federal FMLA entitlement; (2) Supporting documentation may need to be submitted; (3) An employee who fraudulently obtains Family and Medical Leave is not protected by the FMLA's job restoration or maintenance of health benefits provisions. In addition, the State may take all available appropriate disciplinary action against such employee due to such fraud; (4) Employees are required to follow standard call-in procedures for approved intermittent FMLA absences; (5) Employees are required to follow standard call-in procedures until receiving notice of approval for a continuous FMLA leave; and (6) Entering your name below indicates your acknowledgement that the information provided in the application is true, to the best of your knowledge.

Name of Person Submitting Request

Submission Date 09-23-2025

Submit Request

Update

3. If the request is in a **New Request** status (the application status is displayed in the upper left of the page), click the **Accept Request** button at the top of the page to assign the request to yourself.

Status: New Request

Withdraw

Accept Request

Edit

Delete

Audit Log

Back To HR List

4. Once you accept the request, the status of the request will change to **Under Review** and the buttons available at the top of the page will update.
 - **Extend or Modify** – DO NOT USE, this is for employees only to update the information in their request.
 - **Withdraw** – Can be used by the employee or Medical Coordinator to withdraw the request.
 - **Check List** – Will open a new tab to the FMLA HR Check List and FMLA Coordinator Workspace sections.
 - **Edit** – Used by the Medical Coordinator to edit a request (reason, dates, justification etc.).
 - **Delete** – Used by the Medical Coordinator to delete request and generally not recommended for use. If there is an issue with a request such as a duplicate submission, use the Withdraw button and document the reason for withdrawal for recordkeeping purposes.
 - **Audit Log** - Will bring you to a log of all the different iterations of the request.
 - **Back to HR List** - Will bring you back to the FMLA Requests page.

Medical Coordinator Administrative Page (FMLA HR Check List & FMLA Coordinator Workspace)

This is the administrative page for reviewing eligibility, making an FMLA determination and other associated information. The Eligibility Notice is created from the FMLA HR Check List section, and the Designation Notice is created from the FMLA Coordinator Workspace section.

Accessing the Medical Coordinator Administrative Page

1. You can access the page from a request that is in any status except Draft. If a request is in Draft status, the employee has not submitted the request yet so the page is not available.

2. When you access a specific request, the View Request tab opens. The request Status appears at the top left of the page. This status may be updated automatically by the system and/or manually updated by the Medical Coordinator.
3. To open the FMLA HR Checklist tab, click on the **Check List** button at the top of the page to access the page.

This screenshot shows the top navigation bar of the system. On the left, the status 'Status: Under Review' is displayed in red text. To the right of the status are several action buttons: 'Extend or Modify', 'Withdraw', 'Check List' (highlighted with a red rectangular box), 'Edit', 'Delete', 'Audit Log', and 'Back To HR List'.

4. When work is complete, you may close out of the View Request and FMLA HR Checklist tabs Check List tabs to return to the main FMLA Requests page.

This screenshot shows the browser's tab bar. There are three tabs open: 'HR Index - WI State FMLA', 'ViewRequest - WI State FMLA', and 'FMLA HR CheckList - WI State FMLA'. The 'FMLA HR CheckList' tab is the active tab, indicated by its position and the '+' icon to its right.

- To manually update the Status, click on the drop down arrow to select the applicable status and then click the **Update Status** button. You will also see a checkbox with the option to “Email Employee”. If this box is checked, a system-generated email will be sent to the employee. See [System Notification](#) for content.

This screenshot shows the 'FMLA HR Check List' form. The 'Status' dropdown menu is open, showing options: 'New Request', 'Under Review', 'Approved' (highlighted in blue), 'Denied', 'Draft', 'Withdrawn', 'Change Request', 'Awaiting Documentation', 'Closed', and 'Agency Designation'. To the right of the dropdown is a checkbox labeled 'Email Employee' with a question mark icon, which is highlighted with a red box. Further right is a blue button labeled 'Update Status', also highlighted with a red box. On the left side of the form, there is a 'Back to Requests' button and a 'Refreshed As Of' date of '01-12'. Below that, it says 'QAS Data is Not Locked' and 'Employee Name' is partially visible as 'Semiann...'. On the right side, there is a section for 'FMLA Coordina' with a checked 'Documentation' checkbox and a 'Date Received' field.

Understanding Request Statuses

Status	Definition	How Updated
Draft	Request started but not submitted by the employee	Automatically assigned by the system when the employee saves their request.
New Request	Request submitted by employee but not assigned to a Medical Coordinator	Automatically assigned by the system when employee submits their request.
Under Review	Request is assigned to a coordinator and is under initial review	Automatically assigned by the system when coordinator "Accepts" request.
Change Request	Employee uses the Extend or Modify button to make changes to the original request after it has been accepted by the coordinator.	Automatically assigned by the system when employee submits a change request. The original coordinator is still assigned to the request, but the status is updated to Change Request. The assigned coordinator will also receive system notification of the employee's change to their request.
Withdrawn	Employees or coordinator submits a request to withdraw application	Automatically assigned by the system when employee or coordinator withdraws the request. If the request has been accepted by a coordinator at the time of withdrawal, the coordinator will receive system notification.
Approved	Status once the request is approved and a Designation Notice has been created	Medical coordinator must manually update the status to Approved.
Denied	Status once the request has been Denied	Medical coordinator must manually update the status to Denied.
Awaiting Documentation	Status when Medical Coordinator is awaiting documentation, generally the medical certification/recertification. There is a report that returns all requests in an Awaiting Documentation status.	Medical coordinator must manually update the status to Awaiting Documentation.
Agency Designation	Status when the agency designates the leave and checks the box next to Agency Designation in the FMLA Coordinator Workspace	Medical coordinator must manually update the status to Agency Designation.
Closed	Status when the leave period is over and all required documentation has been received. Also used for terminated employees.	Medical coordinator may manually update the status to Closed, or the system will automatically close an Approved or Agency Designation request 30 days after the latest "End Date" on the request.

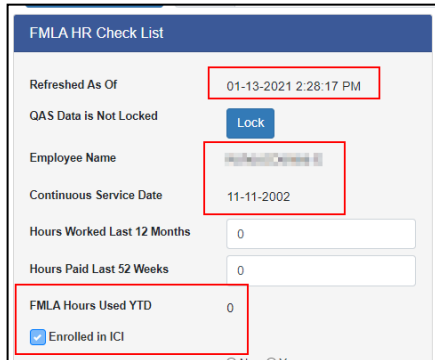
The Medical Coordinator may also modify any request to the appropriate status if an error is made, or a request needs to revert to a previous status. Also, see [System Notifications](#) for situations and content of emails that can be generated and sent by the system.

FMLA HR Check List

The FMLA HR Check List is meant to help Medical Coordinators determine and document eligibility.

Information from STAR HCM

1. The following fields are populated from STAR HCM:

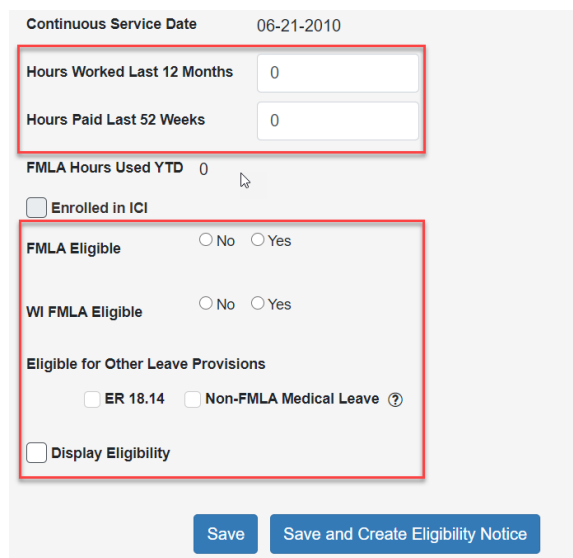


The screenshot shows the 'FMLA HR Check List' form. Fields highlighted with red boxes include: 'Refreshed As Of' (01-13-2021 2:28:17 PM), 'Employee Name' (redacted), 'Continuous Service Date' (11-11-2002), 'Hours Worked Last 12 Months' (0), 'Hours Paid Last 52 Weeks' (0), 'FMLA Hours Used YTD' (0), and the 'Enrolled in ICI' checkbox (checked). A 'Lock' button is visible next to the 'QAS Data is Not Locked' label.

- **Refreshed As Of** – This is the last time information was pulled from STAR HCM and will refresh every time the Check List is accessed.
 - If you click the **Lock** button alongside Query Access Service (QAS), the values will no longer automatically refresh unless Refresh is clicked.
- **Employee Name**
- **Continuous Service Date**
- **FMLA Hours Used YTD** (this will only pull in hours used that have been confirmed through Payroll)
- **Enrolled in ICI** (if checked, the employee is enrolled in Income Continuation Insurance)

Information Entered by Medical Coordinator

The remainder of the values in the FMLA HR Check List must be manually completed.



The screenshot shows the 'FMLA HR Check List' form with the 'Continuous Service Date' set to 06-21-2010. Fields highlighted with red boxes include: 'Hours Worked Last 12 Months' (0), 'Hours Paid Last 52 Weeks' (0), 'FMLA Hours Used YTD' (0), 'Enrolled in ICI' (unchecked), 'FMLA Eligible' (radio buttons for No/Yes), 'WI FMLA Eligible' (radio buttons for No/Yes), 'Eligible for Other Leave Provisions' (checkboxes for ER 18.14 and Non-FMLA Medical Leave), and 'Display Eligibility' (checkbox). At the bottom are 'Save' and 'Save and Create Eligibility Notice' buttons.

FMLA Eligibility Criteria

- **Federal FMLA Eligibility Criteria:** At least one year of state service (does not have to be continuous) and must have worked 1,250 hours in the 12 months before the start of leave (does not include leave).
- **Wisconsin FMLA Eligibility Criteria:** At least 52 weeks of continuous state service and must have been paid (includes leave codes) 1,000 hours in the 52 weeks prior to the start of leave.

Calculating FMLA Eligibility

1. Verify employee has at least one year of service from the **Continuous Service Date**. If less than one year, run the WI_HR_PER_ROSTER query (see the [STAR Human Resources HCM Reports section](#)) and/or review their job/employment data from the Workforce Administrator>Human Resources>Job tabs within STAR HCM.
2. In STAR HCM, run the WI_ABS_TL_HOURS_FMLA query to Excel.

WI_ABS_TL_HOURS_FMLA - Leave and Work Hours for FMLA

FROM Date

TO Date

Employee ID

Job Business Unit	Dept ID	Employee ID
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- If first day of leave for the request is 1/1/2021, your date inputs would be 1/1/2020 – 12/31/2020.
- Filter the Time Reporting Codes (TRCs) needed for each category, total the hours, and enter the values. Only whole numbers can be entered in these fields.
 - For hours paid, filter out any TRCs like “standby supplemental” or “holiday half hour paid”.
 - For hours worked, filter out all leave TRC’s.
- **If you determine the employee is eligible** for FMLA and/or WI FMLA, check the radio button next to **Yes**.
- **If you determine the employee is not eligible** for FMLA and/or WI FMLA, check the radio button next to **No** and select the applicable reason.

FMLA Eligible ☒ No ☐ Yes

☐ Has not met 12-month (non-consecutive) length of service requirement

☒ Has not met requirement of working 1,250 hours in the 12 months preceding the requested leave date

☐ Has no FMLA time available in the current year for the FMLA reason requested.

WI FMLA Eligible ☒ No ☐ Yes

☐ Has not met 52-week consecutive length of service requirement

☒ Has not met requirement of being paid at least 1,000 hours in the 52-week period preceding the leave.

☐ Has no WI FMLA leave available in the current year for the FMLA reason requested.

- Keep in mind that even if an employee is not eligible for FMLA or WI FMLA, they may be eligible for other protected leave programs. If they are eligible for any of the leave programs below, check the applicable box.

Eligible for Other Leave Provisions		
<input type="checkbox"/> ER 18.14	<input type="checkbox"/> Non-FMLA Medical Leave ?	<input type="checkbox"/> Reasonable Accommodation ?

Eligibility Notice

1. Once you have determined eligibility and are ready to create the notice, check the **Display Eligibility** checkbox and click on the **Save and Create Eligibility Notice** at the bottom of the FMLA HR Check List.

<input type="checkbox"/> Display Eligibility
<div> <div>Save</div> <div>Save and Create Eligibility Notice</div> </div>


2. Per federal law, the Eligibility Notice needs to be provided to the employee within 5 business days after the request submission date. The following details are pre-populated on the form:

- Date Issued (today's date)
- Employee ID
- FMLA Request #
- Employee's Full Name
- Name of Family Member (if applicable)
- Coordinator's Name
- Reason for Leave (and anticipated date of delivery/placement if applicable)
- Eligibility Checkbox Selections (from the HR Check List)
- Medical Certification due date

FAMILY AND MEDICAL LEAVE ACT (FMLA) NOTICE OF ELIGIBILITY, RIGHTS AND RESPONSIBILITIES		
PART A – NOTICE OF ELIGIBILITY		
This form only determines your eligibility for federal (FMLA) / Wisconsin (WFMLA) leave. Employees may be eligible for WFMLA and / or FMLA. <u>Your leave is not yet approved.</u> You will receive a separate notice of leave approval or denial once supporting documentation has been received and determined to be complete and sufficient.		
DATE ISSUED 01/13/2021	EMPLOYEE ID # 1000	FMLA REQUEST # SCHREBMGIF12/16/2020
TO (name of employee – Last, First, M.I.) Nicole Zimm		
NAME OF FAMILY MEMBER (if applicable to leave request)		
COMPLETED BY (printed name and title) Nicole Zimm		
REASON FOR LEAVE (choose one):		
<input checked="" type="checkbox"/> Birth, adoption, or foster care placement. Anticipated date of delivery/placement is: 12/31/2020 <input type="checkbox"/> Employee's own serious health condition. <input type="checkbox"/> To care for a family member with a serious health condition. <input type="checkbox"/> To care for a covered military service member with a serious injury or illness. <input type="checkbox"/> For a qualifying exigency due to military deployment to a foreign country of the employee's spouse, son or daughter, or parent in the regular or reserve armed forces.		
THIS NOTICE IS TO INFORM YOU THAT:		
<input checked="" type="checkbox"/> 1. You <u>are</u> eligible for WFMLA. <input type="checkbox"/> 2. You <u>are not</u> eligible for WFMLA because: <input type="checkbox"/> You have not met the WFMLA 52-week consecutive length of service requirement. <input type="checkbox"/> You have not met the WFMLA requirement of being paid at least 1,000 hours in the 52-week period preceding the leave. <input type="checkbox"/> You have no WFMLA leave time available in the current year for the purpose for which you are requesting leave. <input checked="" type="checkbox"/> 3. You <u>are</u> eligible for FMLA. <input type="checkbox"/> 4. You <u>are not</u> eligible for FMLA because: <input type="checkbox"/> You have not met the FMLA 12-month (non-consecutive) length of service requirement. <input type="checkbox"/> You have not met the FMLA requirement of working 1,250 hours in the 12-months preceding the requested leave date. <input type="checkbox"/> You have no FMLA leave time available in the current year for the purpose for which you are requesting leave.		

3. The Medical Coordinator should then manually complete any fields needed in Part B and Part C of the notice.

PART B – EMPLOYEE RESPONSIBILITIES FOR TAKING FMLA LEAVE

REQUIRED: As explained in Part A, you meet the eligibility requirements for taking WFMLA and / or FMLA leave and still have leave available in the applicable 12 month period. However, in order to determine whether your absence qualifies as WFMLA or FMLA leave, you must return the following documentation by:  You have fifteen (15) calendar days from receipt of this notice to submit the following documentation. If additional time is needed, you must contact Human Resources. If complete and sufficient documentation is not provided in a timely manner, your FMLA / WFMLA may be denied.


The following certification form that sets forth the information necessary to support your request is enclosed:

- ☐ Certification of Health Care Provider for Employee's Serious Health Condition (DOL WH-380-E)
- ☐ Certification of Health Care Provider for Family Member's Serious Health Condition (DOL WH-380-F)
- ☐ Other documentation needed or additional comments:

PART C – EMPLOYEE RIGHTS UNDER FMLA / WFMLA

If it has been determined that you are eligible for leave under WFMLA and / or FMLA leave, you will have rights under both laws when all conditions have been met as outlined in the Employee Responsibilities section of this form.

If your leave qualifies under WFMLA or FMLA, you may have the following rights:

- You have a right under FMLA for up to 12 weeks of unpaid leave in the calendar year.
- You have a right under WFMLA in each calendar year for up to:
 - 2 weeks of unpaid medical leave for your own serious health condition;
 - 2 weeks of unpaid family leave to care for your child, spouse, parent, parent "in-law", domestic partner, or domestic partner's parent with a serious health condition; and
 - 6 weeks of unpaid family leave for the birth of your child or adoption.
- You have a right under FMLA for military caregiver leave, up to 26 weeks of unpaid leave in a single 12-month period, to care for a current service member or covered veteran with a serious injury or illness. This single 12-month period commences on 
- OtherComments

• Your group health plan benefits will be maintained under the same conditions as if you continued to work while on FMLA. This includes continuing to make payments of your share of the group

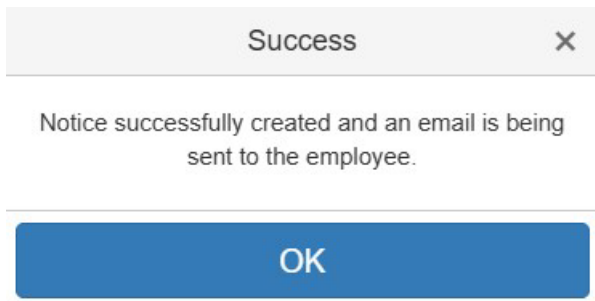
4. Once the form is complete, click the **Finalize Eligibility Notice** button

- A pop-up message will appear:

Finalize Eligibility Notice ×

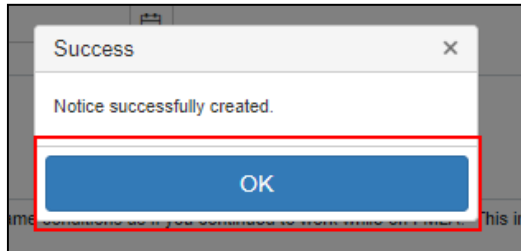
By clicking "Finalize Eligibility Notice" an automated e-mail will be sent to the employee notifying them of their eligibility for job-protected leave under the WI and Federal FMLA. Do you still want to finalize?

- If "Yes" is clicked, another pop-up will appear notifying you that the Eligibility Notice was successfully created and an email is being sent to the employee.



- If you do not want to finalize, click **Cancel** to go back. Any changes will not be saved.

5. The following message will pop-up once the notice is created. Click OK.



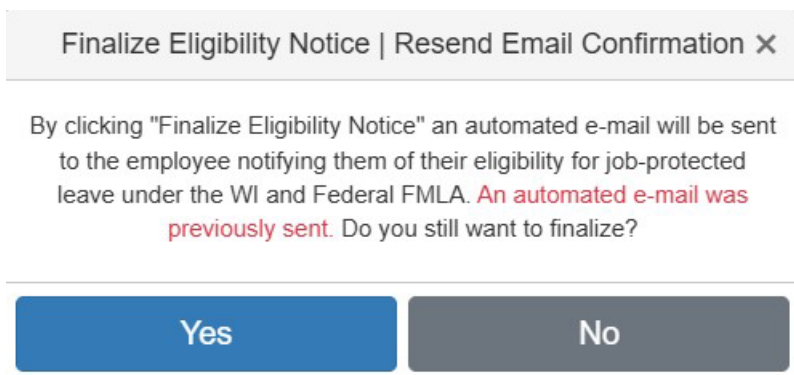
6. The Eligibility Notice will populate in the Documents section and be visible/accessible to the employee.

Documents		
File Type	File Name	Date Added
Designation Notice	DesignationNotice.pdf	9/24/2025 1:08 PM
Eligibility Notice	EligibilityNotice.pdf	9/24/2025 12:54 PM
Other	Employee Assistance Program.pdf	9/24/2025 12:53 PM

1

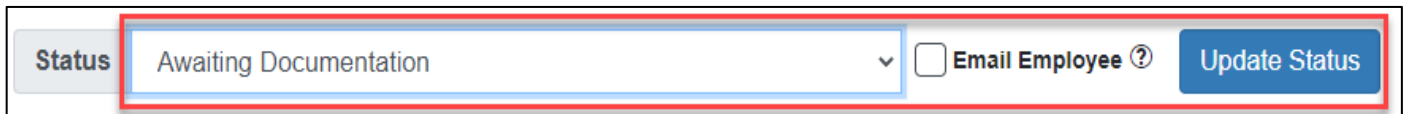
1 - 3 of 3 items

- If you need to create a new notice to update information, you can click the **Save and Create Eligibility Notice** button again to create a new form. If doing so, please note that a pop-up will appear asking for confirmation.



- If an employee submits an "Early Request" (e.g. parental leave more than 60 days from start of leave), they may not be eligible for FMLA/WFMLA initially, but could meet eligibility prior to the start of their leave. Generate the Eligibility Notice indicating they are not eligible and utilize the Early Request email template or other email informing the employee that eligibility will be rechecked closer to their requested leave start date.

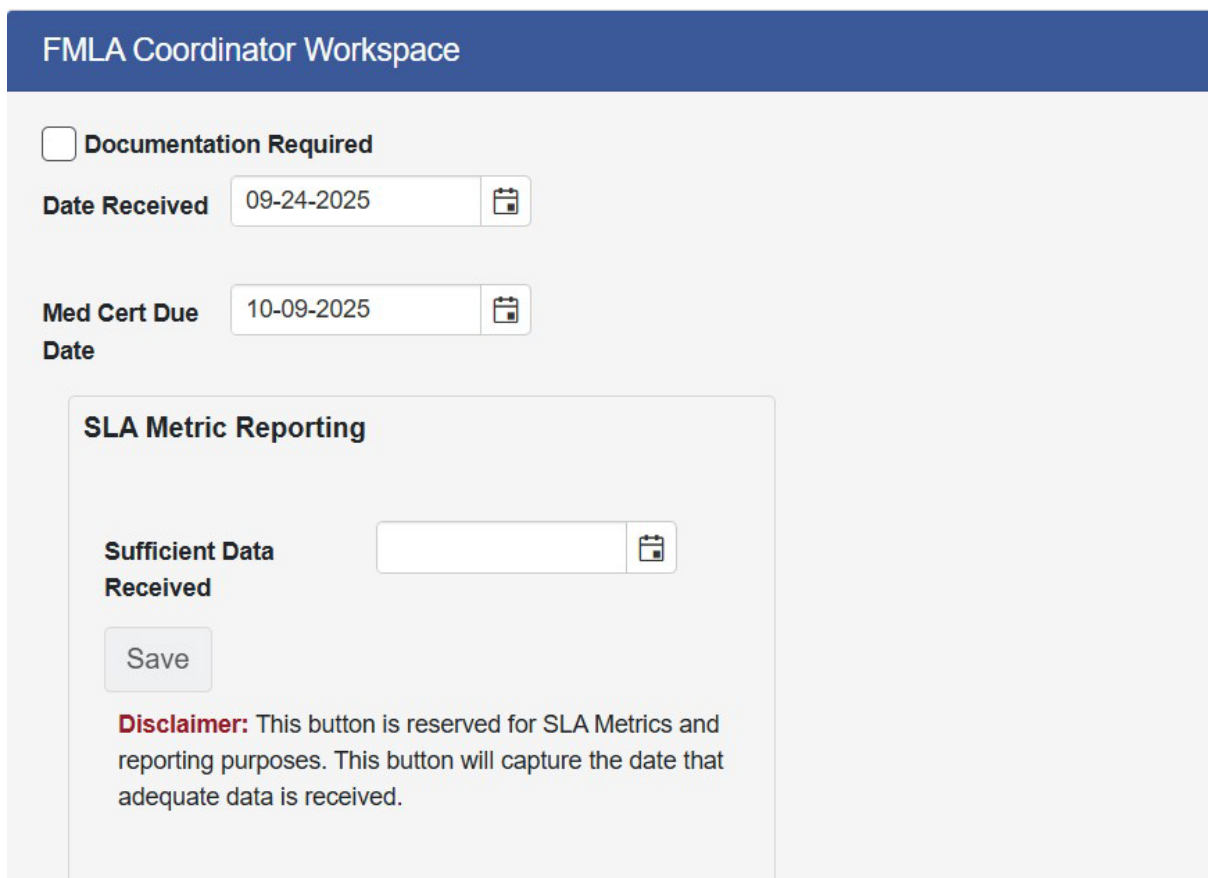
7. If documentation is required and indicated in the Eligibility Notice, manually update the Status of the application to **Awaiting Documentation**. Check “Email Employee”, then Update Status if you want the associated system-generated notification to be sent via email.



- If you have received medical, or none is required, go to the FMLA Coordinator Workspace to complete the request and issue the Designation Notice.

FMLA Coordinator Workspace

1. The FMLA Coordinator Workspace helps Medical Coordinators track the request and document additional items.



FMLA Coordinator Workspace

☐ **Documentation Required**

Date Received 09-24-2025

Med Cert Due Date 10-09-2025

SLA Metric Reporting

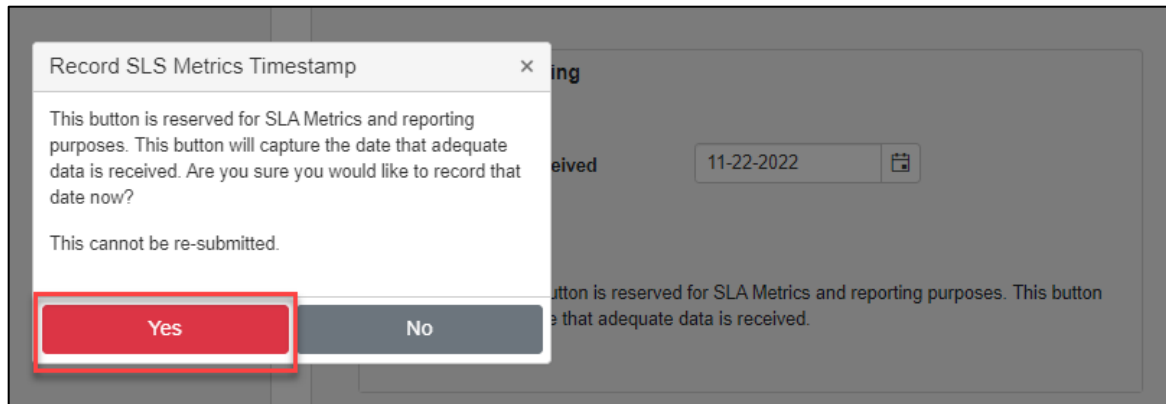
Sufficient Data Received

Save

Disclaimer: This button is reserved for SLA Metrics and reporting purposes. This button will capture the date that adequate data is received.

- **Documentation Required** – Originally populated from the Eligibility Notice. You may uncheck this box if nothing further is required. This box can be re-checked if additional information is needed later.
- **Date Received** – Use this to keep track of the date the most recent documentation is received.
- **Med Cert Due Date** – Originally populated from the Eligibility Notice. You may update this field going forward if additional medical is required.
- **SLA Metric Reporting** – Shared services agencies are required to annually report performance as it relates to FMLA processing. Formerly referred to as Service Level Agreements, these Memorandums of Understanding outline client service responsibilities. Once you have determined that sufficient data exists to finalize a request, enter the date in the Sufficient Data Received Field and click Save.

- A pop-up box will appear with a warning that this date cannot be re-submitted. Verify the date entered is correct, then click Yes. Once Yes is clicked, the date will appear in the FMLA Coordinator Workspace in red and cannot be edited.



SLA Metric Reporting

Sufficient Data Received
11-22-2022

Frequency Duration

B

⋮

⋮

Block Leave: 09/25/2025 - 10/03/2025
Intermittent Leave: 10/04/2025 - 11/08/2025

☐ Fitness for Duty Required

Anticipated Return to Work Date

10-06-2025

Clear

Date Received

Clear

Work Restrictions Apply?

☐ No
☐ Yes ?

Next Follow-Up Appointment

Clear

- **Frequency Duration** – Used to populate the Designation Notice for intermittent leave and/or a reduced work schedule. You may update this field if additional documentation is received.
- **Fitness for Duty Required** – Check this box for an employee’s own serious health condition that requires a continuous/block leave of absence. You may uncheck if nothing further is required or re-check if needed.
- **Anticipated Return to Work Date** – The approximate date that an employee should be returning to work from a continuous/block leave.
- **Date Received** – Date a Fitness for Duty Certification – Return to Work is received.
 - Once a date is entered in the Date Received (Fitness for Duty) field, the **Work Restrictions Apply** section becomes active. If an employee has work restrictions in effect, click Yes. If the employee was cleared to return to work without restrictions, click No.
- **Next Follow-Up Appointment** – An employee’s next follow-up appointment may be documented here. Recommended to use when work restrictions apply to facilitate monitoring and reporting.

☐ **Flag for Annual Recertification**

☐ **Agency Designation** ?

☐ **Entitlement Added to PeopleSoft**

☐ **Worker's Compensation**

☐ **Minnesota Paid Leave** ?

Save

Save and Create Designation Notice

- **Flag for Annual Recertification** – Check if an employee will most likely need to submit a new request and medical documentation in the following year (e.g. chronic conditions, etc.).
- **Agency Designation** – Check if you are issuing a Designation Notice/approving FMLA on behalf of an employee who has not provided medical documentation or initial notification.
- **Entitlement Added to PeopleSoft** – Check once the employee’s FMLA entitlement has been added via Absence Management>Assign Entitlements and Takes.
- **Worker’s Compensation** – Check if federal FMLA is associated with a Worker’s Compensation claim. Any period that an employee is absent from work while on worker’s compensation leave or s. 230.36, Wis. Stats., hazardous duty disability paid leave should not be counted as time used under the WFMLA (though it may be counted under the federal FMLA).
- **Minnesota Paid Leave** – Some WI state employees may be eligible for Minnesota Paid Leave (MPL). HR and/or agency medical coordinators will be notified of employee MPL requests by an administrator for Minnesota’s system. If the reason for using leave is eligible under both MPL and FMLA, the leave periods run concurrently and the assigned coordinator shall initiate a request within the system, if needed, and check this box for monitoring purposes.

Designation Notice

After you receive sufficient information/documentation, you have 5 business days to issue the Designation Notice. If you were provided medical documentation at the time the request was submitted, or if none was required, you can complete the Designation Notice at the same time as the Eligibility Notice.

1. Click on **Save and Create Designation Notice** in the FMLA Coordinator Workspace to generate the notice.

Save Save and Create Designation Notice

2. The following details are pre-populated:

- Date Issued
- Employee ID
- FMLA Request #
- Employee's Full Name
- Coordinator's Name
- Any information entered in the FMLA Coordinator Workspace relative to date documentation received, the need for a fitness-for-duty certification form, and text entered in the Frequency Duration text box. **Please note that leave dates do NOT pre-populate in the Designation Notice, so you must manually add them to the Frequency Duration text box and, in the case of a Block/Continuous absence, cut the dates from the Intermittent FMLA/WFMLA section and paste them into the section immediately above, i.e., "The following conditions / expectations pertain to your leave."**

FAMILY AND MEDICAL LEAVE ACT (FMLA) DESIGNATION NOTICE

It is the responsibility of the agency to designate leave as federal (FMLA), Wisconsin (WFMLA), or both, and to inform the employee of the amount of leave that will be counted against the employee's FMLA / WFMLA leave entitlements.

It is responsibility of the employee to keep your supervisor / or scheduling office informed as to when your time off is attributable to FMLA leave and whether you are requesting to substitute any paid leave for unpaid leave. **All other provisions of the agency's Attendance Policy are still in effect, and you must continue to provide proper notice to your supervisor if you are unable to report to work.**

DATE ISSUED 01/13/2021	EMPLOYEE ID # 1001	FMLA REQUEST # LINDKRKMF12/4/2020
------------------------	--------------------	-----------------------------------

TO (name of employee – Last, First, M.I.)
[Redacted]

COMPLETED BY (printed name and title)
Nicole Zimm

We received your most recent information on 01/12/2021 and determined:

☐ Your FMLA / WFMLA leave request is approved. All leave taken for this reason will be designated as FMLA / WFMLA leave. The FMLA / WFMLA requires that you notify the agency as soon as practicable if dates of scheduled leave change or are extended, or if initially unknown dates are now known. Based on the information you have submitted, we are providing the following information about the amount of time that will be counted against your leave entitlement.

☐ If there is no deviation from your anticipated leave schedule, the following hours, days or weeks will be counted against your leave entitlement (FMLA / WFMLA may run concurrently):
[Redacted] federal FMLA; [Redacted] WFMLA

☐ If your anticipated leave is unscheduled, the definite hours, days or weeks counted against your FMLA / WFMLA entitlement cannot be provided at this time.

☐ The following conditions / expectations pertain to your leave:
[Redacted]

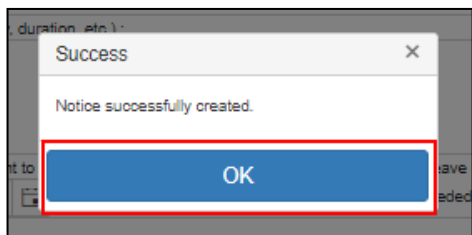
☐ Intermittent FMLA / WFMLA is certified for (e.g.: frequency, duration, etc.):
10 hours per week for 4 weeks

☐ The certification you have provided is not complete and sufficient to determine whether the FMLA / WFMLA applies to your leave request. Unless it is not feasible under your circumstances, you must provide the following information by [Redacted], or your leave may be denied. The information still needed to make the certification complete and sufficient is:
[Redacted]

☐ The agency has acquired knowledge that your leave is related to a serious health condition covered under FMLA / WFMLA. The agency is required to designate your leave as FMLA / WFMLA qualifying under ☐ FMLA / ☐ WFMLA.

☒ You will be required to present a fitness-for-duty certification form to return to employment. If such certification is not received prior to your intended return to work date, your return to work may be delayed until certification is provided. Your position description ☐ is attached or ☐ was previously provided. The fitness-for-duty certification must address your ability to perform your job functions, list any restrictions, and the duration of those restrictions.

3. The Medical Coordinator must complete all other applicable fields on the form.
4. Once the form is complete, click the **Finalize Designation Notice** button
 - If you do not want to finalize, click **Cancel** to go back
5. The following message will pop-up once the notice is created. Click **OK**.



6. The Designation Notice will populate in the Documents sections and will be visible/accessible to the employee.

Documents		
File Type	File Name	Date Added
Designation Notice	DesignationNotice.pdf	9/24/2025 1:08 PM
Eligibility Notice	EligibilityNotice.pdf	9/24/2025 12:54 PM
Other	Employee Assistance Program.pdf	9/24/2025 12:53 PM

1 - 3 of 3 items

7. If not previously populated, the Frequency Duration and Fitness for Duty Required information will autofill to the FMLA Coordinator Workspace if completed within the Designation Notice.

Additional Documentation

Under **Additional Documentation**, you may upload, edit, and delete files. You may also add and edit **HR Notes**.

1. To add a file
 - Select the Attachment Type from the drop-down menu.

Attachment Type

Doctor's Note ▼

Employee Certification from Health Care Provider
 Family Member Certification from Health Care Provider
 Fitness for Duty Certification – Return to Work
Doctor's Note
 Military Certification/Orders
 Non-FMLA Documents (e.g. Leave of Absence)
 Other

HR Notes

- Click the **Select File** button under Attachment.

Attachment

Select File

- Select your file and click the **Upload Document** button.

Additional Documentation

Attachment Type

Doctor's Note

Attachment

Select File

FMLA Doctor Cert.pdf

64.48 KB

Upload Document

- Any file the Medical Coordinator uploads from the Check List will NOT be visible to the employee unless you edit and uncheck the HR Only checkbox.

HR Files					
File Title	File Name	Date Added	HR Only	Created By	Actions
Other	Employee Assistance Program.pdf	9/26/2025 2:15 PM	<input type="checkbox"/>		<div>Edit</div> <div>Delete</div>

2. Managing Employee and HR Files

- All files listed under Email Notifications and Documents are visible to the employee.
- All files listed under HR Files are only visible to Medical Coordinators.
- If you want to make a file under HR Files visible to the employee, click the **Edit** button.

HR Files					
File Title	File Name	Date Added	HR Only	Created By	Actions
Other	Employee Assistance Program.pdf	9/26/2025 2:15 PM	<input checked="" type="checkbox"/>	Williams,Dawn M	<div>Edit</div> <div>Delete</div>

- Once you click the **Edit** button, the File Title and the HR Only checkbox are available for editing. Uncheck the HR Only checkbox to allow the employee to see the file. Click **Update** to save.

HR Files					
File Title	File Name	Date Added	HR Only	Created By	Actions
Other	Employee Assistance Program.pdf	9/26/2025 2:15 PM	<input type="checkbox"/>	Williams,Dawn M	<div>Update</div> <div>Cancel</div>

- Click on the **Refresh** icon in the bottom right under both Employee Files and HR Files to see the file move to the Employee Files section.

Employee Files					
File Type	File Name	Date Added	HR Only	Created By	Actions
Other	Employee Assistance Program.pdf	9/26/2025 2:15 PM	<input type="checkbox"/>	Williams,Dawn M	<div>Edit</div> <div>Delete</div>

1

5

Items per page

1 - 1 of 1 items

Refresh

3. To add and manage HR Notes:

- Type the next of the note in the Add a Note box and click Save Note.

Add a Note

Spoke to employee and she will be changing the dates of her leave.

Save Note

HR Notes

- Once the note is saved, it will appear in the HR Notes section of the page.

HR Notes				
Description	Created On ↓	HR Only	Created By	Actions
Testing	09-26-2025 2:18 PM	<input checked="" type="checkbox"/>		Edit

- Another Medical Coordinator CANNOT edit your note; however, you can edit your own note. Click on the **Edit** button to update the note. Once the note is updated, click the **Update** button to save your changes.

Audit Log

When an update occurs on a request, the values of certain fields are saved to an audit table in the database. On this page you can view each time the request has been updated and by whom.

- Click the **Audit Log** button just above the FMLA Coordinator Workspace to access the log.

[Update Status](#) [Audit Log](#)

FMLA Coordinator Workspace

- Click on the **Details** button in any row to see the information in the request at a specific point in time.

Audit Log			
Updated By Name	Update Date ↓	HR Review Status Name	Action
	9/26/2025 2:14 PM	Awaiting Documentation	Details
	9/25/2025 7:57 AM	Awaiting Documentation	Details

- Click on **Back to Request** to access original request.

[< Back to Request](#)

Audit Log

Edit a Request

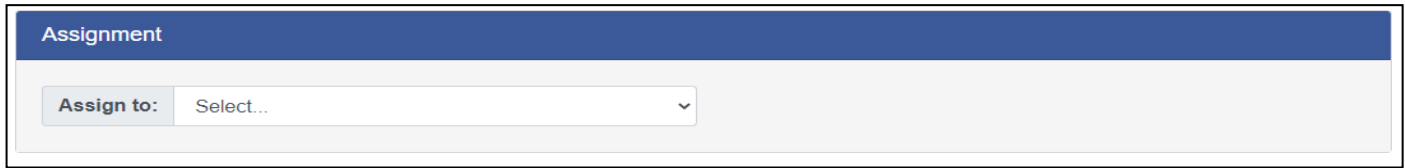
The Edit functionality allows you to both assign the request to a Medical Coordinator and to edit specific fields within the request.

- Click on the **Edit** button at the top of the employee's request page.

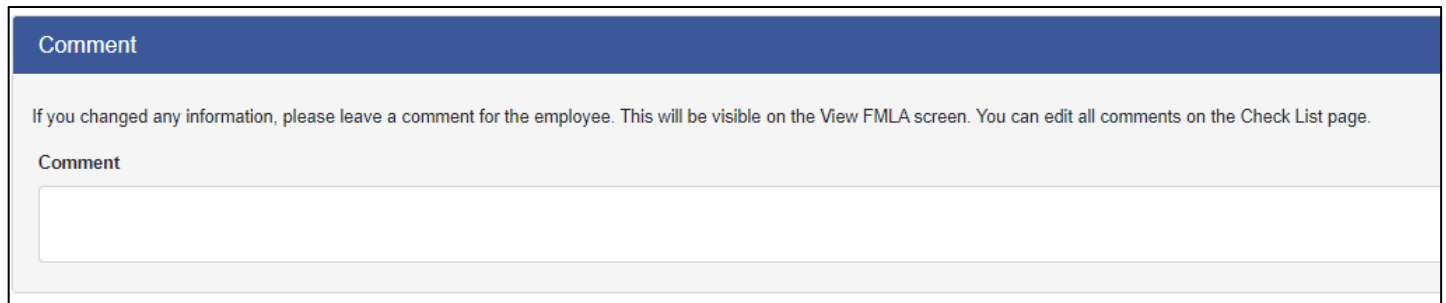
Status: Approved

[Extend or Modify](#) [Withdraw](#) [Check List](#) [Edit](#) [Delete](#) [Audit Log](#) [Back To HR List](#)

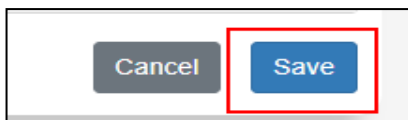
- You may assign the request to another coordinator in your row level security, or you can assign the request to yourself from this dropdown menu.

A screenshot of a web form titled "Assignment" in a blue header bar. Below the header is a light gray box containing the text "Assign to:" followed by a dropdown menu with "Select..." and a downward arrow.

- You may edit the following fields within the request:
 - Contact information
 - Position assigned to the request (via STAR PeopleSoft data)
 - Reason for Leave
 - Dates of Leave
 - When changes are made to an employee's request, enter a comment that will be displayed to the employee.

A screenshot of a web form titled "Comment" in a blue header bar. Below the header is a light gray box containing the text: "If you changed any information, please leave a comment for the employee. This will be visible on the View FMLA screen. You can edit all comments on the Check List page." Below this text is a text input field with the placeholder "Comment".

- Click Save at the bottom of the page when edits are complete.

A screenshot of two buttons: a gray "Cancel" button and a blue "Save" button. The "Save" button is highlighted with a red rectangular border.

- The updates made will now be visible within the employee's request.

Transfer a Request

The Transfer functionality allows active requests to be transferred to different security rows based on an employee's job data without needing to submit a new request.

1. If a newly transferred employee tells you they had an active request with their previous agency, run the Employee Leave Request History Report to find all active requests and the Medical Coordinator contact email.

System Notifications

There are several system-generated notifications available within the FMLA Application.

System/Status Change	How Notification is Sent	Email Content
Draft Automatically sent twice weekly to employees with unsubmitted requests	Automatically sent to employee's work and personal email addresses	<p>Email Subject: FMLA/Medical Leave Request - Not Submitted</p> <p>Body: You have a leave request that has not been submitted and is in "Draft" status. If you are not ready to submit your request yet, no further action is necessary at this time. When you are ready to submit your request, please complete the following steps:</p> <ul style="list-style-type: none"> • Log into the FMLA & Medical Leave system • Select the request in "Draft" status • Review the information for accuracy. • On the "Review and Submit" screen, scroll to the bottom, enter your electronic signature, and click "Submit Request". <p>Your request can be submitted before you have obtained medical documentation. See the FMLA System Employee Quick Guide for step by step FMLA Application instructions. Contact your medical coordinator for questions.</p> <p>Please do not reply directly to this email.</p>
Under Review Automatically changed when "Accept Request" is clicked	Automatically sent to employee's work and personal email	<p>Email Subject: FMLA & Medical Leave Request Status - Under Review</p> <p>Body: This is an auto-generated communication from Human Resources Dear XXXX, Your leave request has been received and is currently Under Review. You can access your request at https://fmla.wi.gov. Your Medical Coordinator/Human Resources will follow up with you. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>
Notice of Eligibility	Not a status but automatically sent when an employee is determined to be eligible.	<p>Email Subject: FMLA & Medical Leave Request Status – Eligibility Notice</p> <p>Body: We've received your Family and Medical Leave Act (FMLA) request and understand that you've requested to be off work 1/25/2026. Please carefully read the FMLA Notice of Eligibility, Rights and Responsibilities form. Your leave is not yet approved. You can find copies of documents associated with your request in your personal FMLA dashboard. Please follow all usual and customary call-in procedures and work with your supervisor to schedule leave, so it does not unduly disrupt the work unit. You may be required by your supervisor or Medical Coordinator/Human Resources to answer job-related questions</p>

		<p>about your need for FMLA or non-FMLA related absences as outlined in your agency's leave policy. You are not required to disclose confidential medical information to anyone other than your assigned Medical Coordinator/Human Resources. Your assigned Medical Coordinator/Human Resources will relay non-confidential information to your supervisor about your leave and your ability to work with or without restrictions. The required medical certification form must be completed by a health care provider. All completed medical certification forms are confidential and should be returned to your assigned Medical Coordinator/Human Resources by uploading to the portal, or via email or fax by the deadline provided on the eligibility notice. It is the employee's responsibility in all cases to ensure that a complete and sufficient certification form is provided in a timely manner. If complete and sufficient documentation is not provided in a timely manner, your FMLA and/or WFMLA may be denied. If denied, FMLA and/or WFMLA job protections will not apply, and you will be subject to your agency's leave and absenteeism policies which may lead to counseling and/or disciplinary action. If you experience difficulties in obtaining the medical certification by the due date despite your diligent, good faith efforts to do so, contact your assigned Medical Coordinator/Human Resources and provide an explanation of your efforts and extenuating circumstances, if applicable.</p> <p>If you have any questions or concerns, please reach out to your assigned Medical Coordinator/Human Resources. Employee Assistance Program (EAP) The EAP offers access to free and confidential support 24 hours a day, seven days a week to all state employees and their household family members for a variety of issues from everyday matters to more serious concerns including:</p> <ul style="list-style-type: none"> • Work-life stresses • Anxiety, depression, or other mood disorders • Relationship or other family problems, including divorce and abuse • Substance abuse • Parenting/Caregiver support • Legal and financial guidance <p>Additional information and instructions on how to arrange confidential assistance can be found on the State EAP Overview internet page. Please do not reply directly to this email.</p> <p>Thank you, Your Dedicated FMLA Team</p>
Notice of Ineligibility	Not a status, but sent when an employee is determined to be ineligible for federal and state FMLA.	<p>Email Subject: FMLA & Medical Leave Request Status – Ineligibility Notice</p> <p>Body: Based on the information currently available, you do not meet the minimum eligibility requirements for job-protected leave under the Wisconsin Family and Medical Leave Act (FMLA) or the Federal FMLA. Please carefully review this FMLA Notice of</p>

		<p>Ineligibility on your individual dashboard found here: https://fmla.wi.gov. Please contact your supervisor and assigned Medical Coordinator/Human Resources to discuss other possible leave options. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>
<p>Awaiting Documentation Manually Changed</p>	<p>Checkbox option to “Email Employee” (work and personal emails)</p>	<p>Email Subject: FMLA & Medical Leave Request Status - Awaiting Documentation</p> <p>Body: This is an auto-generated communication from Human Resources Dear NAME, Your leave requested to begin XXXX requires additional documentation. The Certification of Healthcare Provider for this request is due XXXX. If you have questions on what documentation is required, please review the Eligibility Notice associated with your request or contact your assigned Medical Coordinator/Human Resources. You can access your request at https://fmla.wi.gov. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>
<p>Approved/Agency Designation Manually Changed</p>	<p>Checkbox option to “Email Employee” (work and personal emails)</p> <p>Cc: Supervisor</p>	<p>Email Subject: FMLA & Medical Leave Request Status – Approved Designation</p> <p>Body: This is an auto-generated communication from Human Resources Dear XXXX, Your leave beginning XXXX has been designated/approved by the agency. Your Family and Medical Leave Act (FMLA) Designation Notice is available for review within your request in the FMLA & Medical Leave System > Medical Leave & FMLA Request > My Requests (Staff FMLA Requests for supervisors). Please read it carefully so that you understand the conditions of your FMLA approval. FMLA Coding in Peoplesoft All absences associated with this approval must be submitted in PeopleSoft, including appointments. Please know that FMLA does not give employees a separate bank of paid leave; employees must enter an accrued paid leave type to receive a paycheck. If accrued paid leave is unavailable, or you elect to use unpaid leave, Leave Without Pay (LWOP) must be utilized. Absences entered must also have a duplicate submission as “Family Leave Act”, a two-step process. Paid leave or LWOP must be entered before FMLA coding is performed or you may receive an error message. To help you (and your supervisor) understand more about FMLA coding in PeopleSoft, Human Resources has developed an FMLA - How to Enter FMLA Employees and Supervisors Job Aid. It is important that the steps outlined in this Job Aid are followed to ensure your absences and associated FMLA hours are recorded properly. If you have any questions or concerns about these FMLA notices or the FMLA coding in PeopleSoft after you have reviewed</p>

the Job Aid, please let your assigned Medical Coordinator/Human Resources know.

For Employees on Block/Consecutive Medical Leave for Their Own Serious Health Condition

- Human Resources wants to ensure we have the necessary information to understand any medical restrictions prior to your return to work. You are required to submit a work release from your medical provider at least two (2) business days before you resume any work activities. The work release must be returned to your assigned Medical Coordinator/Human Resources by uploading to the portal, or via email or fax. Acceptable work releases include a Doctor's Note, Clinic Form, or Fitness for Duty Certification, etc. This two-business day window will give your assigned Medical Coordinator/Human Resources time to communicate with your supervisor about any work restrictions and time for your supervisor to try to identify available work that is within these restrictions. Please note that you will be required to wait to receive official approval from HR before you are able to return to work, should you have any restrictions. If you will have no restrictions upon your first return to work date, then this documentation should clearly state this.

- If you are unable to return to work as planned, you must follow your unit's normal call-in procedures and notify your supervisor and the assigned Medical Coordinator/Human Resources of the continuing absences. Updated medical documentation concerning your leave needs and other accommodations is required.

For Bonding (Birth/Adoption) Leave

- Date of Birth. Update the date of birth and leave dates within the request based on the actual arrival of the child if these vary from your original request submission.

- Intermittent Bonding (Birth/Adoption) Leave. Intermittent bonding leave is permitted under FMLA statutes and policies; however, the schedule shall be coordinated with and approved by your supervisor so as to not unduly disrupt operations. You may be asked to complete an Alternative Work Schedule Agreement.

- Pregnant Workers Fairness Act. The Pregnant Workers Fairness Act (PWFA) requires covered employers to provide "reasonable accommodations" to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." Please contact your Medical Coordinator/Human Resources for additional information or to request an accommodation.

- PUMP Act. The PUMP for Nursing Mothers Act requires employers to provide reasonable break time for an employee to express breast milk for their nursing child and a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. These accommodations must be provided for one year after the child's birth and be available each time an employee needs it.

Additional Information

- FMLA Protections. Please note that the actual FMLA-protected

leave end date will be based on entitlement usage. If entitlements are exhausted in advance of the leave date specified in the approval, additional leave will have to be reviewed under other agency leave provisions.

- **Benefits.** Please contact your assigned Payroll Specialist for any benefits-related questions. If you are receiving a full or partial paycheck, your premiums will continue to be deducted from your paycheck. If you will be on unpaid leave, you will need to work with the benefits team to set up insurance prepayments or discuss pay by personal check options. For those on bonding (birth/adoption) leave: You will also need to review ETF's web page, You Have a New Dependent, about any changes that you will need to make to your insurance and the associated deadlines. Applications can be found here. Submit applications to your assigned Payroll Specialist.

- **Probationary Period.** Your probationary period, if you are serving one, may be impacted (extended) by the amount of leave you have taken/requested. A final decision will be made closer to your probation end date and in consultation with your supervisor and Employment Relations. Chapter 116 of the WI HR handbook provides the authority (top of page 5, section 116.060(3)): "If the employee is granted a leave of absence during a probationary period, the approval to the employee will include a statement advising that the probation may be impacted by duration of the leave and the employee will be provided notice of any such extension upon return."

- **Income Continuation Insurance (ICI).** Neither HR nor Payroll administer the ICI program. If you carry this optional insurance and intend on filing a claim, you must contact an ICI Customer Service Representative, at 1-800-960-0052, to open a claim, ask questions, receive approval, etc. Please review the ICI publication for additional information.

- **Misuse.** Employees who fraudulently request FMLA leave are not entitled to any FMLA benefits or employment restoration rights. Misuse or abuse FMLA leave, such as taking leave for reasons that do not qualify under the law, may face disciplinary action, up to and including termination.

- **Other Considerations for Extended, Consecutive Absences.**

- Discuss IT access with your supervisor; will it be suspended or remain active during your leave? If it is suspended, you will not be able to access HCM, Outlook, or any other IT systems. Ensure automatic replies (out of office messages) have been scheduled. Again, your medical information is confidential; automatic replies should be generic in nature.
- If you pay for parking, you may wish to contact your Parking Coordinator to discuss options.

		<ul style="list-style-type: none"> - Supervisors should delegate expense report approval, timesheet approval, performance evaluations, and staffing activity prior to commencing leave. - Be mindful of the Open Enrollment period as you will still need to complete the process. - If applicable, consider reconciling all P-card charges and completing any expense reports before beginning your leave. <p>If you have questions or need assistance, please reach out to your designated Medical Coordinator/Human Resources. Thank you, Your Dedicated FMLA Team</p>
Denied Manually Changed	<p>Checkbox option to “Email Employee” (work and personal emails)</p> <p>Cc: Supervisor</p>	<p>Email Subject: FMLA & Medical Leave Request Status - Denied</p> <p>Body: Dear NAME, Your leave request has been denied. The Designation Notice in the Documents section of your request will include an explanation for the denial. Please read it carefully so that you understand the conditions of your FMLA denial. You may also receive further communication from the assigned Medical Coordinator/Human Resources. You can access your request at https://fmla.wi.gov. Please know that this FMLA denial does not prevent you from applying for FMLA in the future - when you are eligible for FMLA and when you need time off from work for an FMLA qualifying reason. Please do not reply directly to this email. If you have any questions or concerns about this FMLA denial, please let your assigned Medical Coordinator/Human Resources know. Thank you, Your Dedicated FMLA Team</p>
Closed Manually Changed	<p>Checkbox option to “Email Employee” (work and personal emails)</p> <p>Cc: Supervisor</p>	<p>Email Subject: FMLA & Medical Leave Request Status - Closed</p> <p>Body: This is an auto-generated communication from Human Resources Dear XXXX, Your FMLA request has been closed as of XXXX. No further action is required unless you need to make updates to your request. See the Employee Quick Guide for information about how to modify your request. You can access your request at https://fmla.wi.gov. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>

<p>New Request Initial Submission of Request</p>	<p>System-generated notification automatically sent to Supervisor</p> <ul style="list-style-type: none"> • No email if Vacant <p>Note: There is no notification when an employee initially submits a request – at this time the Medical Coordinator must review the requests in the application to identify new requests.</p>	<p>Email Subject: [First Name Last Name] Submitted FMLA/Medical Leave Request</p> <p>Body: XXXX submitted an FMLA/Medical Leave of Absence Request. Please refer to the "My Staff Requests" page in the FMLA System at https://fmla.wi.gov for further details. Log in using your IAM username and password (this is the same log in and password that you use for the STAR Human Resources System). Please see the FMLA Application's Manager Guide for important information concerning supervisory responsibilities related to FMLA. The Manager Guide is available at: https://dpm.wi.gov/Documents/JobAids/SelfService/MSS/FMLA_Manager_QuickGuide.pdf. Please do not reply directly to this email.</p>
<p>Change Request Automatically sent when an employee modifies an existing request</p>	<p>Automatically sent to Assigned Medical Coordinator</p>	<p>Email Subject: FMLA Change Request</p> <p>Body: A change request for [Last Name, First Name], [Empl ID], [FMLA Request #], was submitted in the FMLA web application. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>
<p>Withdrawn Automatically sent when a request is withdrawn</p>	<p>Automatically sent to the assigned Medical Coordinator</p>	<p>Email Subject: FMLA Withdrawal</p> <p>Body: A request for [Last Name, First Name], [Empl ID], [FMLA Request #], was withdrawn in the FMLA web application. Please do not reply directly to this email. Thank you, Your Dedicated FMLA Team</p>
<p>Document Uploaded Automatically sent when someone other than the assigned medical coordinator uploads a document</p>	<p>Automatically sent to the assigned Medical Coordinator</p> <p>Note: You must already be logged into the system for the link to work.</p>	<p>Email Subject: FMLA Document Uploaded</p> <p>Body: [Last Name, First Name], [Empl ID], [FMLA Request #], has uploaded a [File Type] in the FMLA web application. Link to Request: [hyperlink to request]</p>

Create a Request on Behalf of an Employee

1. After logging in, click on Medical Leave & FMLA Request.



[Medical Leave & FMLA Request](#)

Click on the above link to begin your leave request.

Please contact your local HR office or Medical Leave Coordinator if you have questions.

2. Enter an Employee ID and click **New Request**.

[Back to Home](#)

Note: Click New Request to begin the FMLA request process. If entering an FMLA request on behalf of someone else, enter the Employee ID and click on New Request. Your session will time out due to inactivity longer than 15 minutes.

Employee ID

New Request

3. If you do not have the row level security to manage that user, you will see an error message. Otherwise, you will be redirected to the New Request screen with the employee's information already populated. You may proceed with entering request details.
4. When the request is complete, select **Review and Submit**. You will be brought to the submission page. Scroll to the bottom to complete the **Submission Acknowledgement**.
 - Under Name of Person Submitting Request, enter your name followed by "on behalf of employee."
 - Click the **Submit Request** button
5. Once the request is submitted, you will receive a message that the request was submitted successfully at the top of the screen.
 - You can then click on the Accept Request button to assign the request to yourself.

Request Submitted Successfully. Your Medical Leave Coordinator will be in contact.

Status: New Request

Withdraw

Accept Request

Edit

Delete

Audit Log

Back To HR List

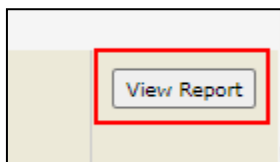
Reports

Medical Leave & FMLA System Reports

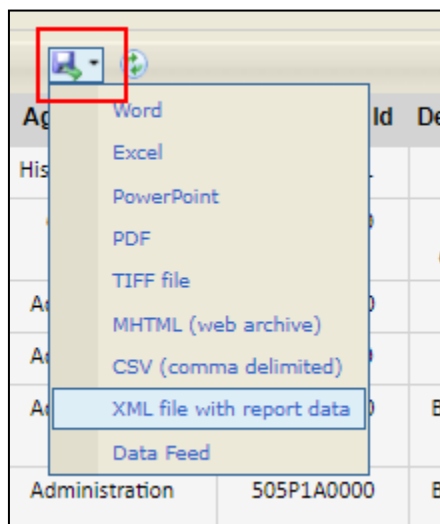
Reports are accessed by clicking on the drop down next to Reports in the upper right of the banner on any page in the application.



Once you click on a report, you can select your criteria at the top of the page and then click the **View Report** button on the far right of the page (you may need to scroll all the way to the right to see the **View Report** button).



You can also download your report into Excel or a variety of other formats by clicking on the download button on the report page.



Review the following reports as needed or on a scheduled basis:

Annual Recertification Report

Run: Annually (mid-November)

Use: Identifies those who may need FMLA in the upcoming year. The “Flag for Annual Recertification” checkbox must be checked within the FMLA Coordinator Workspace of a request to appear on this report. Send reminder email for recertification.

Awaiting Documentation Report

Run: As needed, but at least weekly

Use: This report quickly identifies requests in an Awaiting Documentation status.

Block Leave Report

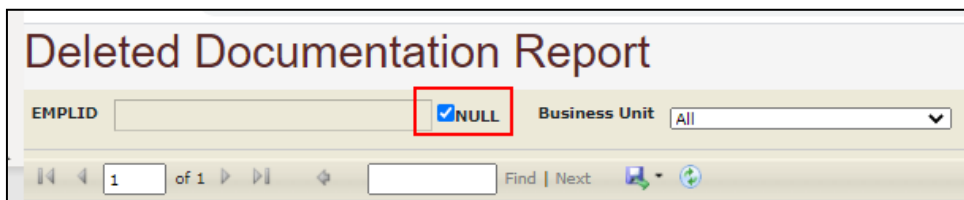
Run: As needed

Use: Cross reference FMLA entered on an employee's timesheet in STAR HCM. The employee's FMLA leave balance and FMLA hours used to date are included in this report.

Deleted Documentation Report

Run: As needed

Use: This report identifies documents that have been deleted from an employee's request. You can search by Empl ID by unchecking the box next to NULL or you can run the report wide-open so everyone within your security appears on the report.



Employee Leave Request History Report

Run: As needed

Use: Returns all requests for a specific employee, including those outside of the assigned coordinator's row-level security.

Fitness for Duty Report

Run: As needed, but at least weekly

Use: Identifies individuals who may be returning from leave for their own serious health condition that require a Fitness for Duty Certification - Work Release. The "Fitness for Duty Required" checkbox in the FMLA Coordinator Workspace must be checked within the request to appear on this report.

Intermittent Leave Report

Run: As needed

Use: Cross reference FMLA used in STAR HCM with the Frequency Duration associated with a request. The employee's FMLA leave balance and FMLA hours used to date are included in this report.

Leave Requests Per Year Report

Run: As needed

Use: Can be used to count active FMLA cases at a specific point in time and/or count total FMLA cases for a specific year. Does NOT distinguish between FMLA eligible or ineligible.

SLA Metric Report

Run: As needed, but at least annually

Use: Service Level Agreement requirements for Shared Services agencies, now identified within Memorandums of Understanding (MOUs). The required metric is that the time between notification of need for Family and Medical Leave and contact with the employee typically occurs within three business days of notification. **Please note that the SLA Metric Report was not modified to report on the new MOU requirement, so the “Met SLA Metric” column is no longer valid. Instead, the “Initial Response Days” column will need to be used to determine if the MOU was met. Also, the SLA Report returns data for all requests entered. Reporting on only FMLA requests will require identification and removal of ineligible requests.**

As a reminder, federal law requires:

- **Eligibility Notice:** Be provided within five business days of the initial request for leave or when the employer acquires knowledge that an employee leave may be for an FMLA-qualifying reason
- **Designation Notice:** Be provided within five business days once the employer has enough information to determine that the employee's requested leave qualifies as FMLA leave, absent extenuating circumstances (must be written).

Instructions:

- Run report per calendar year: This includes all requests “Created” within the selected calendar year. Export results to Excel for manual review process.

Status/Reason Report

Status Reason Report

Leave Reason: All Application Status: All

Begin Date: [Calendar Icon] [NULL] End Date: [Calendar Icon] [NULL]

Business Unit: All

1 of 2 ? [Find] [Next] [Export] [Refresh]

Last Name	First Name	Employee ID	Supervisor Name	Agency Name	Department Id	Department Name	Reason for Leave
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Run: As needed

Use: For internal reporting and/or submission to Payroll. Search by Leave Reason, Application Status, a date range and by Business Unit. Uncheck the boxes next to “Null” in the date search to enter a specific date range.

Upcoming End Date Report

Upcoming End Date Report

End Date: 7 Days Leave Reason: All

Business Unit: All

1 of 1 [Find] [Next] [Export] [Refresh]

Last Name	First Name	Employee ID	Supervisor Name	Agency Name	Department Id
-----------	------------	-------------	-----------------	-------------	---------------

Run: As needed

Use: Identifies requests with an upcoming end date in the next 7, 14 or 30 days. Requests that do not need to be extended will need to have their statuses updated to “Closed” after the pay period associated with the leave end date has passed.

STAR Human Resources HCM Reports

To access reports and queries within STAR HCM, select the navigator button on the top right corner. Select Reporting Tools.

STAR Report Search

Reporting Group: Report Type:

Description:

Report Filter: Added within last days

STAR Report ID	Report Type	Scope	Report Description	Process Name
1 HCM0000058	PS Query	Enterprise	Assigned FMLA Entitlement	WI_ABS_FMLA_ASSIGNED
2 HCM0000059	PS Query	Enterprise	FMLA Eligibility - Combined Work and Leave Hours	WI_ABS_TL_HOURS_FMLA
3 HCM0000071	Report	Enterprise	FMLA Taken Report	WI_FMLA_TKN

STAR Report Search will display. Enter **FMLA** in the Reporting Group. Click **Search**.

WI_ABS_FMLA_ASSIGNED Query

Run: As needed

Use: Returns employees who were assigned an FMLA entitlement within a specified date range. Can be used to audit active requests with current entitlements.

WI_ABS_TL_HOURS_FMLA Query

Run: As needed

Use: To determine FMLA eligibility. Lists combined absence and time and labor hours for a specific employee for a specific date range.

WI_FMLA_Taken Report

Run: As needed

Use: This can be run for audit purposes, as well as a “big picture” for a specific employee.

WI_HR_PER_ROSTER_QRY Query

Run: As needed

Use: For employees a continuous service date less than one year, run this query to determine if an employee has any other State Service.

Entering FMLA Entitlements and Takes in STAR HCM (PeopleSoft)

1. **Navigation:** Workforce Administrator Homepage – Payroll – Absence Management – Assign Entitlements and Takes under Maintain Absences. Enter the Empl ID and click Search.

Maintain Absences

- Absence Event
- Create and Maintain Absences
- Assign Entitlements and Takes**
- Adjust Absence Balances
- Review Absences
- Leave Donations
- Employee Data
- Reports & Queries
- Time & Labor
- Payroll Processing

Assign Entitlements and Takes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

2. You will arrive at the following screen:

Assign Entitlements and Takes

Employee ID Empl Record 0 Name

As Of Date 01/14/2021 **Refresh**

Element Override List

Elements 1-1 of 1 View All

Unit Element Generation Control

Element Type	Element Name	Description	Active	Begin Date	End Date		
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Return to Search** **Notify** **Refresh**

Keep in mind that previously approved FMLA entitlements will display. **DO NOT CHANGE OR DELETE PRIOR YEAR ENTRIES.** Also, if an employee has a previously entered FMLA entitlement for the current year, you may need to Refresh the *As of Date* to 12/31 of the current year for the entitlement to display.

3. On Elements:

- Enter Element Type = Absence Entitlement
- Enter Element Name = WI_FMLA
- Make sure the box under Active is checked
- Enter the Begin Date. This is either 1-1-XXXX of the year, or the 1st day of the pay period the leave starts.
- Enter the End Date. This is either 12-31-XXXX of the year, or the last day of the pay period the leave ends. If the leave crosses years, you must enter a 12-31-XXXX end date and then add a new row for the following year.

Then, add a row by clicking on the “+” button.

Element Type	Element Name	Description	Active	Begin Date	End Date		
Absence Entitlement	WI_FMLA	FMLA	<input checked="" type="checkbox"/>	01/01/2021	12/31/2021	+	-

- Enter Element Type = Absence Take
- Enter Element Name = WI_FMLA_TK
- Make sure the Active box is checked
- Enter the Begin and End dates; these dates should match the entitlement.

Element Type	Element Name	Description	Active	Begin Date	End Date		
Absence Entitlement	WI_FMLA	FMLA	<input checked="" type="checkbox"/>	01/01/2021	12/31/2021	+	-
Absence Take	WI_FMLA_TK	Family Leave Act	<input checked="" type="checkbox"/>	01/01/2021	12/31/2021	+	-

4. On Unit Element:

- Unit Element Type = Numeric
- Element Name – Unit = LEAVE BLANK
- Entitlement Unit = Eligible Number of Hours

CAUTION: 480 hours is the standard entitlement, but an employee may be entitled to a different amount based upon their FTE, their regular work week, e.g., mandatory overtime, or the interaction between state and federal FMLA.

- Frequency = Calculate Per Pay Period
- Frequency ID = LEAVE BLANK

Element Type	Element Name	Unit Element Type	Element Name - Unit	Entitlement Unit	Frequency	Frequency ID		
Absence Entitlement	WI_FMLA	Numeric		480	Calculate Per Pay Period		+	-
Absence Take	WI_FMLA_TK						+	-

5. On Generation Control Tab

- Generation Control Option = Specified Generation Control
- Generation Control = WI_FMLA_GC
- Click **Save**

Elements		Unit Element		Generation Control			
Element Type	Element Name	Generation Control Option	Generation Control	Description			
Absence Entitlement	WI_FMLA	Specified Generation Control	WI_FMLA_GC	FMLA Generation Control	+	-	
Absence Take	WI_FMLA_TK				+	-	

6. Once the FMLA entitlement and take is entered in STAR HCM, return to the request's FMLA Coordinator Workspace and check the box next to **Entitlement Added to PeopleSoft**, then click **Save**.

☐ Flag for Annual Recertification
☐ Agency Designation ?
☐ **Entitlement Added to PeopleSoft**
☐ Worker's Compensation
☐ Minnesota Paid Leave ?

Entitlement Tips & Tricks

- **FMLA Entitlement Entry for Employees with Multiple Jobs:** If an employee has more than once active position and plans to use FMLA for hours not worked in more than one position, you will need to split the total WI_FMLA entitlement and takes across the active positions. The total number of FMLA hours assigned for all positions shall not exceed the total annual FMLA entitlement. **Remember to always attach the leave entitlement to the correct Empl Record.**
- FMLA entitlement dates must match/fall within active Employment Record dates.
- If there are multiple FMLA requests for the same timeframe, you only need to enter one entitlement and take.
- You can modify dates and entitlement hours at any time.
- Never DELETE previous or current year FMLA entitlements.
- Can't find an entitlement you already entered? Try refreshing the As of Date!

Assign Entitlements and Takes

Employee ID Empl Record 0

As Of Date 01/13/2022

Entering FMLA on Behalf of an Employee in STAR HCM (PeopleSoft)

To access this page, you must have the Agency Absence Specialist user role. If you cannot access this page, you may need to request assistance from Payroll staff.

1. **Navigation:** Workforce Administrator – Payroll – Absence Management – Create and Maintain Absences

under Maintain Absences. On the Absence Detail tab:

- Enter Employee ID
- Verify Empl Record – System will default to 0.
- Enter Start Date and End Date – You may leave end date blank for one day absences (system auto fills)

Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail | Partial Days | Additional Information | Override | Process | Forecast | Comments | Demographic

Select	HR Status	*Employee ID	Name	Empl Record	Job Title	Calendar Group ID	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Copy Absence | Delete

Comments

Submission Options

Submit | Forecast

- Enter Absence Name and Reason
- Duration will automatically populate based on the dates entered, and the employee's system work schedule.

2. Scroll all the way to the right to find the “+” button to add more rows. You will need at least one additional row for the FMLA entry. Employees may also want to use additional leave types; you can enter them all at the same time.

wi-phrfix.wi.gov says

Enter number of rows to add:

OK | Cancel

Calendar Group ID	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date	Entry Source	Forecast Value	Status	Void	
	01/15/2021	01/22/2021	Sick Leave	Sick - Er	48 Hours	480.00 Hours				New	<input type="checkbox"/>	<input style="border: 2px solid red;" type="button" value="+"/>

3. Repeat Step 1 for all leave entries. If Partial Days are required, click on the Partial Days tab to enter details

Absence Requests

Absence Detail | **Partial Days** | Additional Information | Override | Process | Forecast | Comments | Demographic

Select	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day	
<input type="checkbox"/>	44 Hours	<input type="checkbox"/>	<input type="text" value="4.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input style="border: 2px solid red;" type="button" value="+"/>

4. Once all leave entries are complete, make sure the dates and duration of your FMLA entry matches the other leave entries.

Absence Detail											
Partial Days		Additional Information		Override	Process	Forecast	Comments	Demographic			
Select	HR Status	*Employee ID	Name	Empl Record	Job Title	Calendar Group ID	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		01/15/2021	01/22/2021	Sick Leave	Sick - Er	44 Hours
<input type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		01/25/2021	01/29/2021	Vacation	Leave in	40 Hours
<input type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		01/15/2021	01/29/2021	Family Lei	Self	84 Hours

5. Finalize the Leave Entries

- Select each line or Select All

Absence Requests

☰ 🔍

Absence Detail Partial Days Additional Information Override Process Forecast Comments

Select	HR Status	*Employee ID	Name	Empl Record	Job Title
<input checked="" type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select All Deselect All

Copy Absence Delete

Comments

- Click **Forecast and Submit**. You will see the following pop up. Click **Yes**.

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

Yes No

- If successful, you will see this message. Click **OK**.

Selected Absence Requests were successfully submitted. (0,0)

OK

- If you run into errors, select the arrow next to Search at the top of the page to verify the leave entries are within the date range. You can also search by Employee ID to see other absences the employee has already entered.

Create and Maintain Absence Requests

☑ Search

Work Flow Status

From Date 01/01/2020 Through Date 01/27/2021

Employee ID Employee Record 0

Absence Name

Resources

[FMLA Toolkit \(DPM website\)](#)

[HR Handbook Chapter 724 – Family and Medical Leave](#)

[Wis Admin Code Ch ER 18.14 - Leave of Absence Without Pay](#)