



Enterprise FMLA & Medical Leave System Quick Guide



The Enterprise FMLA & Medical Leave System is utilized for medical leaves of absence.

HOW TO SUBMIT A REQUEST

1. Log in to the FMLA & Medical Leave System at <https://fmla.wi.gov> with your **IAM username** and **password** (this is the same log in and password that you use for the STAR HCM - PeopleSoft). Click **Sign In**.

2. Click on the **Medical Leave & FMLA Request** link to start the request process. There are also several links on the page for FMLA-related resources.

3. You will be brought to the **My FMLA Requests** page, click on **New Request** to begin. A history of your FMLA requests within the system will also be displayed under **My FMLA Requests**.

4. You will first review the Employee Information page. This information is populated from the STAR HCM

System (PeopleSoft). Review/update your email, phone number and address during leave on this page (within the request only; any changes made will not transfer to the STAR HCM System).

5. Click the **Next** button on the bottom of the page to continue. Click the **Save** button at the top of the page if you want to save your information at this point.
6. Check the applicable box next to the **Reason for Leave**. Once you select a reason, additional fields may open on the page. Enter the applicable information in those fields.

7. You must enter a **Leave Request Explanation**. Once entered, click **Next** at the bottom of the page to continue.

8. Enter your anticipated **Dates of Leave**. Check the box next to "A block of leave" and/or "Intermittent leave or reduced work schedule." Click on the calendar icon to select the leave dates. If you are requesting intermittent leave or a reduced work schedule, enter your anticipated schedule.



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9. Check the boxes next to any leave types that you plan to use during your medical leave. Your leave balances display on the page for reference purposes. You are still responsible for submitting absences in STAR HCM (PeopleSoft). Click **Review & Submit** to start the submission process.

10. Review your request for accuracy. If everything is correct, scroll to the bottom of the page and enter your name in the **Name of Person Submitting Request** and click **Submit Request**.

Note: If you need to make an update to your request before submitting, click **Update** to make the change and then submit the request.

11. Once you submit your request, you will see the following success message at the top of the page and the Status will change to **New Request**.

If you do not see this message, your request has not been fully submitted and will not be sent to the Medical Coordinators for processing. You can return to this request at any time to **Update** and/or **Submit Request**.

HOW TO VIEW AND UPLOAD FILES

1. You can upload and view documentation attached to your request at any time, including medical.
2. Click on the request from the **My FMLA Requests** page.

Submission Date	Employee Name	Begin Date	End Date	Status	Reviewer
01-14-2021	[Redacted]	01-18-2021	02-26-2021	New Request	
12-14-2020	[Redacted]	12-13-2020	01-09-2021	Under Review	[Redacted]

3. You will see two sections at the top of the request - **Email Notifications** and **Documents**. Any system-generated notifications will appear within the Email Notifications section. If you or the Medical Coordinator has uploaded any documents, they will appear within the Documents section. Click on the **File Name** to open the document.

Description	File Name	Date/Time Added	Created By
Submitted FMLA/Medical Leave Request	EmailNotification.pdf	9/22/2025 10:47 AM	[Redacted]

File Type	File Name	Date Added
No items to display		

4. To upload a document to the **Documents** section, select the **Attachment Type** from the dropdown list and click **Select File**. Once you select the file, click the **Upload Document** button to load your document to your request.

5. The document you uploaded will then appear in the **Documents** section and will be visible to the Medical Coordinator.

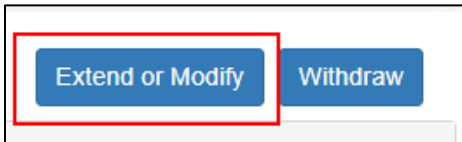


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HOW TO CHANGE YOUR REQUEST

1. If your request is in a Draft status, click on the request to make changes. Advance to the Submission Acknowledgement section, type in the **Name of Person Submitting Request**, and click either **Submit Request** to submit for processing by a Medical Coordinator or **Update** to retain as a Draft.
2. If your request is in a New Request status, click **Update** at the bottom of the request page to make updates to your request.
3. Once your request has been assigned to a Medical Coordinator, you will need to click the **Extend or Modify** button in the upper right corner of your request to make updates.



Note: On the My FMLA Requests page, if there is a name listed under Assigned Coordinator, your request has been assigned.

4. You can update the type of leave requested and leave dates in the **Modified Dates of Leave** section. Select the **Clear** button to delete your current entries and then enter the new type(s) and dates.

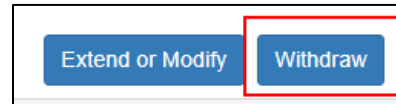
Note: You cannot change your Reason for Leave. If this is incorrect, contact your Medical Leave Coordinator who can make this update on your behalf.

5. You can also update any information regarding your leave usage.
6. In the **Comments** section, enter the Reason for Change. Click **Submit Changes** to submit your updated request.

7. The assigned Medical Coordinator will automatically be notified of your change request.

WITHDRAWING YOUR REQUEST

1. Access your request from the **My FMLA Requests** page.
2. Click on the Withdraw button in the upper right corner of your request.



3. Enter why you are withdrawing your request in the **Comments** box, then click **Submit Withdrawal**.

SYSTEM NOTIFICATIONS

1. You may receive system generated emails at any of the following situations:
 - Draft – Reminders sent twice weekly that your request has not been submitted.
 - Under Review – When a Medical Coordinator accepts your request.
 - Awaiting Documentation – Additional documentation is needed to process your request.
 - Approved – Your request is approved.
 - Approved Agency Designation – Reserved for situations in which an employee was unable or failed to submit a request.
 - Denied – Your leave may be denied for various reasons.
 - Closed – When your request has ended and no further action is needed.
2. Your supervisor is notified when a request is submitted and is also Cc'd in several of the above scenarios.



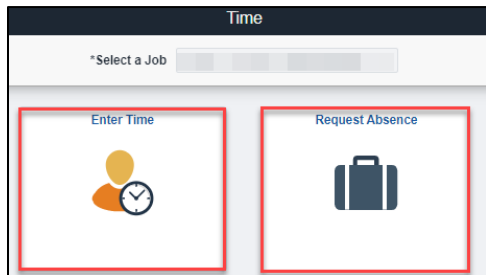
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ENTERING FMLA IN STAR HUMAN RESOURCES SYSTEM

See the [Absence Management Employee Self Service Job Aid](#) for step-by-step instructions for entering an absence.

1. Log in to [STAR Human Resources](#) and navigate to your timesheet under the **My Time** tile. If entering a future absence, you will follow these steps under the **Request Absence** tile.



2. If you need to enter FMLA for the current or past 2 weeks, select **Enter Time** to access your timesheet. Here you can enter any work hours as well as enter an absence from the *Request Absence* button at the top right of your timesheet.



3. First, select the type of paid (or unpaid) leave you wish to use and the dates/duration. You may enter leave in week blocks for less leave entry.
4. Choose the correct *reason* for the leave:
 - If logging Sick Leave, choose the corresponding reason:

- If logging leave other than Sick Leave, choose *In Lieu of Sick or Parental/LOA Medical* as the Reason.
5. Be sure to Forecast Balance, then click Submit. Leave must be in an **Approved** status before attempting to enter the FMLA absence.

Reason	Duration	Unit Type	Details	Status
Sick - Employee Illness	12.00	Hours	Details	Approved

6. Then, click *Request Absence* again to add the absence event of *Family Leave Act*.
7. Choose the correct reason for the absence: *Family Member, Self or Parental Leave*.

8. Match the dates and duration of the leave previously entered, then Forecast Balance and Submit the FMLA absence.

Thu 1/14	Fri 1/15	Sat 1/16	Total	Time Reporting Code
4.00			28.00	01 REGLR - Regular Hours Worked
4.00	8.00		12.00	SICK - Paid Sick Leave
4.00	8.00		12.00	FMLA - Family Leave of Absence

ABSENCE MANAGEMENT REMINDERS

1. Absence Management runs every two weeks during payroll processing. Your FMLA balance will update once every two weeks when payroll processes.
2. You may not see an FMLA balance the first payroll cycle that your leave is approved. You are still able to enter FMLA.
3. Leave without Pay Leave (LWOP) should be entered as the absence in any of the following circumstances:
 - You do not wish to use any of your accrued paid leave balances. Exception: DOC employees are required to follow the 07/09/2025 State of WI DOA DPM Bulletin DPM-0643-CC/POL for use of leave benefits while on FMLA;
 - You do not have enough leave to cover your entire absence; or
 - You are an LTE eligible for FMLA but not entitled to paid leave balances.

Use of LWOP will affect leave balances and accruals, as well as reduce or remove eligibility for legal holidays in certain circumstances.



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RESOURCES

- [FMLA Toolkit](#)
- [PeopleSoft Absence Management Job Aid](#)
- [FMLA Certification Forms](#)
- [Fitness for Duty Certification – Return to Work Release](#)
- [Department of Labor FMLA Poster](#)
- [Department of Labor FMLA FAQs](#)
- [WI FMLA](#)