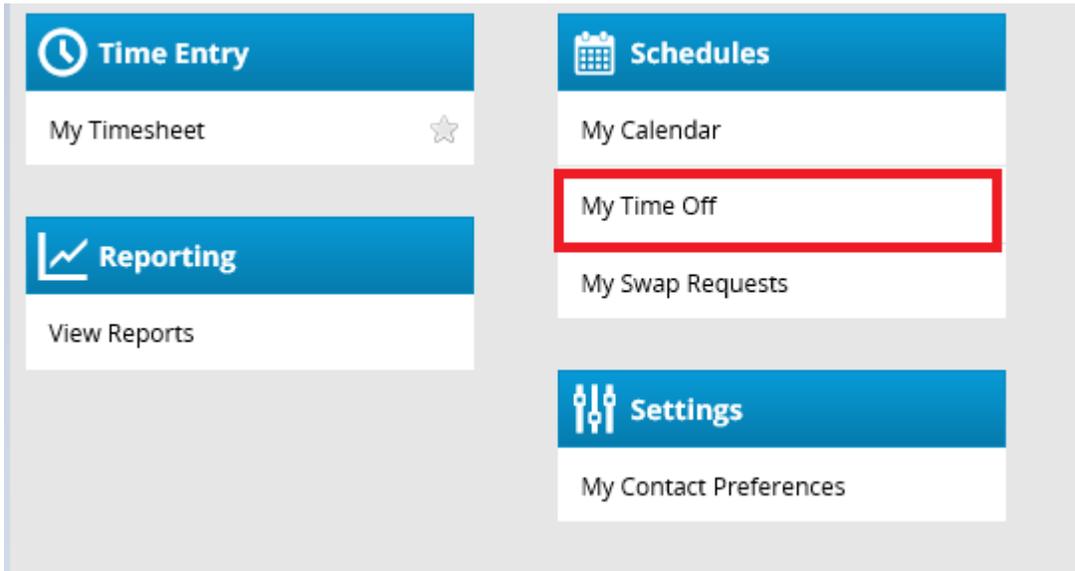
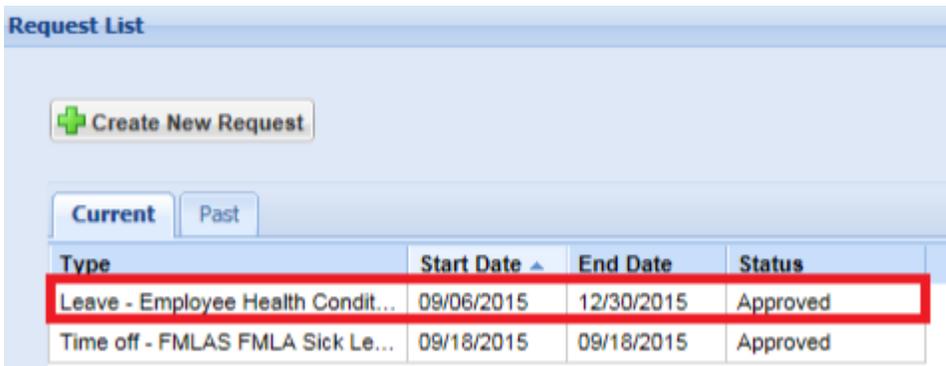


**DHSS Job Aid 12: Managing your Approved FMLA Case and Using the ACT Dashboard**

- Once your FMLA request has been approved, you can review it. From the home screen, select **Schedules** and **My Time Off**.



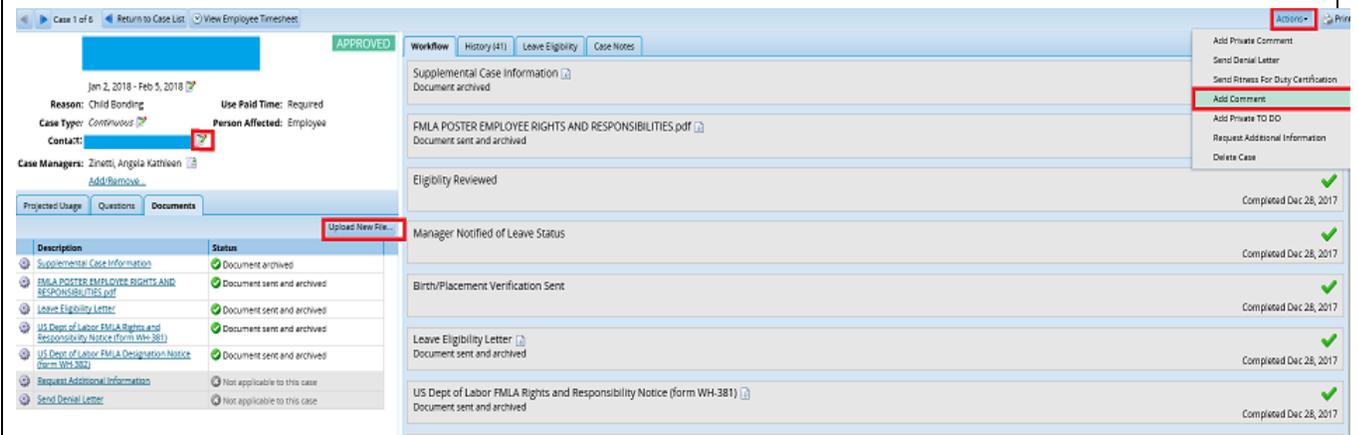
- Your FMLA cases(s) will appear in your **Request List**. Click on the case you would like to view.



The screenshot shows the 'Request List' page with a 'Create New Request' button and two tabs: 'Current' and 'Past'. A table lists two approved requests, with the first row highlighted in red.

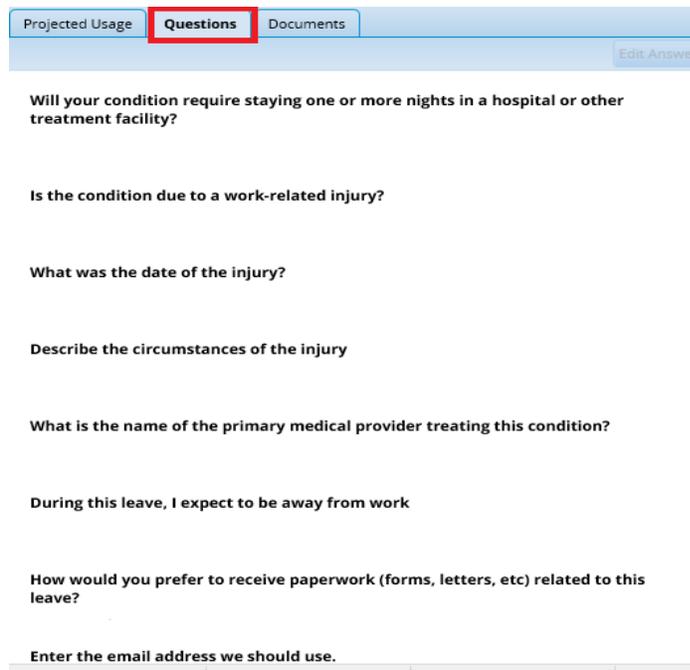
Type	Start Date	End Date	Status
Leave - Employee Health Condit...	09/06/2015	12/30/2015	Approved
Time off - FMLAS FMLA Sick Le...	09/18/2015	09/18/2015	Approved

3. The FMLA dashboard illustrates details about your FMLA case. You can add more than one email address, update your mailing address, add a comment to your case, view comments from your ACT Case Manager, upload a document, and view your FMLA leave balance. Any information you submit is kept confidential and secure.



The screenshot shows the FMLA dashboard for an approved case. The case is for "Child Bonding" from Jan 2, 2018, to Feb 5, 2018. The case type is "Continuous" and the person affected is an "Employee". The case manager is Zinetti, Angela Kathleen. The dashboard includes tabs for "Projected Usage", "Questions", and "Documents". A table lists documents such as "Supplemental Case Information", "FMLA POSTER EMPLOYEE RIGHTS AND RESPONSIBILITIES.pdf", "Leave Eligibility Letter", and "US Dept of Labor FMLA Rights and Responsibility Notice (form WH-381)". A workflow section shows steps like "Eligibility Reviewed", "Manager Notified of Leave Status", "Birth/Placement Verification Sent", "Leave Eligibility Letter", and "US Dept of Labor FMLA Rights and Responsibility Notice (form WH-381)". An "Actions" menu is visible in the top right corner.

Click on **Questions**. This tab displays answers you provided to questions you were asked when applying for FMLA. You may only change your responses when your case remains in a pending or open status.

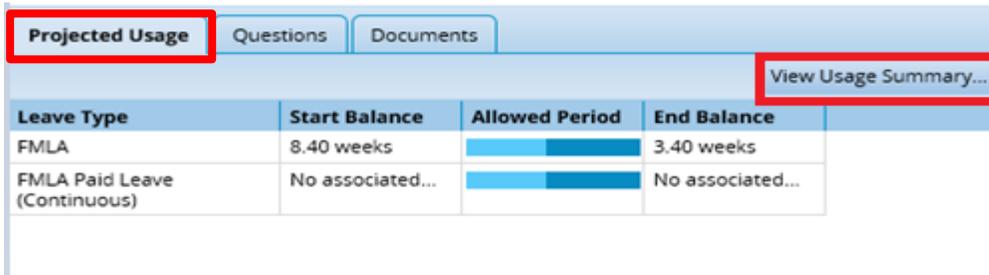


The screenshot shows the "Questions" tab in the FMLA dashboard. The tab is highlighted in red. Below the tab, there is an "Edit Answer" button. The main content area contains several questions:

- Will your condition require staying one or more nights in a hospital or other treatment facility?
- Is the condition due to a work-related injury?
- What was the date of the injury?
- Describe the circumstances of the injury
- What is the name of the primary medical provider treating this condition?
- During this leave, I expect to be away from work
- How would you prefer to receive paperwork (forms, letters, etc) related to this leave?
- Enter the email address we should use.

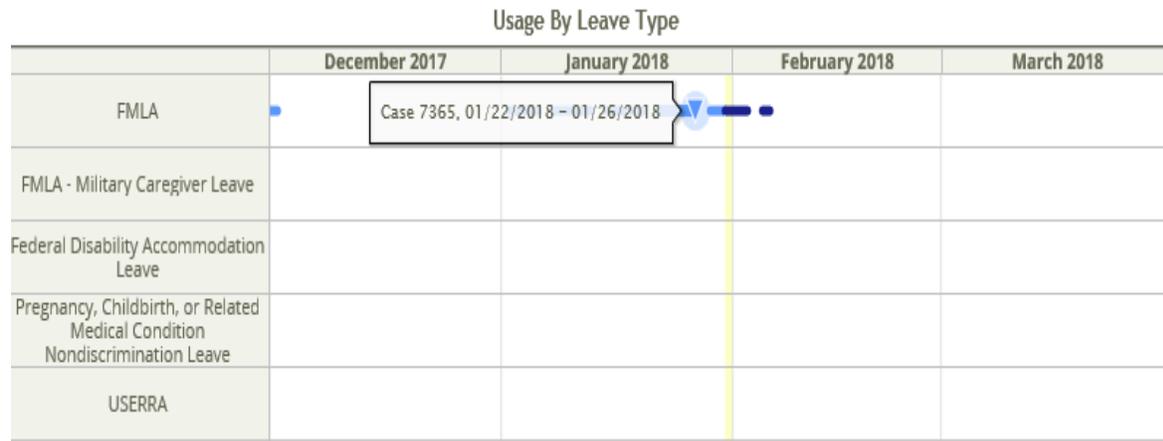
4.

Click on **Projected Usage**. The Projected Usage tab will display your start balance, allowed period, end balance, and leave type. Click on **View Usage Summary** in order to view more details regarding your FMLA allowance.

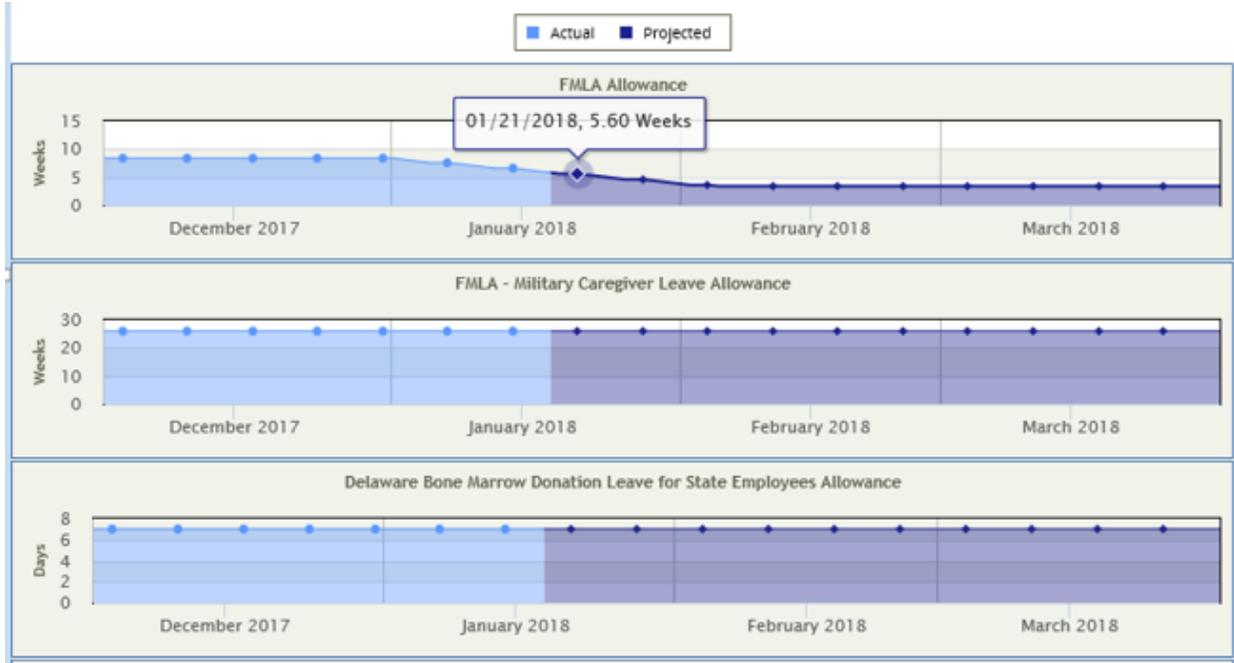


Leave Type	Start Balance	Allowed Period	End Balance
FMLA	8.40 weeks		3.40 weeks
FMLA Paid Leave (Continuous)	No associated...		No associated...

The **Usage By Leave Type** table shows the past, current, and future use of FMLA. Hover your mouse on the blue and purple line. Your FMLA case number with actual and projected FMLA usage dates will appear.



5. The **FMLA Allowance** graph displays both actual and projected FMLA usage.





All FMLA cases have a case number assigned to them, and this will appear on the timesheet.

Hazard Pay	Shift Differential	Standby	Wilmington Wage Tax	Additional Data	Comments	Case ID	To
			<input type="checkbox"/>			7365	
			<input type="checkbox"/>			7365	
			<input type="checkbox"/>			7365	
			<input type="checkbox"/>			7365	
			<input type="checkbox"/>			7365	
			<input type="checkbox"/>			7365	

7. The ACT module automatically decrements available leave for FMLA continuous cases. Leave is decremented in the following order: Sick leave, annual leave, floating holiday, compensatory time.

Sick Leave					
Date	Earned	Used	Balance	Action	Source
Sun 12/24			16.50	Balance Forward	
Tue 12/26		(7.50)	9.00	Usage	Paid Leave
Wed 12/27		(7.50)	1.50	Usage	Paid Leave
Thu 12/28		(1.50)	0.00	Usage	Paid Leave
Mon 01/01	9.50		9.50	Accrual	
Tue 01/02		(7.50)	2.00	Usage	Paid Leave
Wed 01/03		(2.00)	0.00	Usage	Paid Leave
<b>Hours</b>	<b>9.50</b>	<b>(26.00)</b>	<b>0.00</b>		<a href="#">Hide Details &lt;&lt;</a>

Annual Leave					
Date	Earned	Used	Balance	Action	Source
Sun 12/24			64.00	Balance Forward	
Thu 12/28		(6.00)	58.00	Usage	Paid Leave
Fri 12/29		(7.50)	50.50	Usage	Paid Leave
Mon 01/01	11.25		61.75	Accrual	
Wed 01/03		(5.50)	56.25	Usage	Paid Leave
Thu 01/04		(7.50)	48.75	Usage	Paid Leave
Fri 01/05		(7.50)	41.25	Usage	Paid Leave
Sat 01/06	9.50		50.75	Accrual	
<b>Hours</b>	<b>20.75</b>	<b>(34.00)</b>	<b>50.75</b>		<a href="#">Hide Details &lt;&lt;</a>

8. Click on **Results**.

Wed 12/27	+ -	LOA Leave of Absence	7.50										
	+ -	Please Select											
Thu 12/28	+ -	LOA Leave of Absence	7.50										
	+ -	Please Select											
Fri 12/29	+ -	LOA Leave of Absence	7.50										
	+ -	Please Select											
<b>37.50</b>													

Exceptions **Results** Schedule Leave

Work Date	DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional P...	Additional...	Wilmington...	Earnings C...	Estimated...
01/03/2018	350520210	LOA Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
01/04/2018	350520210	LOA Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
01/05/2018	350520210	LOA Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
12/25/2017	350520210	HOL Holiday	7.50	0.00	25.484536	25.484536			N	N	HOL	191.1:
01/01/2018	350520210	FMLA_HOL FMLA Holiday	7.50	0.00	25.484536	25.484536			N	N	HOL	191.1:
12/26/2017	350520210	FMLAS_CONT FMLA Sick Leave Paid - C...	7.50	0.00	25.484536	25.484536			N	N	SLT	191.1:
12/27/2017	350520210	FMLAS_CONT FMLA Sick Leave Paid - C...	7.50	0.00	25.484536	25.484536			N	N	SLT	191.1:
12/28/2017	350520210	FMLAS_CONT FMLA Sick Leave Paid - C...	1.50	0.00	25.484536	25.484536			N	N	SLT	38.2:
01/02/2018	350520210	FMLAS_CONT FMLA Sick Leave Paid - C...	7.50	0.00	25.484536	25.484536			N	N	SLT	191.1:
01/03/2018	350520210	FMLAS_CONT FMLA Sick Leave Paid - C...	2.00	0.00	25.484536	25.484536			N	N	SLT	50.9:
12/28/2017	350520210	FMLAV_CONT FMLA Vac Leave Paid - C...	6.00	0.00	25.484536	25.484536			N	N	ALT	152.9:
12/29/2017	350520210	FMLAV_CONT FMLA Vac Leave Paid - C...	7.50	0.00	25.484536	25.484536			N	N	ALT	191.1:
01/03/2018	350520210	FMLAV_CONT FMLA Vac Leave Paid - C...	5.50	0.00	25.484536	25.484536			N	N	ALT	140.1:

The results tab displays the LOA code and the leave that you used each day. Click on the far right arrow. Uncheck the **Work Date** box.

	7.50											<input checked="" type="checkbox"/> Work Date
												<input checked="" type="checkbox"/> DDS Code
absence	7.50											<input checked="" type="checkbox"/> Pay Code
												<input checked="" type="checkbox"/> Hours
absence	7.50											<input checked="" type="checkbox"/> Amount
												<input checked="" type="checkbox"/> Rate
absence	7.50											<input checked="" type="checkbox"/> Calculated Hrly Rate
												<input checked="" type="checkbox"/> Combo Code
absence	7.50											<input checked="" type="checkbox"/> Optional Project
												<input checked="" type="checkbox"/> Additional Data
absence	7.50											<input checked="" type="checkbox"/> Wilmington Wage Tax
												<input checked="" type="checkbox"/> Earnings Code
<b>37.50</b>												<input checked="" type="checkbox"/> Estimated Gross Pay
												<input type="checkbox"/> Split Slices

Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional P...	Additional...	Wilmington...	Earnings C...	Estimated...
Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00
Leave of Absence	7.50	0.00	0.000000	0.000000			N	N		0.00

Unchecking this box will display the total amount of leave paid for each pay cycle.

<span>Exceptions</span> <span>Results</span> <span>Schedule</span> <span>Leave</span>											
DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional P...	Additional...	Wilmington...	Earnings C...	Estimated...
350520210	LOA Leave of Absence	67.50	0.00	0.000000	0.000000			N	N		0.00
350520210	HOL Holiday	7.50	0.00	25.484536	25.484536			N	N	HOL	191.13
350520210	FMLA_HOL FMLA Holiday	7.50	0.00	25.484536	25.484536			N	N	HOL	191.13
350520210	FMLAS_CONT FMLA Sick Leave Paid - Continuous	26.00	0.00	25.484536	25.484536			N	N	SLT	662.60
350520210	FMLAV_CONT FMLA Vac Leave Paid - Continuous	34.00	0.00	25.484536	25.484536			N	N	ALT	866.47
<b>Total</b>		<b>142.50</b>	<b>0.00</b>								<b>1,911.34</b>