# FMLA OVERVIEW
## REPORT DESCRIPTION B0215 | WEB INTELLIGENCE

## REPORT DESCRIPTION

This report provides information about total amount of FMLA leave, when eligibility begins and ends, the number of hours used, number of hours remaining, number of weeks used, and number of weeks remaining.

## REPORT LOCATION

PT: Family Medical Leave (FMLA)

## REPORT USES

Agencies will be able to monitor FMLA events and track the hours and weeks associated with the event.

## How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:

- Organizational Unit

- CalMonth/Year (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. - (Optional)

    **NOTE:** Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

    John*Smith*
    *Smith

    If the employee number is known, it is best to use the manual entry field in Employee(s) PersNo. - (Optional) to enter the selection.

| | Prompts ⌄ | |
|---|---|---|

| Search 🔍 | ☑ 0 ⟳ | Organizational Unit | ⤬ ⚙ |
|---|---|---|---|

⚠ Organizational Unit
Please select at least one value

⚠ CalMonth/Year (Single Value/Interval, Mandatory)
Please select at least one value

Employee(s) PersNo. - (Optional)
(All values)

Organizational Unit

Search 🔍

ⓘ To see the content of the list, click the refresh values button.

Mandatory (2)　Reset All　　　　　　　　　　　　　　Run　Cancel

**Initial Layout**

This report provides information about total amount of FMLA leave, when eligibility begins and ends, the number of hours used, number of hours remaining, number of weeks used and number of weeks remaining.

**B0215: FMLA Overview**
Calendar Month/Year: DEC 2015 - DEC 2015

Execution Date : 6/22/16

| | | | | | | | | Cal Mth/Yr | DEC 2015 | | | |
| Organizational Unit | Organizational Unit Desc | Employee | Employee's Name | FMLA Rule | Deduction Period | Entitled Weeks | FMLA Request Period | Weeks Used | Hours Used | Remaining Weeks | Remaining Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 15151515 | PI SS FIN FIN SERV Plan & Budget | 12121212 | Alice, Bob | FMLA - FT or PT(20+) | 12/08/2015 - 12/07/2016 | 12.00 | 12/08/2015 - 12/07/2016 | 3.82 | 152.91 | 8.18 | 327.09 |
| 16161616 | PS ACJJ OPS PRI C MED-FRANKLIN Admin | 13131313 | Doe, Jane | FMLA - FT or PT(20+) | 12/16/2015 - 12/15/2016 | 12.00 | 12/16/2015 - 12/15/2016 | 3.69 | 147.75 | 8.31 | 332.25 |
| 17171717 | PS ACJJ OPS CC D3 JDM-18 | 14141414 | Smith, John | FMLA - FT or PT(20+) | 12/02/2015 - 12/01/2016 | 12.00 | 12/02/2015 - 12/01/2016 | 1.60 | 64.00 | 10.40 | 416.00 |

The Report Info tab displays the information about the prompts entered.

**Report Info**

Execution Date : 6/22/16

**Prompt Input**

| | |
|---|---|
| Organizational Unit | Organizational plan |
| CalMonth/Year | DEC 2015 - DEC 2015 |
| Employee(s) PersNo. | |

**Available Objects**

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode.

Dimensions

- Absence Type
- Begin Date IT2001
- Cal Mth/Yr
- Cal Yr
- Certificate Provided
- Changed on IT2001
- Continuous/Intermittent
- Deduction Day
- Deduction Period
- Eligibility

- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- End Date IT2001
- Entitled Weeks
- Ethnic origin
- FMLA Reason
- FMLA Request Period
- FMLA Rule
- FMLA Status

- Job
- Job Branch
- Job Family
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Request Date
- Request Number
- Supv Employee
- Work Schedule Rule

Measures

- Hours Used
- Remaining Hours
- Remaining Weeks
- Weeks Used

Variables

- Cal Mth/Yr
- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Organizational Unit

- ∨ Dimensions
  - › ✤ **Absence Type**
  - ✤ **Begin Date IT2001**
  - › ✤ Cal Mth/Yr
  - › ✤ **Cal Yr**
  - › ✤ **Certificate Provided**
  - ✤ **Changed on IT2001**
  - › ✤ **Continuous/Intermittent**
  - ✤ **Deduction Day**
  - › ✤ Deduction Period
  - › ✤ **Eligibility**
  - › ✤ Employee
  - › ✤ **Employee Group**
  - › ✤ **Employee Subgroup**
  - › ✤ Employee's Name
  - ✤ **End Date IT2001**
  - › ✤ Entitled Weeks
  - › ✤ **Ethnic Origin**
  - › ✤ **FMLA Reason**
  - › ✤ FMLA Request Period
  - › ✤ FMLA Rule
  - › ✤ **FMLA Status**

- › ✤ **Job**
- › ✤ **Job Branch**
- › ✤ **Job Family**
- › ✤ Organizational Unit
- › ✤ **Personnel Area**
- › ✤ **Personnel Subarea**
- › ✤ **Position**
- ✤ **Request Date**
- › ✤ **Request Number**
- › ✤ **Supv Employee**
- › ✤ **Work Schedule Rule**
- ∨ Measures
  - 📏 Hours Used
  - 📏 Remaining Hours
  - 📏 Remaining Weeks
  - 📏 Weeks Used
- ∨ Variables
  - ✤ Cal Mth/Yr
  - ✤ Prompt Response Cal Mth/Yr
  - ✤ Prompt Response Employee PersNo
  - ✤ Prompt Response Organizational Unit

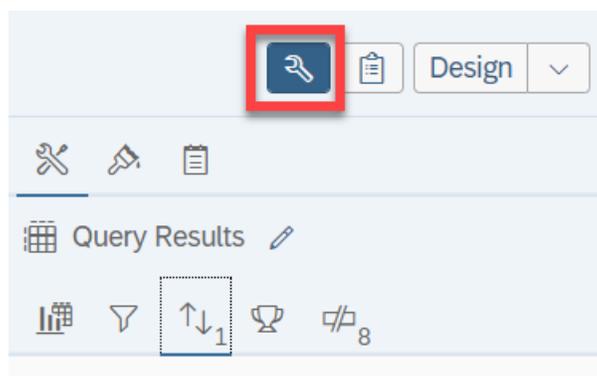**Special Report Considerations/Features**

- When you drag and drop the Available Objects to the Default Layout and refresh, the report runs fine.
- When you drag and drop the Objects back again from Default Layout to Available Objects and refresh, the below error occurs.

**Prompts**

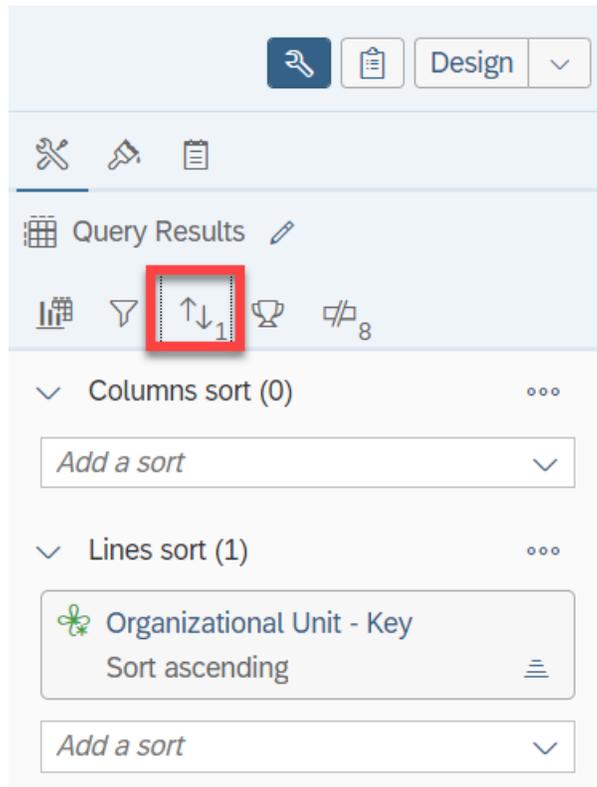❌ Cannot build the query or generate the report. (WIS 30351) (Error: INF )

OK
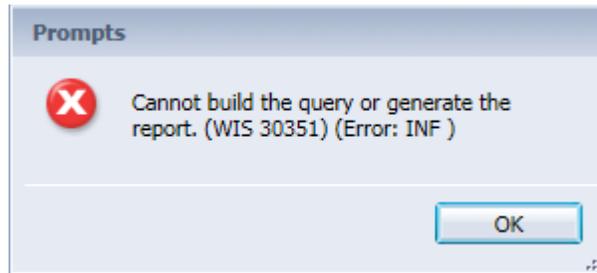
- Refresh One more time to overcome this error and to get the Reporting results.

- FMLA Rule 3 (FIL - FT or PT (20+)) is excluded from report.
- By default, data is sorted by Organizational Unit (This can be changed as needed):
- To change the sorting for the desired column
    1. Change to Design mode.

| | Reading | ∨ |
| ✓ Reading | Alt+1 |
| **Design** | **Alt+2** |
| Structure | Alt+3 |
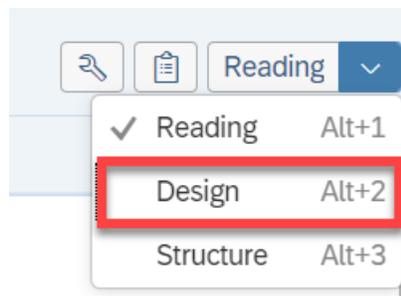
    2. Click on the tool icon.

🔧 | Design | ∨

Query Results ✏

3.  Select ascending or descending sort order as needed.

CHANGE LOG

Effective 6/23/2016

- Initial Report Creation to Convert from BI to BOBJ

Effective 2/11/2021

- Remove local filter on FMLA Rule from Crosstab table and added 2 new FLMA reason codes
- MILEX Military Qualifying Exigency
- MICAR Military Caregiver

Effective 3/15/2021

- Updated format and added alt text to images. -L. Lee

Effective 10/7/2024

- Update to Business Objects 4.3 – K. Cox