



How to Enter Family and Medical Leave Act (FMLA)

Important:

- You must enter an absence in conjunction with an FMLA entry. You may use personal holiday, sick leave, vacation, leave without pay, etc.
- If you do not use an absence event while on FMLA, you will not be paid for your time off.

The example shown in the job aid demonstrates an employee entering one week of FMLA on their timesheet.

1. Click the following link or type the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Click **Absence Request** on your STAR dashboard.

The screenshot shows the STAR dashboard interface. At the top, there are 'Favorites' and 'Main Menu' dropdowns. Below that is a navigation bar with a Wisconsin state icon. The main content area is divided into several sections:

- Wisconsin Time and Absences**: Contains 'Timesheet' (Report your time and task details for a day, week, or time period.) and 'Absence Request' (Navigate to the Time start page.). The 'Absence Request' link is highlighted with a red box and a red arrow points to it.
- Wisconsin Employee Info**: Contains 'Personal Information Summary' (Review a summary of your personal information.).
- Wisconsin Benefits**: Contains 'Benefits Summary' (Review a summary of current, past or future benefit enrollments.).
- Announcements**: Shows 'No Current Announcements.'
- Company Directory**: Includes a search bar with the text 'Search by Name, Job Title, Department, or Email' and a search button.

Below the 'Wisconsin Time and Absences' section is the 'Employee Leave Summary' section, which contains a table of 'Absence Balances':

Absence	Duration
Legal Holiday Balance	24.00 Hours
Sick Balance	890.32 Hours
Vacation Balance	61.25 Hours
Sabbatical Leave Balance	160.00 Hours

At the bottom of the dashboard, there is a 'Wisconsin Payroll' section.

4. Fill out the Absence Request for one week.

The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (1/18/2016), End Date (1/22/2016), Filter by Type (All), *Absence Name (Sick Leave), *Reason (Sick - Employee Illness), Partial Days (All Days), All Days Hours, and Duration. A red callout box with the text 'Request one week' has arrows pointing to the start and end date fields. Another red callout box on the right contains the text: 'Important: You may use any absence types when entering time off with FMLA. This example is using Sick Leave.' Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.

5. Ensure that **All Days** is selected in the **Partial Days** section.

This screenshot is identical to the previous one, but the 'Partial Days' dropdown menu is highlighted with a red box, and 'All Days' is selected. The 'All Days Hours' field is currently empty.

6. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

This screenshot is identical to the previous one, but the 'All Days Hours' field now contains the value '8.00' and is highlighted with a red box. The 'Calculate End Date or Duration' button is now active (no longer dashed).

- Click **Calculate End Date or Duration**. The **Duration** field will calculate the number of hours each day against the number of days you selected. In this case, 40 hours was calculated for the 5 day absence.

Absence Detail ?

*Start Date: 1/18/2016 [View Monthly Schedule](#)

End Date: 1/22/2016

Filter by Type: All

*Absence Name: Sick Leave **Current Balance 498.00 Hours**

*Reason: Sick - Employee Illness

Partial Days: All Days

All Days Hours: 8.00

Duration: 40.00 Hours

Calculate End Date or Duration

- Click **Forecast Balance**. You will receive a message indicating a successful forecast.

Absence Detail ?

*Start Date: 01/18/2016 [View Monthly Schedule](#)

End Date: 01/22/2016

Filter by Type: All

*Absence Name: Sick Leave **Current Balance 498.00 Hours**

*Reason: Sick - Employee Illness

Partial Days: All Days

All Days Hours: 8.00

Duration: 40.00 Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: December 28, 2015 at 13:32

Forecast Balance

9. Click Submit.

Note: You must have an absence event on each day you use FMLA.

10. Your timesheet should look like the example below.

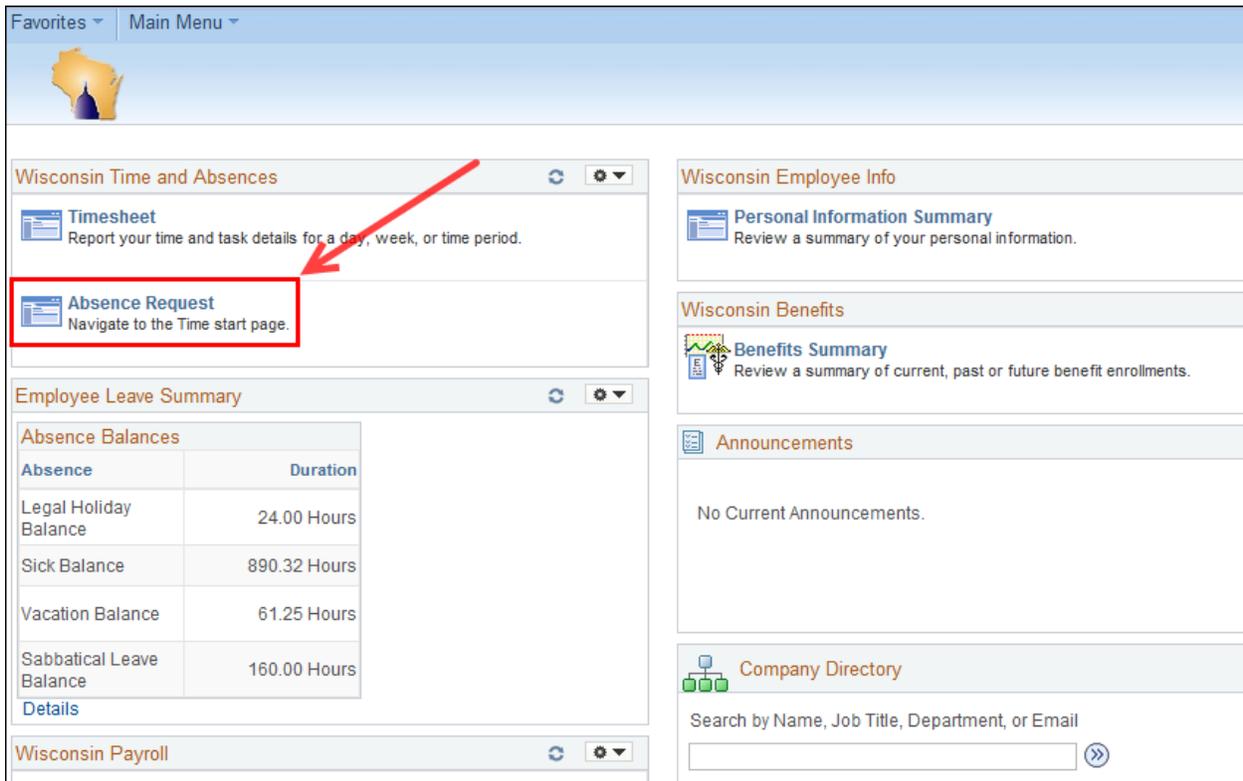
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity
	Sun	1/17	New							
	Mon	1/18	Approved						SICK - Paid Sick Leave	8.00
	Tue	1/19	Approved						SICK - Paid Sick Leave	8.00
	Wed	1/20	Approved						SICK - Paid Sick Leave	8.00
	Thu	1/21	Approved						SICK - Paid Sick Leave	8.00
	Fri	1/22	Approved						SICK - Paid Sick Leave	8.00
	Sat	1/23	New							

Note: Now, we will enter an FMLA Absence Request during the same week we entered sick time.

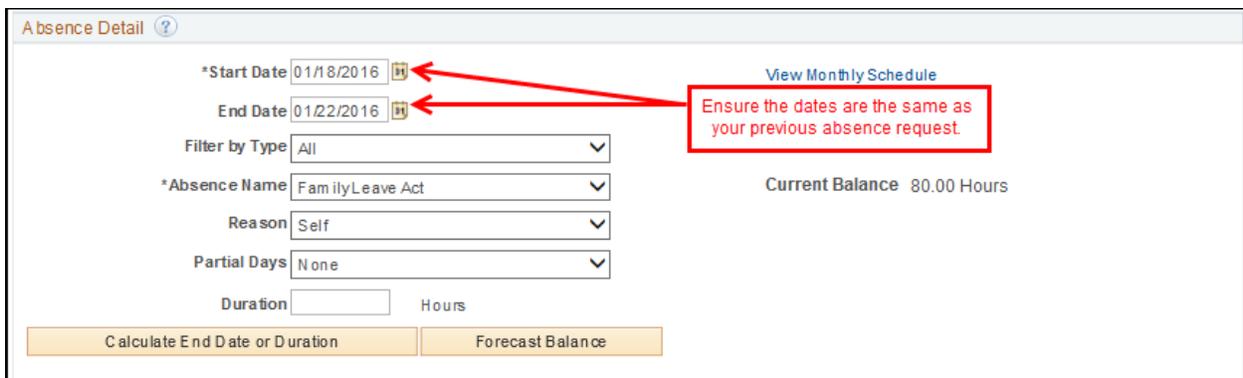
11. Next, click **Home** at the top of your screen to return to the **STAR Dashboard**.



12. Click on **Absence Request**.



13. Enter the dates for your FMLA request. The FMLA request must have the same dates as the previous absence request.



14. Select "Family Leave Act" under **Absence Name** and either "Self" or "Family" under **Reason**.

The screenshot shows the 'Absence Detail' form with the following fields: Start Date (01/18/2016), End Date (01/22/2016), Filter by Type (All), Absence Name (Family Leave Act), Reason (Self), Partial Days (None), and Duration (Hours). A red box highlights the Absence Name and Reason dropdown menus. The current balance is 80.00 Hours. Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.

15. Ensure that **All Days** is selected in the **Partial Days** section.

The screenshot shows the 'Absence Detail' form with the following fields: Start Date (01/18/2016), End Date (01/22/2016), Filter by Type (All), Absence Name (Family Leave Act), Reason (Self), Partial Days (All Days), All Days Hours (Hours), and Duration (Hours). A red box highlights the Partial Days dropdown menu. The current balance is 80.00 Hours. Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.

16. In the **All Days Hours** field, enter the total number of hours you are requesting off for each day.

The screenshot shows the 'Absence Detail' form with the following fields: Start Date (01/18/2016), End Date (01/22/2016), Filter by Type (All), Absence Name (Family Leave Act), Reason (Self), Partial Days (All Days), All Days Hours (8), and Duration (Hours). A red box highlights the All Days Hours input field. The current balance is 80.00 Hours. Buttons for 'Calculate End Date or Duration' and 'Forecast Balance' are at the bottom.

17. Click **Calculate End Date or Duration**. The **Duration** field will calculate the number of hours each day against the number of days you selected. In this case, 40 hours was calculated for the 5 day absence.

Absence Detail ?

* Start Date: 01/18/2016 [View Monthly Schedule](#)

End Date: 01/22/2016

Filter by Type: All

* Absence Name: Family Leave Act **Current Balance** 80.00 Hours

Reason: Self

Partial Days: All Days

All Days Hours: 8.00

Duration: 40.00 Hours

Calculate End Date or Duration

18. Click **Forecast Balance**. You will receive a blue message stating your request is valid and you may submit. Please contact your HR representative if you do not receive the blue message.

Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date: 1/18/2016 [View Monthly Schedule](#)

End Date: 1/22/2016

Filter by Type: All

* Absence Name: Family Leave Act **Current Balance** 80.00 Hours

Reason: Self

Partial Days: All Days

All Days Hours: 8.00

Duration: 40.00 Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: January 05, 2016 at 11:06

[View Forecast Details](#)

19. Click **Submit**.

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

20. Click **Yes** to submit your absence request.

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Absence Request

PHRPRD

Request Absence

Submit Confirmation

✓ Are you sure you want to Submit this Absence Request?

Yes No

21. Click Ok.

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Absence Request

PHRPRD

Request Absence

Submit Confirmation

✓ The Absence Request was successfully submitted.

OK