

FMLA Workbench Email Enhancement Spreadsheet

Overview:

When a change needs to be made to a FML absence in the CATS timesheet, the timekeeper needs to communicate with the FMLA Coordinator/Processor prior to making the change so the absence can be unassigned in the FMLA Workbench. After the change is made in the timesheet and time evaluation/CAT6 has run, the absence is reassigned by the FMLA Coordinator/Processor in the FMLA Workbench. It is important that each bureau have a process in place for this communication. By following this process no timesheet errors occur.

However, if a timekeeper does change an absence previously assigned in the FMLA Workbench causing a CAT6 error, then an email notification will be sent to the FMLA Coordinator the following day. The email will contain a spreadsheet attachment listing the FML absences that caused the CAT6 errors. The spreadsheet includes detailed information about the absence.

With the information from the spreadsheet, the FMLA Coordinator/Processor will:

1. Un-assign the absence(s)
2. Allow the nightly time evaluation/CAT6 update to run
3. Reassign the appropriate absence in the Workbench.

The instructions below explain the meaning of the columns in the spreadsheet that will be attached to the email notification, and how to use the information to unassign the absences in the FMLA Workbench.

B	C	D	E	F	G	H	I	J	K
PERNR	ENAME	WORKDATE	BEGUZ	ENDUZ	AWART	CATSHOURS	MEINH	ZZ_FMLANSTAT	
11000023	Joe FMLA-Test	20131018	0	0	FMVL	8	H	3903	
11000023	Joe FMLA-Test	20131021	0	0	FMVL	8	H	3903	

D: WORKDATE – This is the original day of the FMLA absence, represented as YYYYMMDD as in CATS.

E: BEGUZ – This is the start time of the absence

F: ENDUZ – This is the end time of the absence

G: AWART – This is the original Absence type

H: CATSHOURS – This is the original number of hours as represented in CATS

J: ZZ_FMLAN – This is the original FMLA request number entered into CATS

Use this information to determine which absences to un-assign in the workbench.

FMLA	Start Date	End Date	Att./abs. type text	Start time	End time	P	Absence hrs	Att./abs. days	Payroll hours	Payr.day
<input checked="" type="checkbox"/>	10/21/2013	10/21/2013	Family Leave Vacation			<input type="checkbox"/>	8.00	1.00	8.00	1.00
<input checked="" type="checkbox"/>	10/18/2013	10/18/2013	Family Leave Vacation			<input type="checkbox"/>	8.00	1.00	8.00	1.00
<input checked="" type="checkbox"/>	10/17/2013	10/17/2013	Family Leave Vacation			<input type="checkbox"/>	8.00	1.00	8.00	1.00
<input checked="" type="checkbox"/>	10/16/2013	10/16/2013	Family Leave Vacation			<input type="checkbox"/>	8.00	1.00	8.00	1.00
<input checked="" type="checkbox"/>	10/15/2013	10/15/2013	Family Leave Vacation			<input type="checkbox"/>	8.00	1.00	8.00	1.00

Additional information is included in the spreadsheet to help you find more details about the absence(s).

For Example:

The **FMLAN_PTFMLAAB** column is the FMLA request to which the absence is currently assigned.

↓	Y
	FMLAN_PTFMLAAB
	3903
	3903

The **BEGDA_P2001** and the **ENDDA_P2001** correlate to the start and end dates as represented in the workbench.

AI	AJ	AK	AL
BEGDA_P2001	ENDDA_P2001	BEGUZ_P2001	ENDUZ
20131018	20131018		
20131021	20131021		