

FMLA Workbench

OMF Cross-Functional Team

Status Report March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Anna Kanwit, Satish Nath	Judy Bishop	December 2012	March 2013
Project Purpose	<p>FMLA Coordinators in each bureau maintain individual spreadsheets to document family medical leave administration and manually compile information from the HCM and Time Management systems to process leave requests and track leave usage.</p> <p>The purpose of implementing the SAP FMLA Workbench is to use a central system that interfaces directly with the HCM and Time Management systems to evaluate eligibility, track leave usage, and document/monitor the administrative process. The end result is to ensure consistent policy application, and leverage the investment in the City's enterprise system.</p>		
Goals and Deliverables	<ul style="list-style-type: none"> • Redesign business processes to achieve maximum benefits in service, compliance and productivity • Replace outdated and costly "shadow" information systems and reduce "islands" of information • Make access to information easy and provide real-time data for improved decision making • Family medical leave business process flow charts • Streamlined attendance/absence codes linked to Time Management quotas • Conversion of existing family medical leave requests and related absence to FMLA Workbench (Note: Not necessary if implementation occurs on 01/01/2013) • Fully implement SAP FMLA Workbench functionality for employees • Bureau and central program coordinator audit reports 		
Project timeline	<p>Blueprinting – Completed Sept. 2011 Gap Analysis – Completed Oct. 2011 Business Scenario Development – Completed Dec. 2012 Business Rule Update – Completed Jun. 2012 Survey of organizations using FMLA Workbench – Completed August 2012 Design/Configuration – SRP Completed December 2012, DRP Completed March 2013 Implement new FML absence/attendance types – December 2012 Testing – Completed for implementation March 2013 Training – Completed 3/25/13 (11 sessions, 96 employees) Implementation – 3/18/13 Post go-live user support sessions – 3/18/13, 3/20/13, 3/21/13</p>		
Team members	Mark Schackart, Sue Campbell, Cody Deckard, Tom Schneider, Judy Bishop, Elana Schwartz		
Other changes			
Current Status	Post go-live stabilization phase. Bureaus are entering 2013 backlog of leave requests since 1/1/13. Completion deadline 5/1/13.		
Next Step	<p>Pending enhancements as discovered for optimal functionality:</p> <ul style="list-style-type: none"> --Removal of CAT2 access from workbench to prevent payroll process conflict --Modification of eligibility check for certain leave types --Modification of work schedule calculation for entitlement --Add requirement of FMLA Req. # with all FML absence type entries in timesheet 		

