

Weekly Update

June 1, 2016

Subject: Family Medical Leave Act (FMLA) Workbench Report

Audience: HR Directors

The SCEIS Team is pleased to announce that FMLA Work Bench Report is now available through Transaction code: ZHR_FMLA_WKBNCH_RPT.

The FMLA Workbench Report is a custom report containing FMLA event information for employees, as well as information regarding the Employee Group/Subgroup and Org Unit at the time of the FMLA event. This report updates daily with the time evaluation run, but it can be run at any time on current employees by agency personnel with the Display Time and Leave role.

The report displays the following FMLA workbench data:

- FMLA Reason
- Status of event
- Start and end dates
- Continuous/Intermittent
- Creditable hours
- Months of service
- Weeks and hours remaining

Note: Employees must have a FMLA workbench created for the time period chosen in order to be displayed on this report.

If you have any questions concerning this information, contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.