

Subject: Email Automation of the Family Medical Leave Act (FMLA) Exception Report
Audience: Finance Directors, HR Directors

The SCEIS Team is pleased to announce the email automation of the Family Medical Leave Act (FMLA) Exception Report. This FMLA Exception Report is provided to impacted agencies on a weekly basis and includes employee records that have FMLA absence hours recorded, but are not linked to the FMLA Workbench Event. The FMLA Exception Report will now be distributed from the SCEIS AST Email Distribution mailbox instead of by the individual SCEIS Agency Advocates. Also, the file will now come in the .csv format and can be opened by double-clicking the file. Microsoft Excel automatically opens the text file and displays the data in a new workbook.

Benefits for SCEIS Agencies:

- **Simplicity and Flexibility:** Easy for recipients to open .csv file formation. You can open a .csv file in almost any application (e.g., Microsoft Excel, text editor)
- **Trustworthy Communication:** The automated email message will come from SCEIS AST Email Distribution mailbox, not individual team members.
- **Better Control:** All email messages are monitored and tracked until received by agency contact.

You can find the FMLA Workbench Business Process Procedure here:

<https://uperform.sc.gov/gm/folder-1.11.3879>. If you have questions about this report or preparing the FMLA Workbench actions, please contact the SCEIS Help Desk at 803-896-0001 (Option #1 for SCEIS issues) or electronically at <http://sceis.sc.gov/requests>.