


# Work Instruction for HR540: FMLA Report

Revised 6/19/2006

1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>)  
BW tab→Logon to BW




2. Open  Human Resources  
Select HR540: FMLA Report


3. Select your Org Unit from the Hierarchy or complete other selection criteria.



To find more options on how to use the Variable screen, refer to "BW How to use variable screen" stored on the UC Flex training website.


For further help understanding the data "BW General HR Data" on the UC Flex training website.


**Variables for HR540: FMLA Report**


UCID =  


Employee =  


Org Unit Hierarchy = 60000001   VP Bac/GrdEd


Position =  


FMLA Reason =  


Continuous/Intermittent  


FMLA Status  

Med Review Form  

Eligibility  

FMLA Begin Date =  





































































FMLA End Date =  

Employee Status <> 0   Withdrawn

Data Last Updated: 07/06/2006 04:31:39

**Variables Entered**

Navigation Block:

Con/Int				
Eligibility				
Emp Status				
Employee				
Employee Group				
Employee Subgroup				
FMLA End Date				
FMLA Reason				
FMLA Start Date				
Med Rev Form				
Organizational Unit				
Personnel Area				
Personnel Subarea				
Position				
Status				
UCID				
Key Figures				

**HR540: FMLA Report**

Organizational Unit	UCID	Employee	FMLA Start Date	FMLA End Date	FMLA Reason	Con/Int	Status	Med Rev Form	Eligibility	Creditable Hours	Remaining Hours	Remaining Weeks	Week Converte
S MO N Mnt	M00071028	Welch Thomas Patrick	02/15/2006	02/14/2007	Care of Immediate Fa	I	A	X	Y				
S PS Suppo	4071	Lunkenheimer James P	02/15/2006	02/14/2007	Personal Illness	C	A	X	Y				
S VP	M01291508	Miller Betty L	05/01/2006	04/30/2007	Personal Illness	C	A	X	Y				
x Lab Srvc	14104	Weisenberger Nathan T	03/01/2006	02/28/2007	Adoption	C	A	#	Y				
in/Opr Eas	M00063669	Powers Lawrence W.	02/15/2006	02/14/2007	Care of Immediate Fa	C	P	X	Y				


Report ID: HR540

**Job Status**

Approved  
 In Process (Provisional)  
 Rejected

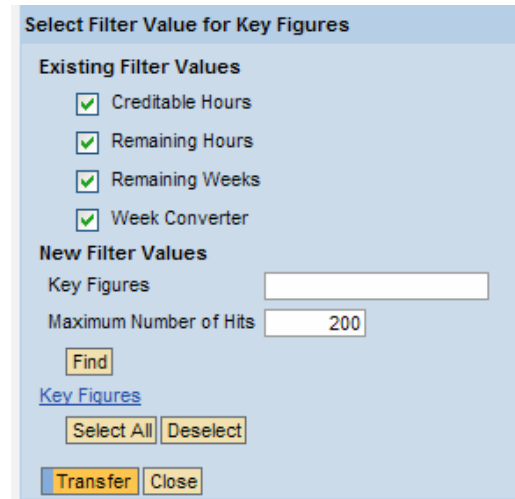
4. You can add/remove columns, sort, further filter the data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document "BW How to format web report" on the UC Flex training website.

## Key Figures:

Click the filter icon  in the Navigation Block, and de-select the Key Figure you do not want to display.

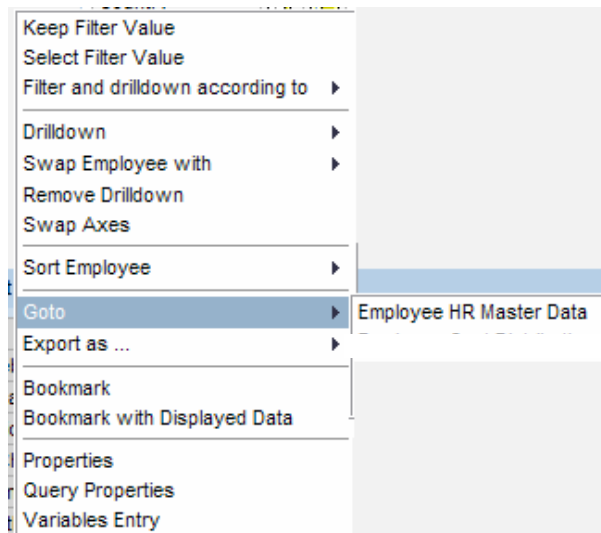
## Sort:

The left-most column is the sort column for the report. You can only sort on fields listed in the Navigation Block. You cannot sort on an attribute of a field such as the address or zip code of an Employee.



**GoTo:** You can go directly to HR UC Flex reports without having to go back to the UC Flex portal, click the HR tab, logon to HR, launch the report or transaction and remember the employee data.

From this report, you can jump to more information on a particular employee by right clicking anywhere on the EMPLOYEE's row. Select GoTo and choose **Employee HR Master Data**. This will launch the HR transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. System→Logoff to return to BW.



*NOTE: Be sure to right click the Employee name whose record in UC Flex HR you want to GoTo. If you click a column heading by mistake, you will get the following warning. If this happens, simply go back to the report and make sure you right click on an **employee** so the system knows which employee data to pre-populate.*

