

D.C. DEPARTMENT OF HUMAN RESOURCES

PFML Guide for FMLA Coordinators

When an employee submits a PFML request via ESS, agency FMLA Coordinator will receive a notification email.

Leave application for Fake Person is awaiting for your approval

octoqa1@dc.gov Reply Reply All Forward Print More

To: OCTOQA1 (OCTO); OCTOQA1 (OCTO); OCTOQA1 (OCTO); OCTOQA1 (OCTO); Chikkala, Venkata (OCTO-Contractor); Mann, Richard (DCHR); OCTOQA1 (OCTO); OCTOQA1 (OCTO)

Fri 2/3/2023 10:28 AM

Fake Person (00105725) has submitted an application for Care of a Family Member.

Please visit the following URL for detailed information about the request:
https://pshcmdev.in.dc.gov/psp/pshcmdev/EMPLOYEE/HRMS/c/DCG_CUSTOM_MENU.DC FMLA_ADMIN_CMP.GBL?Page=DC FMLA_EE_REQ&Action=U&REQ_DT_DESCR=001057250012023-02-03BE

The email will contain the name and employee ID number of the submitter as well as the selected reason for leave. To access the request, FMLA Coordinators can either click on the link the email (you must already be logged into PeopleSoft for it to automatically direct you to the page) or following the following navigation and search by employee ID:

Benefits > Track FMLA (Family Medical Lv) > DC FMLA Tracking

FMLA Coordinators can search by employee ID on this screen. If you leave the search box blank and hit search, it will pull all of the PFML request that have been submitted for your agency.

DC FMLA Tracking

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: begins with

Include History Correct History

Search Advanced Search

Find an Existing Value | Add a New Value

Step 1: FMLA Coordinators should start the process by reviewing the request made by an employee. If the information that has been submitted is accurate and complete, FMLA Coordinators should continue to the eligibility screen. If the information is inaccurate or incomplete, the FMLA Coordinators have the option to edit the request or return it to an employee with comments (See Step XXX).

DCHR DISTRICT OF COLUMBIA GOVERNMENT

Paid Family, Medical and Parental Leave Request

FMLA Request ID: 001Request Date: 02/03/2023FMLA Status Submitted to CoordinatorNew Request

Personal Information

Last Name: Person

First Name: Fake

Middle Name:

Address 1: 123 Fake Street, NW

Address 2: Unit 1

City: Washington

State: DC

Postal Code: 20011

Employee ID: 00105725

Agency: DC Department of Human Resources

Email Address: octoqa1@dc.gov

Reason for Leave Request

Specify the reason for which you are seeking family or medical leave. Select one option.

Leave Reason: Care of a Family Member

Leave Options

Enter the Total Number of Leave Hours Requested. 100 Hours

How will the leave be used? Intermittent

**Leave is considered intermittent when it is taken on an irregular schedule or on an as-needed basis.*

Enter the estimate start and end dates for leave. Start Date 02/03/2023 End Date 03/31/2023

Select all types of leave that will be used for this request and enter the corresponding number of hours.

<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Sick Leave
<input type="checkbox"/> Compensatory Time	<input type="checkbox"/> Universal Leave
<input checked="" type="checkbox"/> Paid Family/Medical Leave 100	<input type="checkbox"/> Paid Family/Medical Leave Bank
<input type="checkbox"/> Unpaid Time	<input type="checkbox"/> Other

Brief Description I will need to intermittently take PFML in order to care for a sick family member.

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Step 2: If there are no issues with the request, the FMLA Coordinators can then proceed to the Eligibility Section. Please review the employee's eligibility for all listed leave types based on the position type, prior work history and previous PFML usage and enter the information here.

For example, in order to be eligible for PFML, an employee must be a regular (non-temporary) employee and must not have exhausted their eight weeks of PFML hours in the last 12 months. FMLA Coordinators should be able to review this information in HR Processing or via a PeopleSoft Query.

Once that review is complete, the FMLA Coordinator can return to the PFML page and complete the eligibility section. Make sure to enter all types of leave that the employee is eligible for and how many hours.

Eligibility Section

Please enter the following information about the applicant in order to ensure eligibility for requested leave.

	Program Eligible	Hours Available
1 DC Family Leave	<input checked="" type="checkbox"/>	100
2 DC Medical Leave	<input type="checkbox"/>	0
3 Federal Family and Medical Leave	<input checked="" type="checkbox"/>	100
4 Paid Family Leave	<input checked="" type="checkbox"/>	100
5 Paid Family Medical Leave Bank	<input type="checkbox"/>	0
6 You are NOT ELIGIBLE for any program	<input type="checkbox"/>	0

Comment

DC FMLA Approval

▼ REQ_DT_DESCR=001057250012023-02-03BE:Pending

DC FMLA Approval

Pending

Multiple Approvers
DC_FMLA_COORD

→

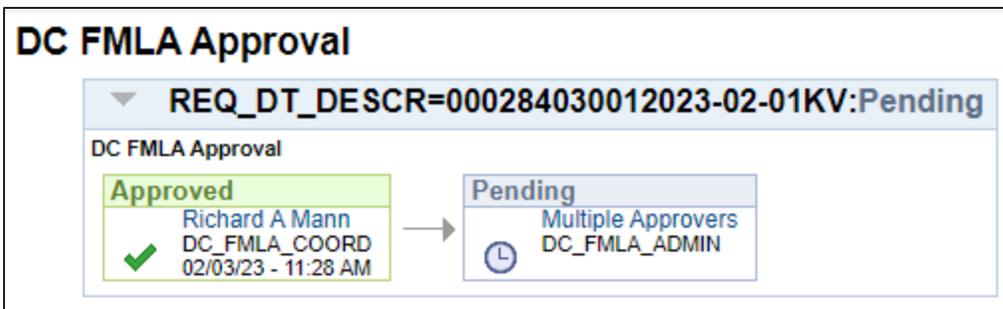
Not Routed

Multiple Approvers
DC_FMLA_ADMIN

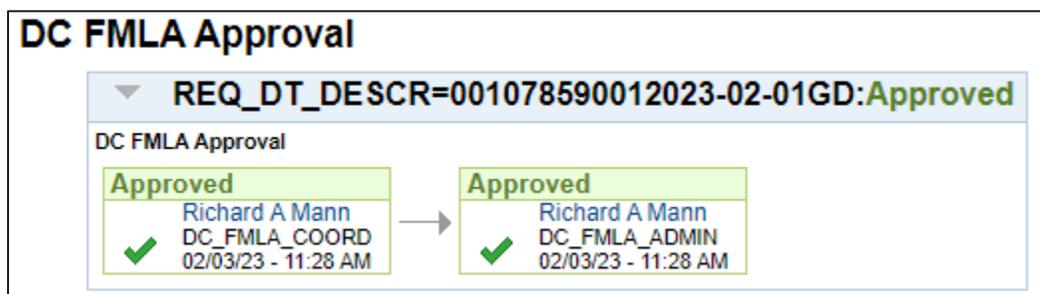
Save
Return with Comments
Submit to DCHR

Step 3: Once the Eligibility Section is complete, the next step for the FMLA Coordinator is to Submit to DCHR. This will automatically create the eligibility form and email it directly to both the FMLA Coordinator and the employee.

After being submitted to DCHR, the workflow box will show that the first step of the workflow has been complete.



After it has been approved by DCHR, the workflow will be complete and the status will switch to Approved.



Step 3b: If the application is incomplete or needs to be reviewed by the employee, the FMLA Coordinator can enter comments in the comments box and click on Return with Comments. This will notify the employee via email that their request needs to be update. Any comments entered by the FMLA Coordinator will be viewable by both the employee and the DCHR Approver.

Once the application has been approved, DCHR will work with OCTO and OPRS to grant the PFML or other hours, and the agency FMLA Coordinator will notify the employee. Employees are still responsible for entering their time reporting codes when necessary.