

Question	Answer
<p>How far in advance should an employee start an FMLA case (for example for birth of a child that they are aware of well in advance).</p>	<p>They should start the process as soon they are aware they need FMLA leave. For Birth of child it should be at least 30 days or more before the estimated delivery date.</p>
<p>What about FMLA approvals that occurred prior to the MWD transition - do these need to be resubmitted?</p>	<p>No, they do not need to be resubmitted. However, if approved for a continuous leave, you can check within Workday (in the employees profile) to ensure they are on the leave of absence.</p>
<p>Is there a section to put an admin name for someone in our department who oversees FMLA? We used to be able to do that on the previous FMLA applicant.</p>	<p>There is not a specific place for an employee to list an admin name. Currently, managers are the only ones who can make adjustments to an employees leave. However, this is something we are monitoring as there are a number of areas who utilized staff for tracking FMLA within the department.</p>
<p>What is a case was approved prior to MWD is everything moved over to MWD?</p>	<p>The prior approval is applicable so the employee does not need to resubmit a request. However, you will want to check to be sure the employee is on the appropriate leave of absence within Workday. You can view the leave of absence status within the employee profile under Absence.</p>

<p>How does FMLA office know if employee should be on paid or unpaid LOA?</p>	<p>There is some confusion around "paid" vs "unpaid" leave of absence. Employees on leave of absence can still use paid time off (like flexPTO/Sick Time) however if the paid time off is not entered or if they have exhausted their paid time off then they are not paid for that period during the leave. As a result, the paid vs. unpaid transitions with rather or not paid time off submitted. **Please note, this is different when regarding Faculty. Feel free to reach out to me directly regarding Faculty and leave of absence.</p>
<p>How and where does a manager enter intermittent FMLA?</p>	<p>Intermittent FMLA time off should be entered as time off. There is QRG related to how a manager can enter Time Off. <b>Below is a summary of the steps a manager can take to enter an employee's time off.</b> 1. Go to the Menu on the Workday home page (this is right beside the Workday icon in the top left corner) 2. Scroll down to "Team Time Off" 3. Select "Enter Time Off" in the Actions column. 4. In the Enter Time Off Pop Up search for the employee. 5. Select the dates that Time Off needs to be added. 6 In the Enter Time Off pop up a. Select the type of leave in the "Type" section. b. Enter the Hours Per day in the "Daily Quantity" section c. Add any notes you want in the Comments d. Select "Submit"</p>

What is the process to get an employee paid that did not get paid during the April MWD transition?	The solution to this issue may depend on the reason the employee did not receive their pay. You can submit a Help ticket within Workday with the employee information and what/how they should have received Pay.
can non-exempt employees be tracked in MWD not Kronos? for Intermittent FMLA	Yes, non-exempt employees intermittent FMLA should be entered in Workday for tracking.
If their available time is used up before the leave ends - do we still need to submit something in WD to place them in unpaid status?	There are not any additional steps within Workday. An employee on a leave of absence will transition automatically to being unpaid if paid time off (flexPTO/Sick Time for example) is not submitted, including when they exhaust their paid time offs.
How do we enter 16 weeks of FMLA/TMLA in WD? It seems like WD won't allow us to enter anything longer than 12 weeks?	TMLA leave beyond the normal 12 weeks of FMLA, currently needs to be entered by the FMLA team. If you have an employee in this situation please email me and I will be sure the additional TMLA leave is entered.
would a non-exempt employee still need to report fmla in kronos?	No, all employees record FMLA in Workday.
How can STD dates be adjusted if they are incorrect?	Contact Unum
What happens if STD dates aren't correct based on what the employee has received from UNUM?	Contact Unum to get them adjusted.
When in a non-paid status is the employee required to mail insurance premiums on a monthly basis or are their premiums doubled when they return to work?	While on leave, your benefit premiums will go into arrears. Your benefits will remain active while on leave. When you return from leave, you will pay back premiums each pay check until the arrears are paid off.
Does it show in workday on the absence calendar that they are on STD?	Yes, it does.
How is the employee returned from short-term disability if their FMLA is ending at a later date? (i.e., in the case of a birth of a child)	STD and FMLA are separate, but often run concurrently. For STD, the Employee contacts Unum with a return-to-work date. Managers return the Worker from FMLA in Workday.

<p>How do we move a faculty to unpaid leave when vacation is exhausted?</p>	<p>I have been letting Faculty managers know they can place the Faculty member on an unpaid leave of absence. Which will stop the normal salary continuation and allow the manger to return the Faculty member to work.</p>
<p>UNUM returns them from STD, what happens when they have no time and need to be unpaid?</p>	<p>If they are exempt and are not on an unpaid LOA they will get paid. Once they are returned from STD will the manager then place them on an unpaid LOA</p>
<p>how does this process differ from Long term disability?</p>	<p>The process is not different. However, employees may have an accommodation or other factors related to long-term</p>
<p>can you provide those helpful links</p>	<p><a href="https://hr.vumc.org/benefits/short-term-disability">https://hr.vumc.org/benefits/short-term-disability;</a>  <a href="https://hr.vumc.org/system/files/benefits/HowSTDWorks.pdf">https://hr.vumc.org/system/files/benefits/HowSTDWorks.pdf;</a> <a href="https://hr.vumc.org/fmla">https://hr.vumc.org/fmla</a></p>
<p>When an employee's STD ends, but they are still on leave, we've had trouble entering this into MWD - is there an instruction sheet or other resource for this?</p>	<p>Intermittent FMLA time off should be entered as time off. There is QRG related to how a manager can enter Time Off. <b>Below is a summary of the steps a manager can take to enter an employee's time off.</b> 1. Go to the Menu on the Workday home page (this is right beside the Workday icon in the top left corner) 2. Scroll down to "Team Time Off"3. Select "Enter Time Off" in the Actions column.4. In the Enter Time Off Pop Up search for the employee.5. Select the dates that Time Off needs to be added.6 In the Enter Time Off pop upa. Select the type of leave in the "Type" section. b. Enter the Hours Per day in the "Daily Quantity" section c. Add any notes you want in the Comments d.Select "Submit"</p>

<p>FMLA will not allow you to enter more than 12 weeks, even if it is maternity leave and are eligible for the extra weeks. How is this to be handled?</p>	<p>Leave beyond 12 weeks is provided by TMLA, there is a restriction in workday that does not allow for more than 12 weeks of FMLA to be entered. However, for birth of child leave beyond 12 weeks is based on TMLA. An employee on leave for birth of child should be on leave for up to 4 months with the first 12 weeks being FMLA and TMLA with weeks 13 through the end of the four months being TMLA. Currently, only the FMLA team has access to place an employee on TMLA leave. If you encounter this situation please reach out to your FMLA representative and they can place the employee on TMLA leave running concurrently with FMLA leave. Lastly, it may be important to keep in mind an employee on FMLA and/or TMLA leave of absence will remain on the leave until they are returned to work. Regardless of the duration limitations when placed on the leave. This is important for the manager to consider when the employee returns to work to ensure they are returned to work in Workday. To this end, currently if an employee is on TMLA leave the manager will need to reach out to their FMLA representative to return them to work from the TMLA leave. As a side note, managers are able to return employees to work from FMLA.</p>
<p>So there's no more benefit coupons to mail in?</p>	<p>No more coupons for direct bill. While on leave, your benefit premiums will go into arrears. Your benefits will remain active while on leave. When you return from leave, you will pay back premiums each pay check until the arrears are paid off.</p>
<p>The FMLA policy needs to be updated. It states that premiums are to be mailed in on a monthly basis</p>	<p>The FMLA policy is in the process of being updated to accurately reflect current policy and processes. I appreciate patience as we work toward updating not just FMLA but other polices.</p>
<p>Is the FMLA team and the Absence team the same group?</p>	<p>While they are not the same group, they work closely with each other to help ensure questions and concerns are appropriately addressed between the groups.</p>
<p>What happens about the monies owed for benefits if the person chooses not to return from leave?</p>	<p>Your benefits may be termed back to an earlier date.</p>
<p>If a manager initiates FMLA on an employee's behalf, will the employee see the eligibility notice and the medical cert form in their profile in Workday?</p>	<p>These can be found within the Workday Help Case that was opened.</p>