

# FMLA HCM Checklist

- Notify Employee of FMLA**  
Notify employee of ability to apply for FMLA. Apply on their behalf if necessary.
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- Discuss Leave Options**  
Discuss leave pay options with employee to determine how they want to use pay while out. (Legacy Sick, Parental Leave, PTO, Short-Term Disability).
    - Link: [Parental Payment Plan Calendar](#)
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- Ensure Employee Tracks FMLA Usage**  
Ensure employee tracks FMLA usage in Oracle, (*Exception: FMLA is not tracked during winter break*).  
Non-exempt: [Entering Hourly FMLA Time in Oracle Cloud](#)  
Exempt: [Entering Exempt FMLA Time in Oracle Cloud](#)
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- Ensure Employee Enters Pay Type Correctly (This is how the employee will be paid while on FMLA)**  
Ensure employee uses PTO, Legacy Sick and/or Parental Leave and enters their pay type in Oracle (unless receiving short-term disability payments).
    - If the employee only enters FMLA and does not enter a Pay Type, the employee will not be paid. The employee will have two absence entries in Oracle. One for FMLA and the second for Pay Type.
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## Continuous Leave

- Update Assignment Status**  
Update assignment status to reflect leave if longer than 2 weeks or if employee will be in an unpaid status. Continue to update as necessary based on pay status (paid vs unpaid).
    - If the employee has exhausted their PTO, Legacy Sick, Parental leave, or is receiving short-term disability benefits the employee's assignment status should be updated to unpaid status.Please see [Leave Instructions for Oracle](#) to update the Assignment Status.
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- Update Status for Employees on STD**  
If employee plans on using short-term disability, ensure that status is changed to unpaid after 2 weeks waiting period
    - During the 2-week waiting period, the employee can use PTO, Legacy Sick, and/or Parental leave.
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- Update Assignment Status – Return to Work**  
Update assignment status to active when the employee returns to work. Please see the [Leave Instructions for Oracle](#) to change the Assignment Status.
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## Intermittent Leave

- Assignment Status**  
Assignment status does not need to be updated.
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