



## REPORTS USED FOR FMLA PURPOSES

The accuracy of intermittent leave reporting is dependent on employee reporting leave time to WSU, which then transmits to FMLASource.

Report Name	Source	Report Distribution	Description	Received by	Required Action:	Utilization Frequency
<b>Ineligible Denial Report</b>	FMLASource	Daily	If an employee who has requested FMLA has been denied and the reason for denial	HRCs TCW	See Ineligible Denial / Daily Report Job Aid The HRCs use it as a reference, as needed, to provide updates and guidance to S'Visors and also used to provide information to employees, upon request.	As needed
<b>Return to Work</b>	FMLASource	Daily	The report lists the employees whose end of leave date is approaching and/or confirmed	HRCs TCW	The HRCs review to determine if requirements for return to work (i.e., return to work note or physical exam is needed, prior to employee's return). Also used as a general reference to provide updates and guidance to Spvrs.	As needed
<b>Weekly Leave Status Report</b>	FMLASource	Weekly	Determinations made by FMLASource regarding FMLA eligibility, Number of total protected hours, type of leave request, leave reason, etc.	HRCs TCW	<i>A weekly recap of the activity in terms of claims (pending, approved, denied) within the last 7 days.</i> The HRCs use it as a reference, as needed, to provide updates and guidance to Spvrs and also used to provide information to employees, upon request.	As received
<b>Daily Report (Includes Decision Letter and Medical Certification)</b>	FMLASource	Daily	Lists employees that will either exhaust their FMLA entitlement or will not have enough illness/vacation hours to cover their leave.	HRC's TCW	See Ineligible Denial / Daily Report Job Aid HRC uses as a reference and provide guidance to employee and S'Visors as needed.	As needed









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The following is a screen shot of the reports available through FMLASource.

### Reports

These are the standard reports that are available through this web-site.

	<a href="#">Weekly Usage Report</a>	This report will show you any time that was reported or used during a specified date range. If a decision was made that altered the protection status of previously reported time, that time will be recalculated and appear on this report again.
	<a href="#">Return to Work Report</a>	This report will show you any absences that are approaching their end date in the next four weeks. The report will also detail the return to work status by indicating if the employee has confirmed his/her return to work date.
	<a href="#">Frequency Of Absence Report</a>	This report displays leaves taken during a specified date range for a group of employees. It is similar to the EE Report in that it will show you the FMLA time reported within a certain time frame. It can be grouped by business unit, location, or organization.
	<a href="#">Late Tracking Report</a>	This report will show you any time that was reported after the date of absence, if it was reported outside of the time reporting grace period. You can define the grace period by entering a number (hours) in the parameter field. If you do not remember what your company's grace period is, your FMLASource account manager can confirm it for you.
	<a href="#">Closed Leaves Report</a>	This report will show you any leave that ended during the specified date range.
	<a href="#">All Active Leaves Report</a>	This report will show you all open, active approved and pending leaves for all employees who report to you.
	<a href="#">Employee Leave Time Usage Report</a>	This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
	<a href="#">Weekly Leave Report</a>	This report will show you any leaves that were requested (New Leaves), any leaves where a decision was made or updated (New Decisions), and any leaves that are currently open (Open Leaves).