

## Miami-Dade County



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## How to Submit FMLA Request Job Aid

**Course ID: ESS 203**

**Course Title: Time Management**

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## PURPOSE AND DESCRIPTION

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### **Purpose**

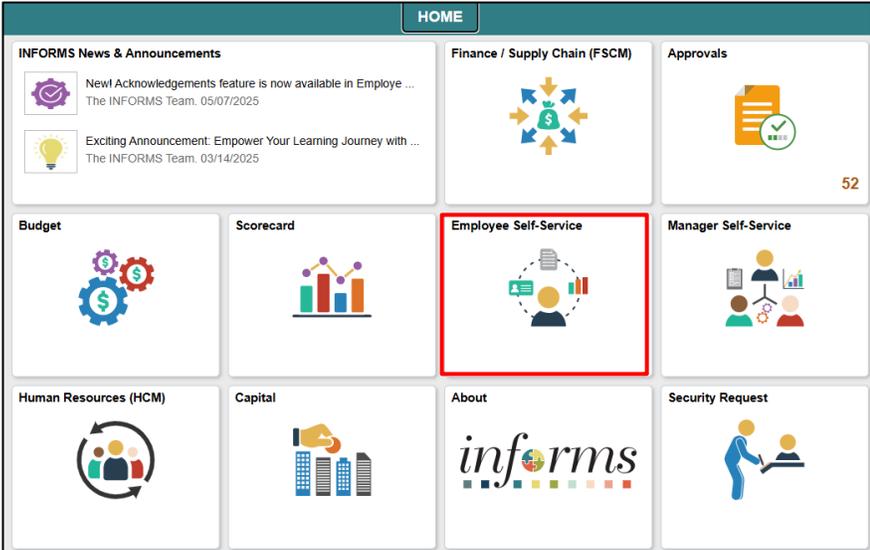
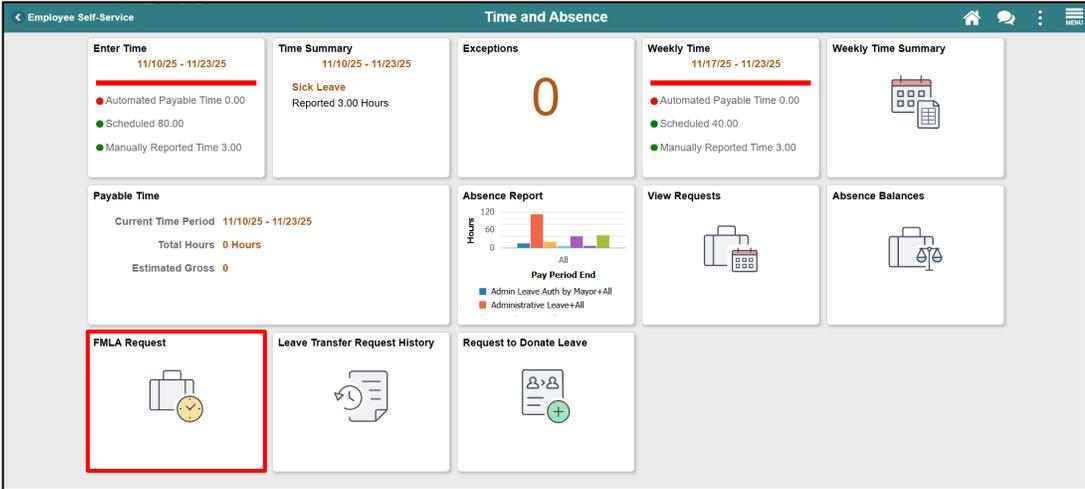
This document explains the key activities involved in submitting an FMLA request and reviewing the status of an FMLA request. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

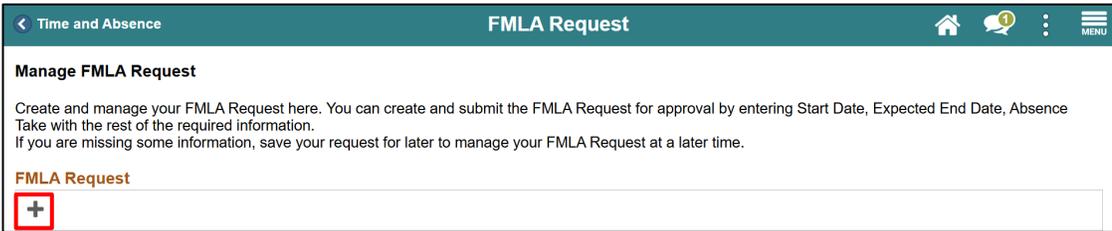
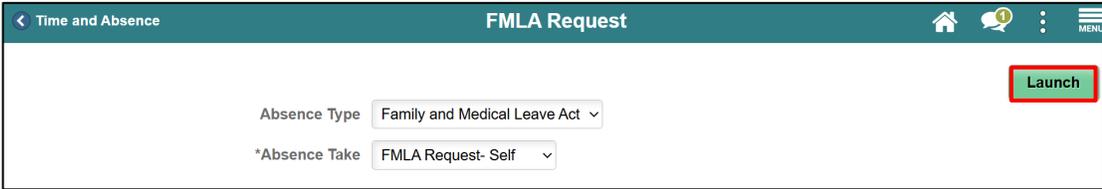
This job aid is intended for all employees.

### **Key Points**

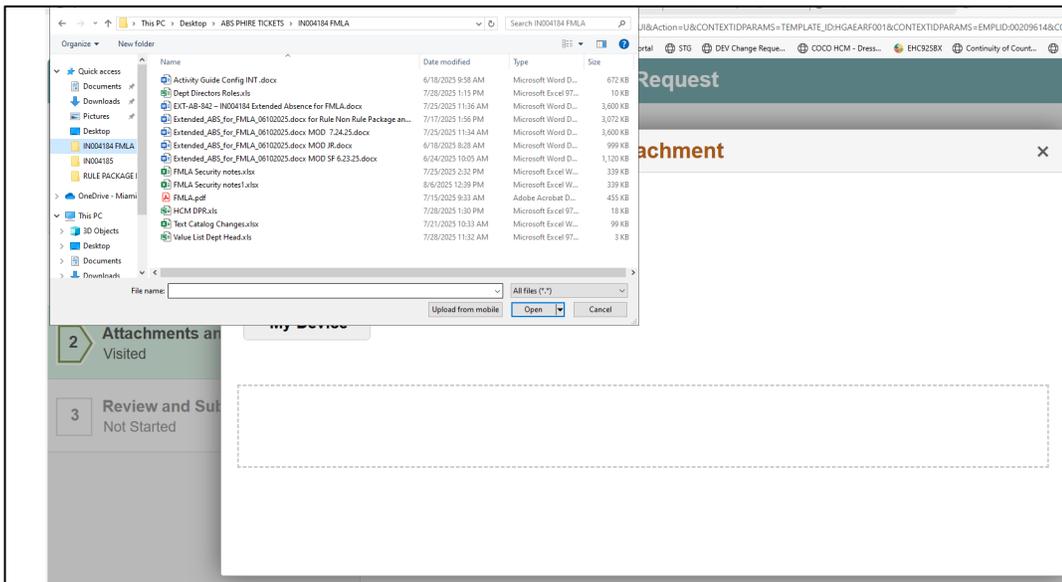
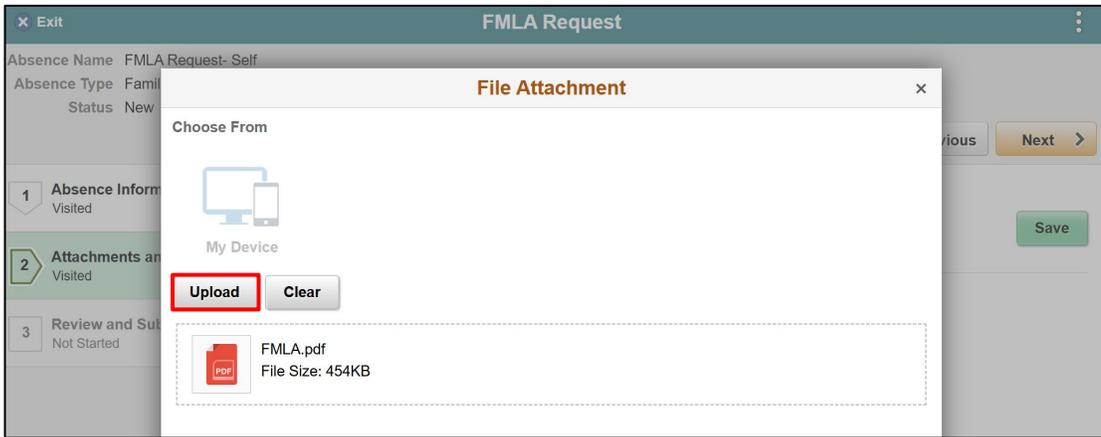
Employees have 15 calendar days to submit required FMLA paperwork (such as medical certification) after their employer requests it. If the leave is foreseeable, employees should provide 30 days' notice, while employers must provide an eligibility notice within five business days of the leave request.

## SUBMIT AN FMLA REQUEST

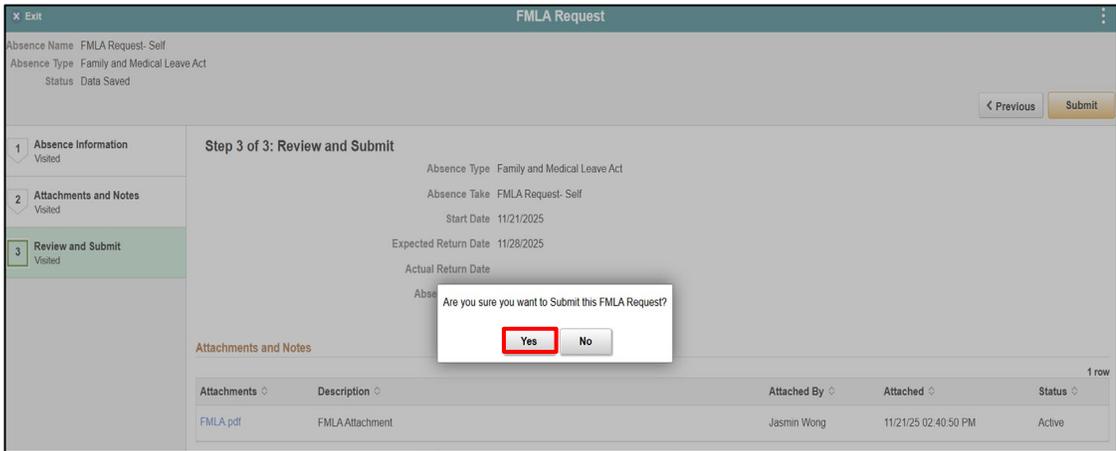
Step	Action
1.	Log in to <b>INFORMS</b> .
2.	<p>Navigate to: <b>Employee Self-Service &gt; Time and Absence &gt; FMLA Request</b></p>  <p>The screenshot shows the 'HOME' dashboard with various tiles. The 'Employee Self-Service' tile is highlighted with a red border. Other tiles include 'INFORMS News &amp; Announcements', 'Finance / Supply Chain (FSCM)', 'Approvals', 'Budget', 'Scorecard', 'Manager Self-Service', 'Human Resources (HCM)', 'Capital', 'About', and 'Security Request'.</p>  <p>The second screenshot shows the 'Employee Self-Service' page under the 'Time and Absence' section. The 'FMLA Request' tile is highlighted with a red border. Other tiles include 'Enter Time', 'Time Summary', 'Exceptions', 'Weekly Time', 'Weekly Time Summary', 'Payable Time', 'Absence Report', 'View Requests', 'Absence Balances', 'Leave Transfer Request History', and 'Request to Donate Leave'.</p>

Step	Action
3.	<p>Select the “+” button to add new FMLA Request.</p> 
4.	<p>Select <b>Absence Type = Family and Medical Leave Act</b>.</p> 
5.	<p>Select Absence Take: <b>Either FMLA Request - Self or FMLA Request – Family</b>.</p> 
6.	<p>Select the <b>Launch</b> button.</p> 

Step	Action
7.	<p>Complete the required dates (Start Date, Expected Return Date) and Absence Reason. Select <b>Save</b>, then select <b>Next</b>.</p> <p>Absence Reasons:</p> <ul style="list-style-type: none"> <li>• FMLA Intermittent</li> <li>• FMLA Continuous</li> </ul> 
8.	<p>Select the <b>Add Attachment</b> button to attach any required FMLA documentation (e.g., WH-380-F or WH-380-E). Miami-Dade County FMLA documents may be found here: <a href="#">Human Resources Forms</a>.</p> 
9.	<p>Select My Device.</p> 

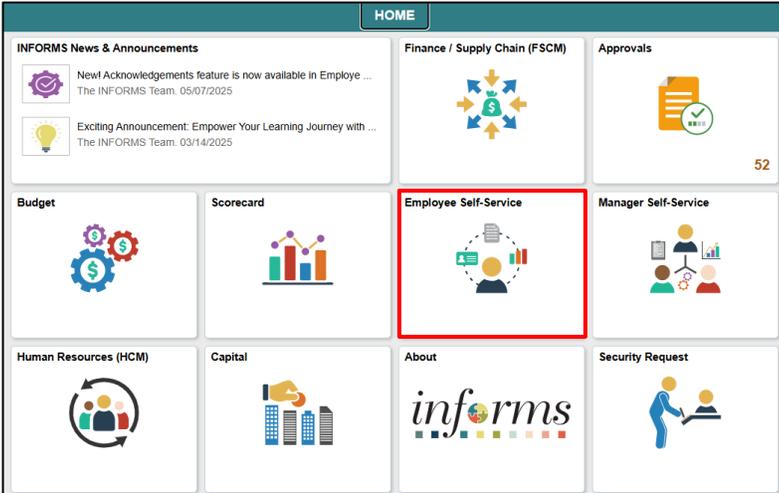
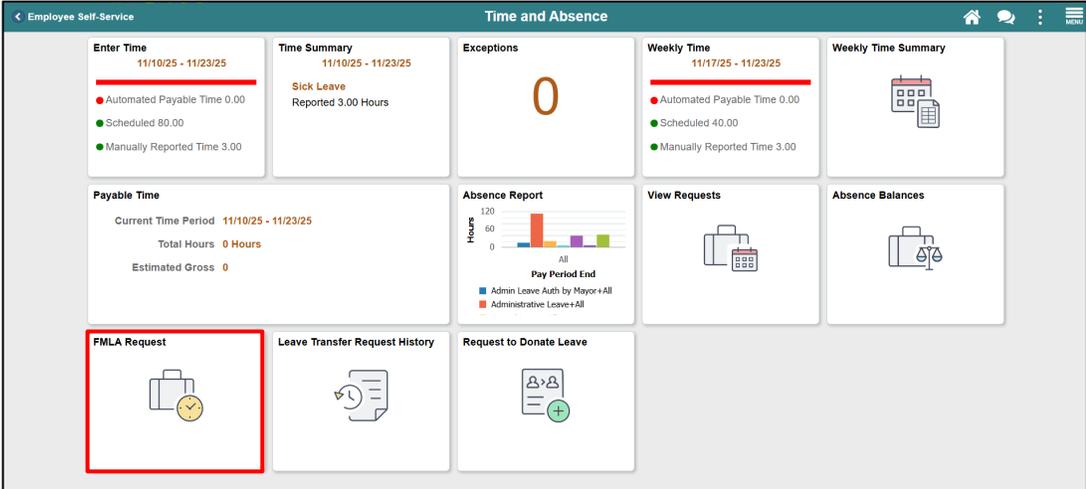
Step	Action
	<p>Select the attachment then select the <b>Upload</b> button.</p>  

Step	Action										
	<p>Select the <b>Done</b> button once the upload is complete.</p> 										
10.	<p>Add a Description of the attachment(s). To remove an attachment, select the trash can (🗑️) icon.</p>  <table border="1" data-bbox="511 1228 1425 1310"> <thead> <tr> <th>Attachments</th> <th>Description</th> <th>Attached By</th> <th>Attached</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FMLA.pdf</td> <td>FMLA Attachment</td> <td>Jasmin Wong</td> <td>11/21/25 02:40:19 PM</td> <td>Active</td> </tr> </tbody> </table>	Attachments	Description	Attached By	Attached	Status	FMLA.pdf	FMLA Attachment	Jasmin Wong	11/21/25 02:40:19 PM	Active
Attachments	Description	Attached By	Attached	Status							
FMLA.pdf	FMLA Attachment	Jasmin Wong	11/21/25 02:40:19 PM	Active							
11.	<p>Select <b>Save</b>, then select <b>Next</b>.</p> 										

Step	Action
12.	<p>Conduct final review and then select the <b>Submit</b> button.</p>  <p>The screenshot shows the 'FMLA Request' form at 'Step 3 of 3: Review and Submit'. The status is 'New'. A 'Submit' button is highlighted with a red box. The left sidebar shows 'Absence Information', 'Attachments and Notes', and 'Review and Submit' (highlighted). The main area shows 'Attachments and Notes' with one attachment: 'FMLA.pdf' by 'Jasmin Wong' attached on '11/21/25 02:40:50 PM' with status 'Active'.</p>
13.	<p>Select the <b>Yes</b> button when ready to submit.</p>  <p>The screenshot shows the 'FMLA Request' form at 'Step 3 of 3: Review and Submit'. The status is 'Data Saved'. A confirmation dialog box is displayed in the center with the text 'Are you sure you want to Submit this FMLA Request?'. The 'Yes' button in the dialog is highlighted with a red box. The background form shows 'Absence Type: Family and Medical Leave Act', 'Absence Take: FMLA Request- Self', 'Start Date: 11/21/2025', 'Expected Return Date: 11/28/2025', and 'Actual Return Date'. The left sidebar shows 'Absence Information', 'Attachments and Notes', and 'Review and Submit' (highlighted). The main area shows 'Attachments and Notes' with one attachment: 'FMLA.pdf' by 'Jasmin Wong' attached on '11/21/25 02:40:50 PM' with status 'Active'.</p>

Step	Action
14.	<p data-bbox="272 365 841 396"><b>Review Submission and Approval workflow.</b></p> <div data-bbox="323 417 1446 1142" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #00728f; color: white; text-align: center; padding: 2px;"><b>FMLA Request Submission</b></div> <p>Absence Type <b>Family and Medical Leave Act</b></p> <p>Absence Name FMLA Request- Self</p> <p>Workflow Status Submitted</p> <hr/> <p>Start Date 11/21/2025</p> <p>Expected Return Date 11/28/2025</p> <p>Actual Return Date</p> <p>Absence Reason FMLA Continuous</p> <p>Comments</p> <p><b>FMLA Request</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>▼ Absence Management</b> <span style="float: right;"><b>Pending</b></span></p> <hr/> <p><b>FMLA Request</b></p> <p> <b>Pending</b></p> <p><a href="#">Harrison Stows</a> FMLA Approver 1 <span style="float: right;">&gt;</span></p> <hr/> <p> <b>Not Routed</b></p> <p><a href="#">Tracey Plum</a> FMLA Approver 2 <span style="float: right;">&gt;</span></p> </div> <p>Request History <span style="float: right;">&gt;</span></p> <p><b>Actions</b></p> <p><a href="#">FMLA Request</a></p> </div>

## REVIEW THE STATUS OF A PREVIOUSLY SUBMITTED FMLA REQUEST

Step	Action
1.	Log in to <b>INFORMS</b> .
2.	<p>Navigate to: <b>Employee Self-Service &gt; Time and Absence &gt; FMLA Request</b></p>  

3. Review Status of previously submitted FMLA Requests.

FMLA Request							
Manage FMLA Request							
Create and manage your FMLA Request here. You can create and submit the FMLA Request for approval by entering Start Date, Expected End Date, Absence Taken with the rest of the required information. If you are missing some information, save your request for later to manage your FMLA Request at a later time.							
FMLA Request							
+							
Absence Name	Absence Reason	Start Date	Expected Return Date	Status	Source	Absence Request Exists	
FMLA Request- Self	FMLA Intermittent	11/03/2025	11/07/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/04/2025	11/07/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/24/2025	11/28/2025	Submitted	Administrator Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	12/01/2025	12/05/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/10/2025	11/14/2025	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	11/03/2025	11/21/2025	Denied	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	12/08/2025	12/26/2025	Rework	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	11/24/2025	12/15/2025	Submitted	Administrator Extended Absence	No	
FMLA Request- Self	FMLA Continuous	12/29/2025	01/30/2026	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/30/2025	12/30/2025	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/01/2025	11/07/2025	Submitted	Employee Extended Absence	No	

4. Select the FMLA request to review.

FMLA Request							
Manage FMLA Request							
Create and manage your FMLA Request here. You can create and submit the FMLA Request for approval by entering Start Date, Expected End Date, Absence Taken with the rest of the required information. If you are missing some information, save your request for later to manage your FMLA Request at a later time.							
FMLA Request							
+							
Absence Name	Absence Reason	Start Date	Expected Return Date	Status	Source	Absence Request Exists	
FMLA Request- Self	FMLA Intermittent	11/03/2025	11/07/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/04/2025	11/07/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/24/2025	11/28/2025	Submitted	Administrator Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	12/01/2025	12/05/2025	Submitted	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/10/2025	11/14/2025	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	11/03/2025	11/21/2025	Denied	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	12/08/2025	12/26/2025	Rework	Employee Extended Absence	No	
FMLA Request- Self	FMLA Continuous	11/24/2025	12/15/2025	Submitted	Administrator Extended Absence	No	
FMLA Request- Self	FMLA Continuous	12/29/2025	01/30/2026	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/30/2025	12/30/2025	Approved	Employee Extended Absence	No	
FMLA Request- Self	FMLA Intermittent	11/01/2025	11/07/2025	Submitted	Employee Extended Absence	No	

5. Select and review **Approvals Chain**.

Extended Absence Request View Extended Absence

Absence Type Family and Medical Leave Act  
 Absence Name FMLA Request- Self  
 Status Approved

**Absence Requests**

**Extended Absence Details**

Start Date 11/10/2025  
 Expected Return Date 11/14/2025  
 Actual Return Date  
 Absence Reason FMLA Intermittent  
 Comments

**Attachments and Notes**

Attachments	Description	Attached By	Attached
FMLA.pdf	FMLA.pdf	Derek Glasser	11/05/25 11:39:09 AM

Request History >

**Approvals Chain** >

Extended Absence Request View Extended Absence

Absence Type Family and Medical Leave Act  
 Absence Name FMLA Request- Self  
 Status Approved

**Absence Requests**

**Extended Absence Details**

Start Date 11/10/2025  
 Expected Return Date 11/14/2025  
 Actual Return Date  
 Absence Reason FMLA Intermittent  
 Comments

**Attachments and Notes**

Attachments	Description	Attached By	Attached
FMLA.pdf	FMLA.pdf		11/05/25 11:39:09 AM

Request History >

Approvals Chain >

**Approval Chain** x

**FMLA Request**

▼ Absence Management Approved

**FMLA Request**

- ⊙ **Approved**  
 Gennie Coppola  
 FMLA Approver 1  
 11/05/25 11:41 AM >
- ⊙ **Approved**  
 Bernard Rae  
 FMLA Approver 2  
 11/05/25 11:43 AM >

▼ Comments

- Bernard Rae at 11/05/25 - 11:43 AM  
 Approver 2 Approved
- Gennie Coppola at 11/05/25 - 11:41 AM  
 Testing an approval