

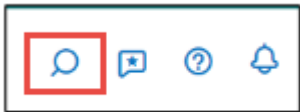
## Employee Family Medical Leave (FML)-Check Available Hours

Leave Administration will open an FML leave case when the employee has applied for **and been approved** for FML.

The steps below assist timekeepers in tracking an employee's total FMLA balances. This total includes all FMLA used, both concurrently with another leave and any stand-alone approved cases.

### Checking Employee FMLA Balances

1. Log in to myURHR UKG.
2. On the home page, search for the employee to access their timecard by using the **magnifying glass**.



3. Type in the employee's name and click the **Search** button.
4. In the search results, click the **check box** by the employee's name, click the **Go To** button, then select **Timecard**.
5. On the employee's timecard, click within the **Pay Code** cell for the appropriate date in question and select **Accruals** at the bottom of the timesheet
6. Viewing FMLA accrual columns
  - Daily Available Balance** – Current available hours for the employee to use in the 52-week period look forward
  - Taken to Date** – FMLA time taken in the 52-week period look back
  - Planned Takings** – FMLA future planned time added on the timesheet for advance takings
  - Projected Balance** – Balance expected within 52-week period

\*\*The FMLA runs concurrently with Workers' Compensation, Short Term Disability, and the Paid Family Leave.