Weekly Update
Sept. 17, 2018

Subject: New Transaction Code to Access the FMLA Exception Report
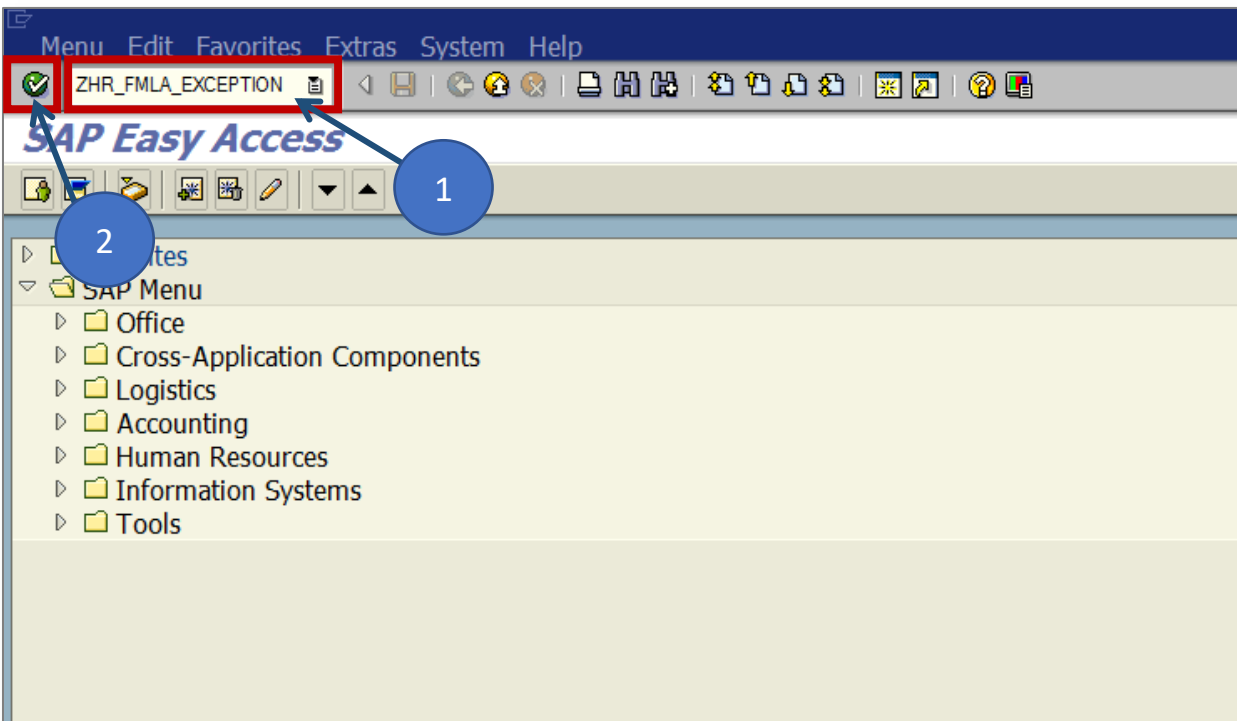**Audience:** HR Directors, FMLA Event Maintainers

The SCEIS Team is pleased to announce the new transaction code ZHR_FMLA_EXCEPTION which has been added to the HR Director and FMLA Event Maintainer roles in SCEIS. Users with these roles will now be able to run the FMLA Exception Report in ECC as needed. Effective immediately the SCEIS Team will no longer distribute this report via email.

Below are details related to the report.

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- The report displays employees whose FMLA leave entries are not linked to the FMLA Workbench.
- Linking FMLA absences to the FMLA Workbench allows the workbench to track those hours against the maximum number of hours that can be utilized for that event.
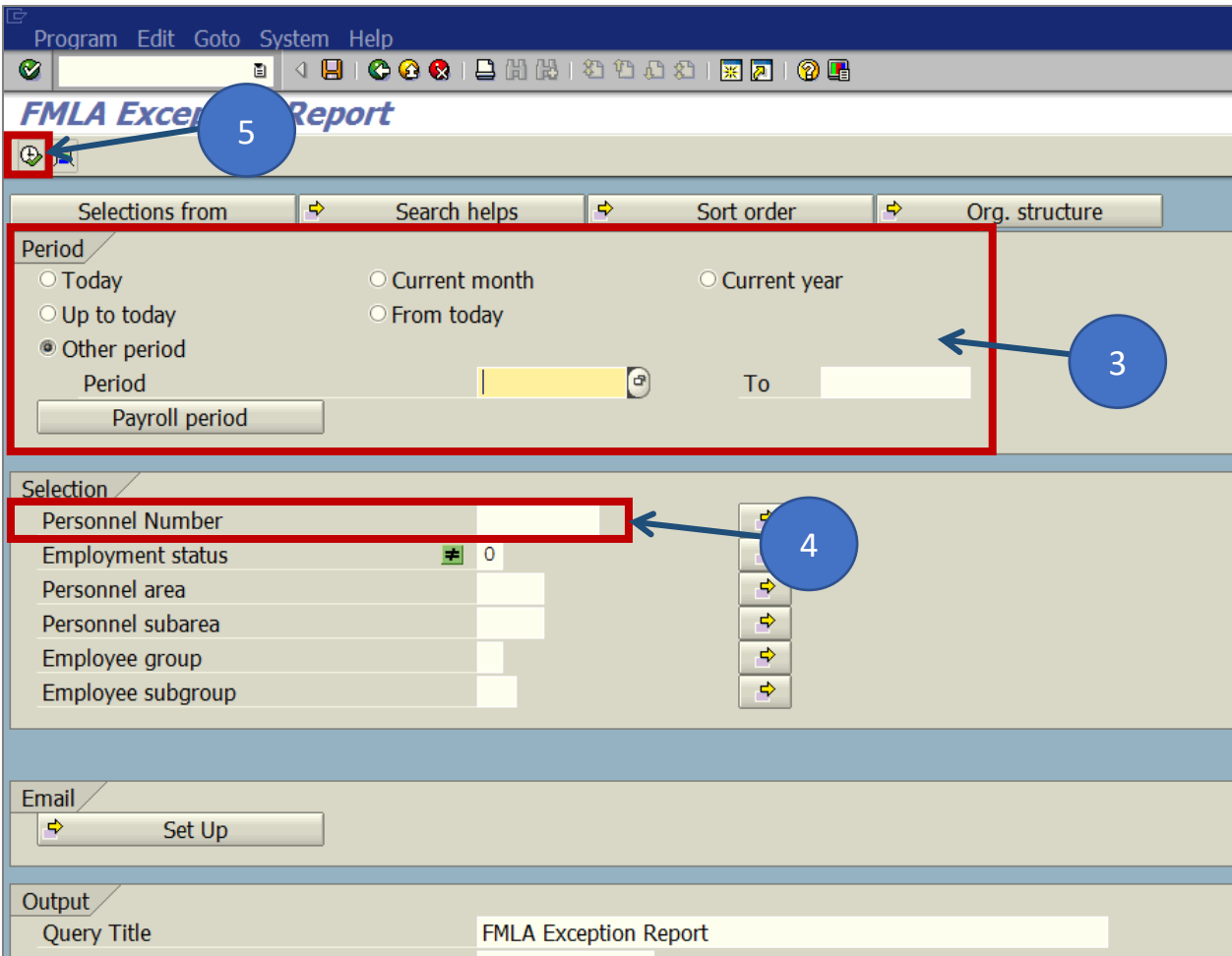
How to Run the FMLA Exception Report

1. Type **ZHR_FMLA_EXCEPTION** in the Command Field on the Easy Access Screen.
2. Click the **Enter** button.

3. Choose the **appropriate time period** in the Period section.
4. You can enter a **Personnel Number** in the Personnel Number field if you would like to see one employee. Leaving this field blank will retrieve data for all employees you have security access to view.
5. Click the **Execute** button.

This report is intended to reflect absences that can still be maintained for the current payroll year. If any historical data are needed for dates before the current payroll gate date, please submit a help desk ticket for assistance. The Payroll Gate Lift Policy can be reviewed at the following link:
http://sceis.sc.gov/documents/20150825--Payroll_Gate_Lift_Policy.pdf

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When to Run the FMLA Exception Report

- This report is updated nightly when Time Evaluation runs. Agencies can run this report daily, if needed.
- It is recommended to run this report at least once each week.

If you have questions about the above information, please contact the SCEIS Help Desk at 803-896-0001 (Option #1 for SCEIS issues) or electronically at http://sceis.sc.gov/requests.