



FMLA

1. Open the Tyler Menu, then...
 - a. **Human Resources/Payroll**
 - b. **Human Resources**
 - c. **Personnel Actions**
 - d. **Actions Entry**
2. On the **Actions Entry** screen, click on **Add** in the MUNIS ribbon.
 - a. Enter Employee ID, use 3 dot help if necessary.
3. Enter **Effective Date**
4. Select **Action Code** – *04 – Leave*
5. Select Reason/Auth – *0405 – FMLA to put on leave*
6. Add Comment
7. Choose Other TAB
8. Enter Estimated Return Date
9. Select **Accept**
10. Select Release on the Tyler Menu

Remember to take employee off FMLA when they return.