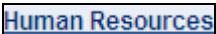
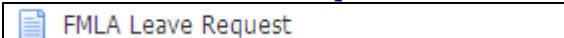
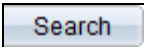
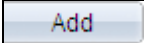
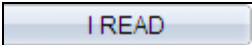
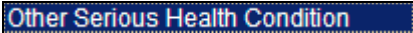
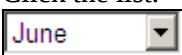
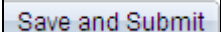


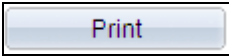


Manager: How to Submit an FML Request on Behalf of Employee

Step	Action
1.	Navigate to this website to begin: www.in.gov/spd/instep Enter your User ID and Password into the appropriate field. A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
2.	Click the Human Resources link. A new page or tab will populate. 
3.	Click the Main Menu button. 
4.	Point to the Manager Self Service menu.
5.	Point to the Leave of Absence menu.
6.	Click the FMLA Leave Request menu. 
7.	Click the Search button. NOTE: Only the employees reporting to the manager who have previously submitted an FML request will be in the search results. 
8.	Click the Empl ID link next to the employee for which you are submitting the FML request. You can then proceed to step #14. NOTE: If the employee is not in the list proceed to step #9 to look them up.
9.	Click the Magnifying Glass button to search for an employee who has yet to submit an FML request. 

Step	Action
10.	You can search by Empl ID, Name, or Department to locate an employee and then click Look Up .
11.	Review the list and click the Empl ID link next to the employee for which you are submitting the FML request.
12.	Click the Add a New Value tab. 
13.	Click the Add button to complete the FML request. 
14.	Review the Instructions for Using Family-Medical Leave (FML) and then scroll down to the bottom of this page and click the I Read button.
15.	Click the scrollbar down to review.
16.	Click the I READ button. 
17.	If the employee has submitted prior FML Requests and you are now submitting a new request on their behalf, please click the New FMLA Request link. If the employee has never submitted an FML Request, please continue to the next step. Click the New FMLA Request button. 
18.	Please confirm that the employee's home address, e-mail address, and phone number are correct. YOU MUST INCLUDE AN ACTIVE EMAIL ADDRESS TO SUBMIT A REQUEST. If the employee has not provided a work or other email address, you must enter your own work email address and then you are responsible for sending any FML notices which you receive to the employee. Click the Question Mark link for additional information on how to make changes to any contact information specific to the FML request being submitted.
19.	Select the desired FMLA Request Reason from the available options. Continue selecting from the drop down boxes as they populate. Click the FMLA Request Reason object. 
20.	For this example we will select Serious Health Condition. Click the Serious Health Condition list item. 

Step	Action
21.	You will notice that an additional information box has populated and needs to be completed to submit this request. Click the Serious Health Condition Relation list. 
22.	For this example, we will click the Employee list item. 
23.	You will notice that an additional information box has populated and needs to be completed to submit this request. Click the Serious Health Condition Option list. 
24.	For this example, we will click the Other Serious Health Condition list item. 
25.	Select the desired Leave Type from the available options. 
26.	For additional information on the type of FMLA leave needed click on the Question Mark button. 
27.	For this example, we will click the Intermittent list item. 
28.	Enter the date the selected leave type is anticipated to begin. Click the Calendar button. 
29.	For additional information on the Begin Date click on the Question Mark button. 
30.	Click the list. 
31.	For this example, we will click the month of July. 
32.	For this example, we will select 20 from the calendar. 
33.	Once you have selected the Leave Type and Begin Date appropriate for the employee's situation, you may be asked to provide additional information about the employee's leave request. You can do this by providing the information in the text box directly below the Leave Type Field. Click in the Text Box field.
34.	Click the Save and Submit button. 

Step	Action
35.	After you have submitted the request you will want to print a copy and provide to the employee. The FML Request ID number (e.g. 001) will be located at the top of the printout and will be needed to submit time in Time and Labor. Click the Print button. 
36.	Click the Sign out link. 