

Approval Workflow for FFCRA-COVID-19 Leave Requests

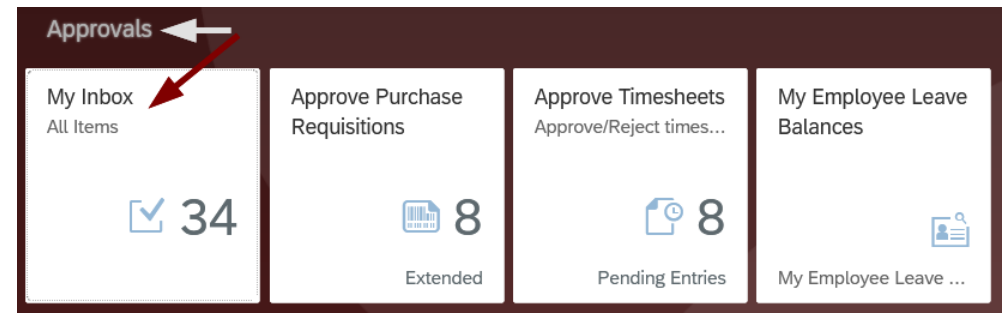
This guide is intended to assist supervisors, department heads, Deans and AVPs in approving leave request forms for FFCRA-COVID-19 in SAP.



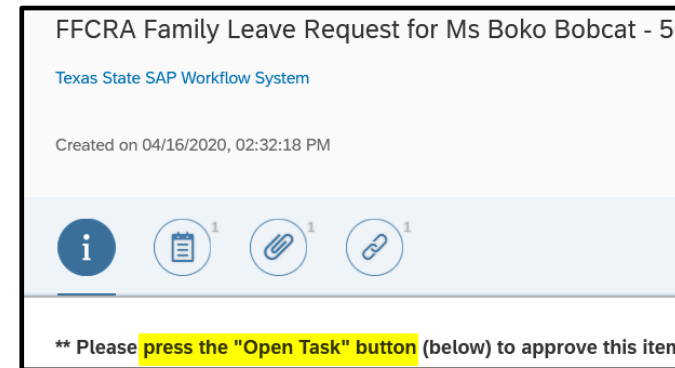
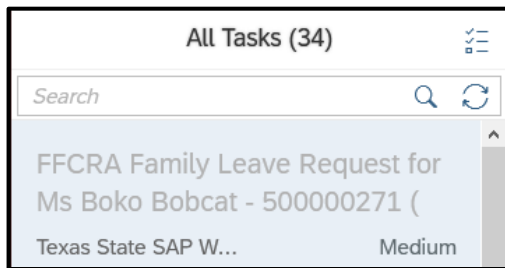
Rev. 4.2020

To log into the system:

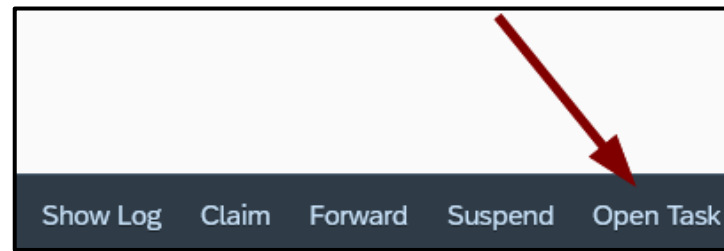
- go to: [SAP Portal](#)
- The remote work requests are found in the “Approvals” Group in My Inbox. Click on “*My Inbox*” to review items.



In the Inbox on the left panel, see tasks to approve for FFCRA Family Leave or FFCRA Sick Leave. The right panel has instructions to click the *“Open Task”* button to approve the leave.



Click *“Open Task”* at the bottom of the page.



Review the request including the date range and the attachments.

Requestor Information

Name	Ms Boko Bobcat	Texas State ID	A00017037	515	EE Group	Staff	Status	Active
Job Title	Assoc Dir, Entprs Systems				EE Subgroup	12 Mo Ex Salaried		
Division	Information Technology	1200	Department	Core Systems	Job FLSA Status	Exempt		

Requested on: 04/16/2020

Working Remote

Are you currently working remotely for any part of your work week? YES NO

Request in Progress NO

Date Range

Start Date: 09/01/2020 End Date: 09/30/2020

Purpose

The purpose of this form is to request paid expanded family and medical leave based on the Families First Coronavirus Response Act (FFCRA). The Act provides employees with up to 10 weeks of expanded family and medical leave who are unable to work due to a bona fide need to care for a child whose school or child care provider is closed for reasons related to COVID-19. To qualify for the leave you must have been employed at Texas State University for at least 30 calendar days. Leave under this act does not carry over from one year to the next. The relief from FFCRA has an end date of December 31, 2020. Please complete the form below to request leave based on FFCRA.

[Display Attachments](#)

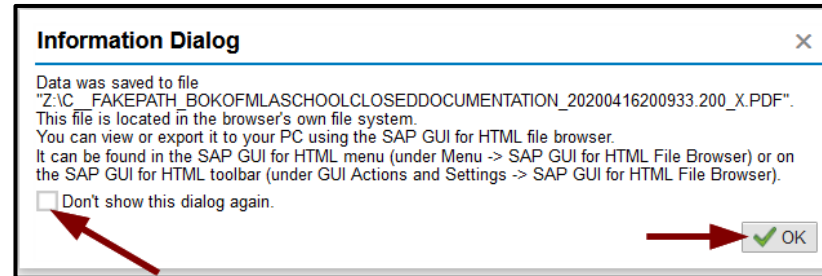
The attachments should contain documentation that meet the IRS specifications to qualify for the leave. To view click the *“Display Attachments”* button. Double click on the document to view.

Attachment list

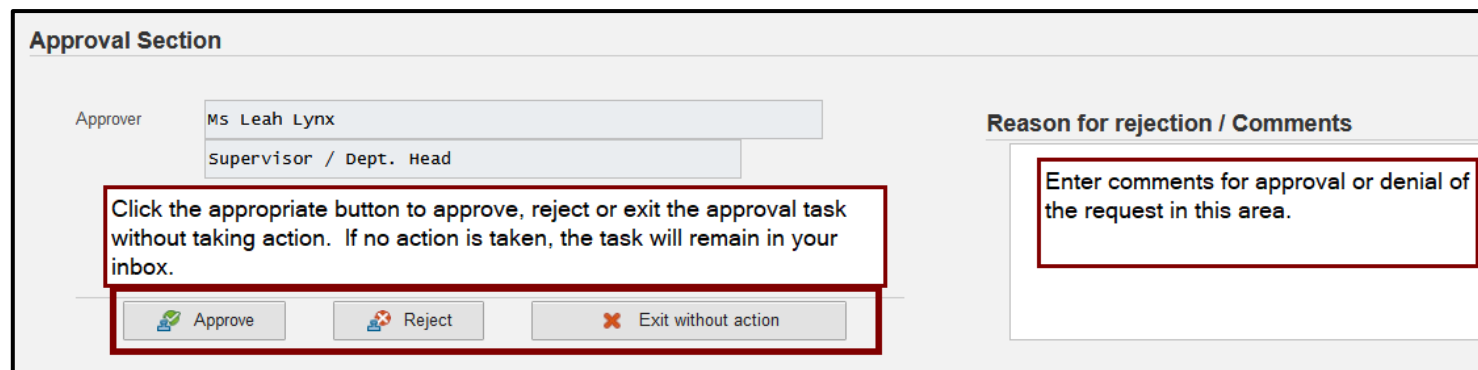
AttachmentForCOVID-19 Expanded Family & Medical Leave

Icon	Title	Created On
	boko fmla school closed documentation.pdf	04/16/2020

This popup box may appear, if it does, click the “OK” button and the supporting document will be displayed. In addition, you can click the “Don’t show this dialog again” box to avoid the pop up in future approvals.



After reviewing the request and supporting documentation, either **approve** or **reject** the request. If *denying* the request for leave, the reason for denial must be entered in the “Comments” box.



The process is **complete**; return to My Inbox to review and approve/deny other pending items.

This completes the steps in this user guide.

