Creating a New Expanded FMLA Case in EmpCenter
This job aid will assist users with entering a new ACT case for Expanded FMLA in EmpCenter. The Absence Compliance Tracker (ACT) is designed to automatically manage federal and state leaves. Employees are able to enter new leave cases into ACT. This guide will walk employees through this process.

1. Login to EmpCenter.

2. Select My Time Off under the Schedules box.

3. Click on Create New Request.

4. Click on the Continue button in the section for FMLA and/or State Leave Absences.

5. Enter your Estimated Start Date and Estimated End Date.

6. Use the drop down to choose the Reason for the leave.
7. Click on Continue to additional questions (located at the lower left of the screen).

8. Continue to answer all remaining questions. When the questionnaire is complete, you will see a message indicating this.

9. When you are finished, click the Submit Request link at the bottom of the screen.

10. A message indicating that the leave was successfully submitted will appear. 

11. The new case is now created and waiting for action by a case manager.

<table>
<thead>
<tr>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours Requested</th>
<th>Status</th>
<th>Case ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave - I need to care for my mi...</td>
<td>04/01/2020</td>
<td>04/11/2020</td>
<td>10</td>
<td>Pending</td>
<td>5453</td>
</tr>
<tr>
<td>Time off - Emergency COVID-19...</td>
<td>04/01/2020</td>
<td>04/10/2020</td>
<td>1</td>
<td>Pending</td>
<td>n/a</td>
</tr>
</tbody>
</table>