

Navigate to Employee Self Service

Step 1.

- Open an Internet browser
- Navigate to employee.cabq.gov

Step 2.

- Enter User ID (Employee ID i.e. – E12345)
- Enter Password
- Select Sign In

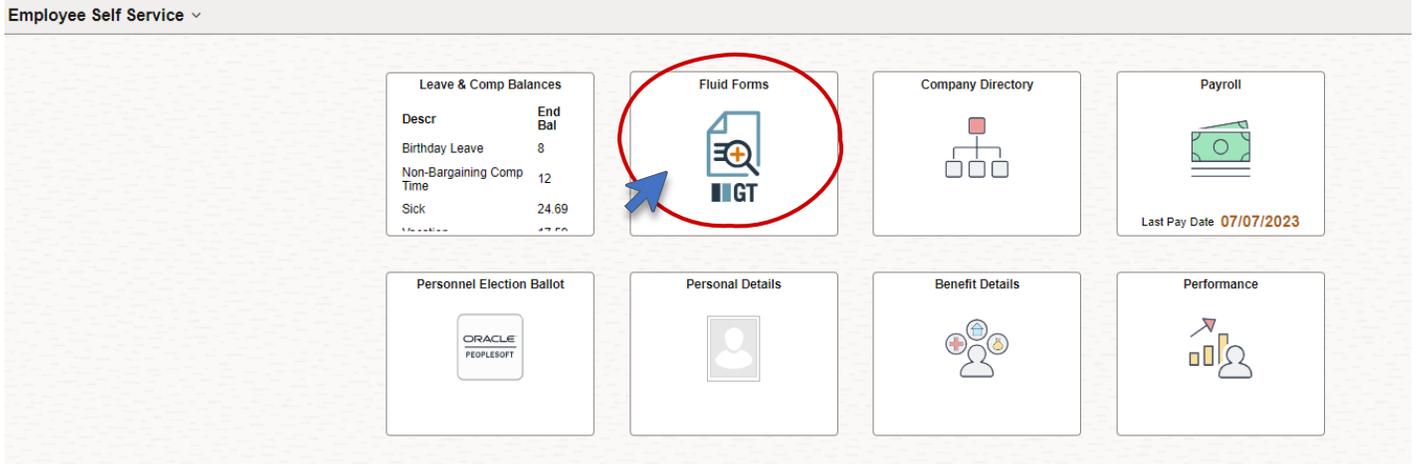
If you need help logging in, contact the IT Help Desk at (505) 768-2930

The screenshot shows the Oracle PeopleSoft login interface. At the top, it says "ORACLE PeopleSoft". Below that, there are three numbered steps: 1. A text input field for "User ID". 2. A text input field for "Password". 3. A dropdown menu for "Select a Language" with "English" selected. Below the dropdown is a large black button with the text "Sign In". At the bottom of the form, there is a checkbox labeled "Enable Screen Reader Mode".

Navigate to FMLA eForms

Step 3.

- Click on the Fluid Forms tile on your dashboard.



Step 4.

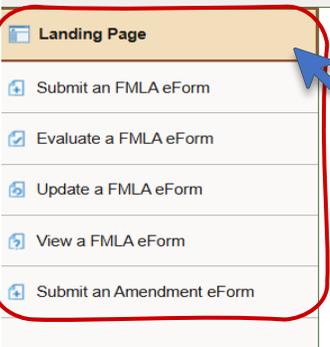
- Click the FMLA eForms tile.



You'll be directed to the Landing Page, where you'll choose the option that best describes your need to complete an FMLA eForm as well as FMLA resources. Options for submitting an FMLA eForm could include:

- **Submit an FMLA eForm** - Use this option to submit a new request for FMLA eligibility.
- **Evaluate an FMLA eForm** - Use this option to upload and submit your completed Health Certification and other relevant documents for review.
- **Update an FMLA eForm** - Update an FMLA eForm - Use this option to **update/edit** eForms that are currently in **Saved, Recycle (Push Back)** or **Pending** status.
- **View an FMLA eForm** - Use this option to view all FMLA eForms you've created.
- **Submit an Amendment eForm** - Use this option to request an amendment, or change, to an existing FMLA scope of leave and upload the supporting documentation.

FMLA



Please select an option on the left to begin, below is a brief description of all the options.

- **Submit a FMLA eForm** - Use this option to submit a new request for medical leave.
- **Evaluate** - Use this option to approve eForms, this will only show you the forms that are currently awaiting your approval
- **Update** - Use this option to update/edit eForms that are currently in Saved, Recycle (Push Back) or Pending status
- **View** - Use this option to view all eForms.
- **Submit an Amendment eForms** - Use this option to submit an amendment to an existing medical leave.

Resources:
[Department of Labor FMLA FAQ](#)
[401.11 FMLA Rules and Regulations](#)
[Administrative Instruction NO-7-55 Paid Parental Leave](#)
[Find More FMLA Information Here](#)

Evaluate an FMLA eForm

Step 5.

- To upload and submit your completed Health Certification and other relevant documents for review, choose **Evaluate an FMLA eForm**.

FMLA

- Landing Page**
- Submit an FMLA eForm
- Evaluate a FMLA eForm**
- Update a FMLA eForm
- View a FMLA eForm
- Submit an Amendment eForm

Please select an option on the left to begin, below is a brief description of all the options.

- Submit a FMLA eForm** - Use this option to submit a new request for medical leave.
- Evaluate** - Use this option to approve eForms, this will only show you the forms that are currently awaiting your approval
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- Select the **Search** button toward the bottom left of the page, this will populate any **pending** FMLA eForms you have in your **queue**. If you only have 1 form pending, it will automatically load after you click **Search**. You can also use the **link** in the email you received containing your FMLA documents for **direct access** to your FMLA eForm.

Search by:

Form ID	Begins With	<input type="text"/>
Employee ID	Begins With	<input type="text"/>
Name	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Current Date	is Equal To	<input type="text"/>
Department	Begins With	<input type="text"/>
Absence Type	is Equal To	<input type="text"/>
Absence Code	is Equal To	<input type="text"/>

Search

Upload Documentation

Step 6.

- Once inside your eForm, scroll down to the **File Attachments** section of the eForm, select **Upload**, then select the **type** of document you're going to upload.

File Attachments

Status	Upload	Description ¹	File Name ¹	Delete
1	<input type="button" value="Upload"/>	<input type="text" value=""/>		<input type="button" value="Delete"/>

Form Action Items

Acknowledgement

1	<input type="checkbox"/> No	I hereby confirm the information provided on my FMLA Health Certification was completed by a licensed medical professional and is accurate to the best of my knowledge. By submitting this form, I acknowledge my understanding of Employee Rights & Responsibilities under the FMLA and City of Albuquerque Rules and Regulations. I consent to electronic notification of FMLA eligibility and status, including any amendments, to myself and my department.
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> Comments

- My Device**, and choose the correct documentation for your FMLA request.

File Attachment

Choose From

- Now that you've selected your document, select **Upload**, then **Done** in the upper right corner of the window. You should see your document has uploaded successfully.

File Attachment

Choose From

File Size: 291KB

File Attachment

File Size: 291KB

Upload Complete

Acknowledge & Approve

Step 7.

- You must acknowledge the validity of your FMLA documentation and consent to electronic notification about FMLA by selecting the toggle button.
 - If you **do not** select acknowledge and/or consent your FMLA eForm, you **will not** be able to complete the FMLA process and your Health Certification **will not** be reviewed.

File Attachments

Attachment Uploaded	View	Description ¹	File Name ¹	Delete
1 <input checked="" type="checkbox"/>	View	Employee Health Certifi	03_-_Employee_Health_Certification_Form.pdf	Delete

[Add](#)

Form Action Items

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- Finally, select **Approve** to submit your document to the Leave Coordinator for Review. You should receive an automated email confirming the submission of your documents with a link to return to the eForm, if necessary.

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> Comments

[Search](#) [Deny](#) [Publish](#) [Approve](#)

****YOU HAVE COMPLETED YOUR FMLA eFORM****

What's Next?

The Leave Coordinator is **automatically** notified your documents have been uploaded and will review all requests in the order they are received. You and your department will receive an automated email notification regarding the status of your request within **5 business days** from the date of submission.

All communication regarding your FMLA will be sent to the email address provided on the form.

Contact Us

If you have any concerns, questions, or need help feel free to reach out!
Our office is open Monday – Friday from 8:00am to 5:00pm or visit our website for more information.

Employee Relations Division

 (505) 768-3700

 employeerelationscoordinators@cabq.gov

 cabq.gov/employeerelations