

Navigate to Employee Self Service

Step 1.

- Open an Internet browser
- Navigate to eweb.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 this, there are three numbered steps indicated by blue circles with white numbers:

- 1** User ID: A text input field.
- 2** Password: A text input field.
- 3** Select a Language: A dropdown menu currently showing "English".

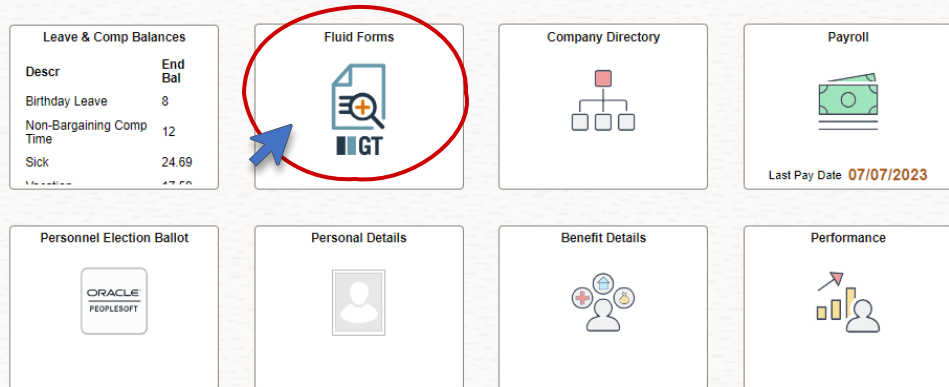
Below the language selection is a large black button with the text "Sign In" in white. At the bottom of the form, there is a checkbox labeled "Enable Screen Reader Mode".

Navigate to FMLA eForms

Step 3.

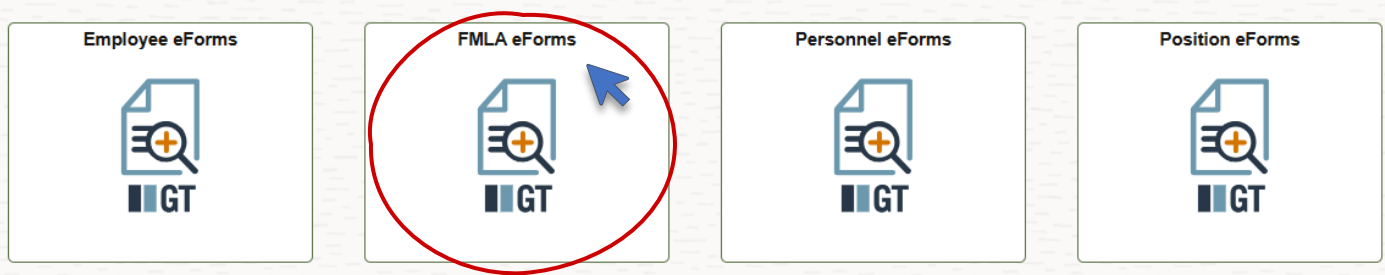
- Click on the Fluid Forms tile on your dashboard.

Employee Self Service ▾



Step 4.

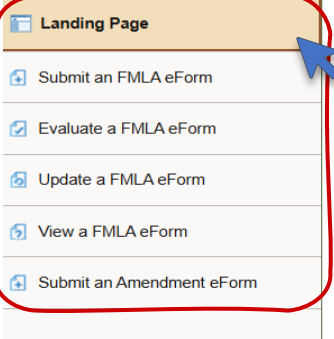
- Click the FMLA eForms tile.



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
- Update** - Use this option to update/edit eForms that are currently in Saved, Recycle (Push Back) or Pending status
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Resources:

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[Administrative Instruction NO:7-55 Paid Parental Leave](#)

[Find More FMLA Information Here](#)

- 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

[Clear](#)

[Save 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.

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

- 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.

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	View	Employee Health Certifi	03_-_Employee_Health_Certification_Form.pdf	Delete

[Add](#)

Form Action Items

Acknowledgement

1 ☐ 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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[Add](#)

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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.

File Attachments

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Comments

[Search](#) [Deny](#) [Pushback](#) [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