

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

ORACLE PeopleSoft

1 User ID

2 Password

Select a Language

English

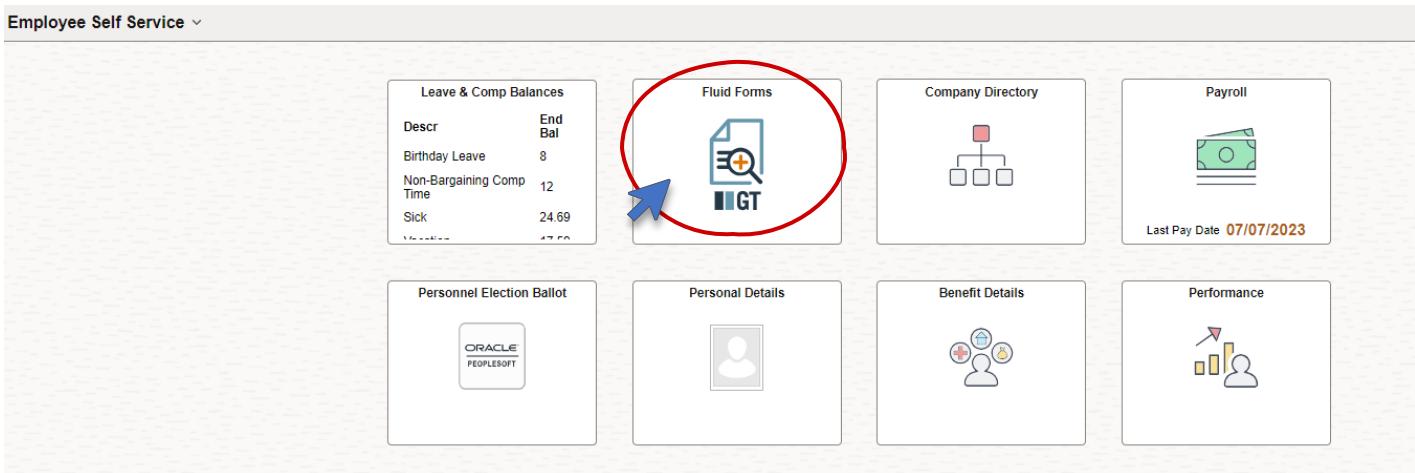
3 Sign In

Enable Screen Reader Mode

Navigate to FMLA eForms

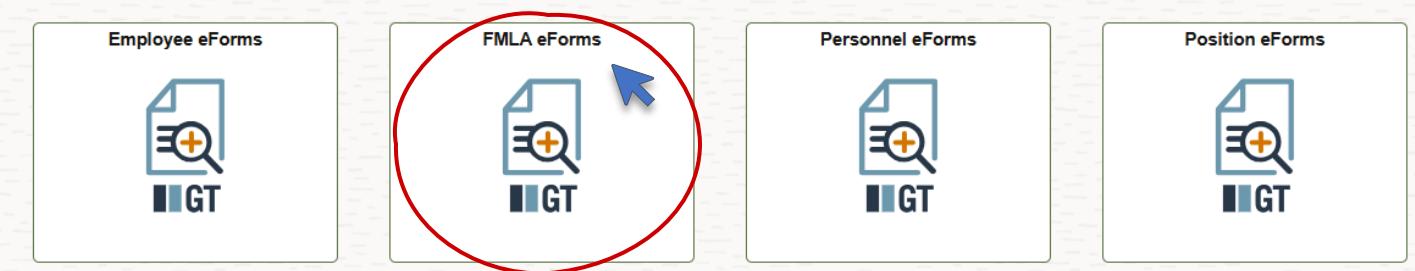
Step 3.

- 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 supporting documents for review.
- 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.

The screenshot shows the FMLA eForms landing page. On the left, a sidebar lists options: 'Landing Page' (highlighted with a red box and a blue arrow pointing to it), 'Submit an FMLA eForm', 'Evaluate a FMLA eForm', 'Update a FMLA eForm', 'View a FMLA eForm', and 'Submit an Amendment eForm'. The main content area says 'Please select an option on the left to begin, below is a brief description of all the options.' It then lists the five options with their descriptions. At the bottom, there are 'Resources:' links: 'Department of Labor FMLA FAQ', '401.11 FMLA Rules and Regulations', 'Administrative Instruction NO:7-55 Paid Parental Leave', and 'Find More FMLA Information Here'.

Update an FMLA eForm

Step 5.

- To update/edit an FMLA eForm that has been pushed back for correction, choose **Update 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
- 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](#)

- 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 Corrected Documentation

Step 6.

- Once inside your eForm, select **Add**, next select the **type** of document you're going to upload, then select **Upload**.

FMLA

FMLA Certification : FMLA Eligibility Form ID 143875 (Pending)

Submit Your Family and Medical Leave Request

You will be notified of the results of your eligibility review within two days from the date this form is submitted at the email address that you provide below.

Current Date 09/08/2025 Employee ID 000012345 Name Janette Doe
Title Sr Office Assistant Department HR- ADMIN
Last Start Date 02/12/2022 Original Start Date 02/12/2022
Hours Worked 1451.00 Length of Service - Months 84.00
*Reason for Leave Request Care for a Family Memt *Email Address [REDACTED]
*Family Member Spouse or Domestic Pa
Anticipated Leave Start Date 09/15/2025 Anticipated Leave End Date 09/14/2026

File Attachments

Attachment Uploaded	View	File Name	Delete
1 ✓	View	Family_Health_Cert_EXAMPLE.pdf	Delete
2	Upload		Delete

Add [Red circle] Upload [Red box] [Blue arrow]

Search Withdraw Resubmit

- My Device, choose the correct documentation for your FMLA request, then select **Upload**.

File Attachment

Choose From: [Red circle] My Device

File Attachment

Choose From: [Red circle] My Device

Upload [Red circle] Clear

04 - Family Health Certification Form.pdf File Size: 291KB

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

File Attachment

Choose From: My Device

04 - Family Health Certification Form.pdf File Size: 291KB

Upload Complete

Done [Red circle] [Blue arrow]

Update & Resubmit

Step 7.

- Finally, select **Resubmit** 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.

FMLA

FMLA Certification : FMLA Eligibility Form ID 143875 (Pending)

Highlights Enabled: Yes Current Values 

Submit Your Family and Medical Leave Request

You will be notified of the results of your eligibility review within two days from the date this form is submitted at the email address that you provide below.

Current Date: 09/19/2025	Name: Gerardo Fernandez
Employee ID: 000019246	Department: FD-FIRE SUPPRESSION HQ
Title: Firefighter 1C - 56 HR	Original Start Date: 11/18/2002
Last Start Date: 11/18/2002	Length of Service - Months: 84.00
Hours Worked: 1451.00	*Email Address: <input type="text"/>
*Reason for Leave Request: Care for a Family Member	
*Family Member: Spouse or Domestic Partner	
Anticipated Leave Start Date: 09/15/2025 	Anticipated Leave End Date: 09/14/2026 

File Attachments

Attachment Uploaded	View	Description	File Name	Delete
1 		Family Member Health	Family_Health_Cert_EXAMPLE.pdf	
2 		Family Member Health	04_-_Family_Health_Certification_Form.pdf	



YOU HAVE UPDATED YOUR FMLA eFORM

What's Next?

The Leave Coordinator is **automatically** notified you've uploaded documents 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