



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Denver, CO 80235

D-2680

April 24, 2020

## Memorandum

To: Federal Personnel and Payroll System User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed//  
Payroll Operations Division

Subject: Upcoming Webinar: Federal Personnel and Payroll System (FPPS) Processing: Family Medical Leave Act (FMLA) Processing - A WebEx Webinar:

For our Interior Business Center customers, the Payroll Operations Division is offering two webinar sessions (each session will cover the same content):

**Session 1:** Duration: 1 Hour  
Date: Thursday, June 4, 2020  
Time: 8:00 a.m. - 9:00 a.m. MDT

**Session 2:** Duration: 1 Hour  
Date: Thursday, June 18, 2020  
Time: 1:00 p.m. - 2:00 p.m. MDT

### **Description:**

This webinar provides information on the FMLA. Topics covered in the webinar include the purpose of FMLA, eligibility, restrictions, and substitution of paid leave for FMLA. This webinar also explains the differences between FMLA, Voluntary Leave Transfer Program and sick leave provisions, pertinent pay codes, time and attendance input, leave screens in FPPS, and applicable references.

*Please note that this webinar will **not** address the expanded emergency family and medical leave within the Families First Coronavirus Response Act.*

### **Target Audience:**

This webinar is appropriate for all Human Resource personnel, timekeepers, supervisors, and employees involved in the FMLA process.

### **Registration Information**

1. Log into HR Academy at <https://hracademy.ibc.doi.gov/login/index.php>
2. You will need to have an account for this website. Don't have an account? Select the 'Create New Account' button at the bottom of this webpage.
3. Once you have created an account, you can click on the 'Courses' tab at the top of the page and find the course(s) that you would like to attend.
4. Select the class and click on the 'Enroll Me' tab.
5. You will receive an email from HR Academy stating you have been enrolled in the class, but you will need to sign-up for the class to complete the process.

6. To sign-up for the class please navigate to the course page and select the 'Sign-up' link and follow the instructions.
7. Once registration is completed you will receive a confirmation email that will include the presentation link.
8. Two days prior to the live webinar, you will receive an additional email reminder that includes the information for joining the webinar.

If you have login or technical issues in HR Academy, please contact the Customer Support Center at (888) 367-1622. If you have questions regarding the webinar, you may contact: Ashley Rivera at 303-969-5762 or [ashley\\_rivera@ibc.doi.gov](mailto:ashley_rivera@ibc.doi.gov).