The online process for Emergency FMLA (EFMLA):

1. Employees will complete their intake form on the HRIS Home Access system which can be logged into from anywhere on any kind of device or browser available through the link: [https://secure.co.palm-beach.fl.us/hris/](https://secure.co.palm-beach.fl.us/hris/)

2. In the HRIS Home view page, the employee will see a button for EMERGENCY FMLA INTAKE – click on it
3. The Emergency FMLA Intake form screen will open. The user’s information (i.e., name, employee ID, etc.) will display at the top of the form. In this top section, the user will need to enter a phone number where they can be reached.

4. Following the top section there is eight questions that the user needs to respond to and a section for comments.

   1. Have you been employed for 30 days or longer?
      ○ YES  ○ NO

   2. Are you unable to work due to care for your child?
      ○ YES  ○ NO

   3. Is your child under the age 18?
      ○ YES  ○ NO

   4. Is your child’s school or childcare provider unavailable due to COVID-19?
      ○ YES  ○ NO

   5. Are you opting to use accrued leave to cover the 10 day unpaid period?
      ○ YES  ○ NO

   6. Are you utilizing Emergency Paid Sick Leave to cover the 10 day unpaid period?
      ○ YES  ○ NO

   7. How many hours are you ordinarily scheduled to work?

   8. Documentation provided?
      ○ YES  ○ NO

   Comments

5. The user then must attach a document before sending the intake form.

   I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge the information I have provided on this form in truthful and accurate.

   Attachments
   Choose a File...  Upload

6. The document the user uploaded will display at the bottom and a DELETE button is given in case an error was made.

   Document Name  Action
   G:\APM\21Sharepoint\Comp & Records\EPSL Intake.pdf

7. Click on the Save Change and an email with your form and documentation attached will be sent to Human Resources/FEP at HR-FEP@pbcgov.org. Selected employee information, balances and any existing Earning Codes will be displayed.
8. The email will arrive at the HR-FEP@pbcov.org inbox as demonstrated below:

9. The email will include any documentation that the user uploaded and attached.

10. The admin will also be able to search for the intake forms at the EFMLA/EPSL Search screen in HRIS. This can be found under DEPARTMENT/ EFMLA/EPSL Search.

11. The EFMLA/EPSL Search will open, and one can search by either Department, division, job title, employee number, first and last name.
12. The results will display with the employee’s information and the form type that has been received.

13. By clicking on the link, the intake form will open in HRIS, allowing for review and printing.