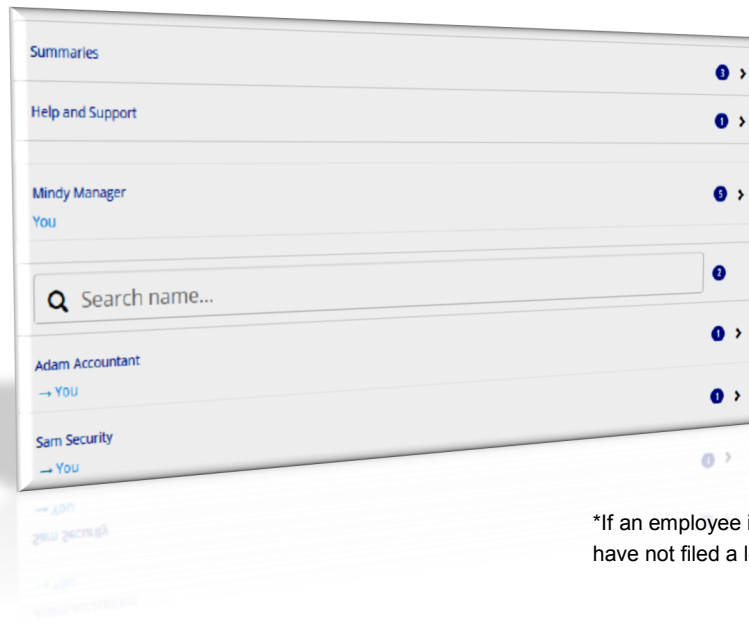


MANAGER PORTAL TUTORIAL

Portal overview

As you log in, you will see your own information, a section called “Summaries” and your direct employees. You can search for an specific employee with the search function.*



*If an employee is not found using the search function, they have not filed a leave or disability claim.

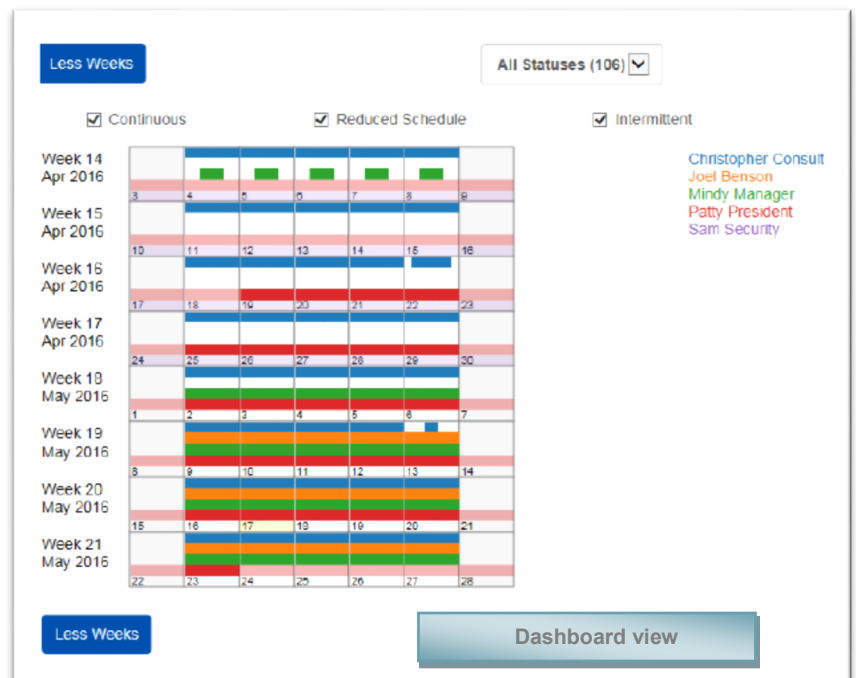
Summaries

The summary tab is the reporting tab. There are three areas in the summary tab: Dashboard, Summary Absence/Leave Dataset, and Detailed Absence/Leave Dataset.

Dashboard - gives a color coded calendar overview of leave time. You have the ability to view intermittent, continuous or reduced schedule for any of your employees who have filed for leave. This view can help you plan ahead for scheduling time off. It also gives a great snapshot view to what you can expect during a particular week or month.

Summary of Absence/Leave Dataset - a summarized version of the larger dataset.

This can be filtered, is searchable and you can download to Excel.



Detailed of Absence/Leave Dataset - the larger dataset. It is searchable and can be filtered and downloaded.

Example data elements

- Leave start and end dates
- Absence status - approved, denied, etc.
- Return to work and anticipated return to work date
- Leave type - continuous, intermittent, etc.
- Reason - Self, family member, etc.

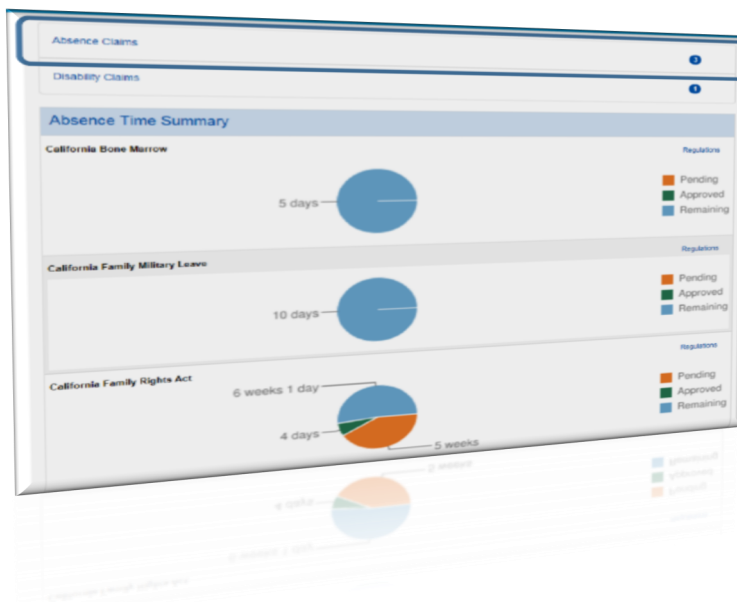
And many more!

Leave Type	Reason	Absence Status	Intermittent Duration/Label	Start Date	End Date	Return To Work	Created Date	Claim Leave	Leave Start Date	Leave End Date	Leave Status
Intermittent	Employees Own Illness or Injury	Approved	As Medically Necessary	Thu, Dec 17, 2015	Fri, Jun 3, 2016		Thu, Dec 17, 2015 10:00:31	California Family Rights Act	Thu, Dec 17, 2015	Thu, Dec 17, 2015	Approved
Intermittent	Employees Own Illness or Injury	Approved	As Medically Necessary	Thu, Dec 17, 2015	Fri, Jun 3, 2016		Thu, Dec 17, 2015 10:00:31	California Family Rights Act	Mon, Jan 10, 2016	Tue, Jan 19, 2016	Approved
Intermittent	Employees Own Illness or Injury	Approved	As Medically Necessary	Thu, Dec 17, 2015	Fri, Jun 3, 2016		Thu, Dec 17, 2015 10:00:31	California Family Rights Act	Mon, Jan 4, 2016	Mon, Jan 4, 2016	Approved
Intermittent	Employees Own Illness or Injury	Approved	As Medically Necessary	Thu, Dec 17, 2015	Fri, Jun 3, 2016		Thu, Dec 17, 2015 10:00:31	Federal FMLA	Thu, Dec 17, 2015	Thu, Dec 17, 2015	Approved

Employee overview

If you click on an employee's name, the system will bring you to a summary of the employee's leave and disability claims. You will be able to quickly identify what types of leave the employee has available and how

much they have used of each leave type with detailed pie charts.



You can drill down further into specifics by clicking the absence tab.

* Regulations associated with that particular leave statute can be read by clicking the regulations hyperlink.

Absence tab

As you go into the absence tab, you will see every leave the employee has filed for. The system will show you the status, type of leave, the span of leave time, and what the leave is for.

If you click on the colored bar associated with a leave, you will get a detailed breakdown for that particular leave.

An employee or you can submit a new absence claim by clicking the plus (+) symbol in the upper right corner on the green bar.

The bars are color coded so you can easily tell what is approved, denied or pending.

■ Pending ■ Approved ■ Denied

NEW ABSENCE CLAIM	
Absence AC-16-000037 Open Mon, Dec 7, 2015	Employees Own Illness or Injury Continuous Fri, Dec 25, 2015 3 weeks
Absence AC-16-000033 Open Fri, Apr 1, 2016	Employees Own Illness or Injury Continuous Wed, Jun 1, 2016 3 weeks 2 days 2 weeks 4 days 2 2 weeks 3 days
Absence AC-16-000031 Open Tue, Feb 9, 2016	Employees Own Illness or Injury Continuous Tue, Feb 9, 2016 1 day
Absence AC-16-000021 Open Wed, Mar 2, 2016	Employees Own Illness or Injury Continuous Mon, Mar 21, 2016 2 weeks 4 days
Absence AC-16-000017 Open Sun, Nov 1, 2015	Care of a Family Member Intermittent Parent/Michelle Mon, Nov 30, 2015 twice every week for 8 hours 6
Absence AC-16-000013 Open Tue, Jan 5, 2016	Employees Own Illness or Injury Continuous Sun, Jan 24, 2016 2 weeks 4 days