

Manager View – Home Page



Overview

Summaries	3 >
Help and Support	1 >
Mindy Manager You	5 >
<input type="text" value="Search name..."/>	2
Adam Accountant → You	1 >
Sam Security → You	1 >

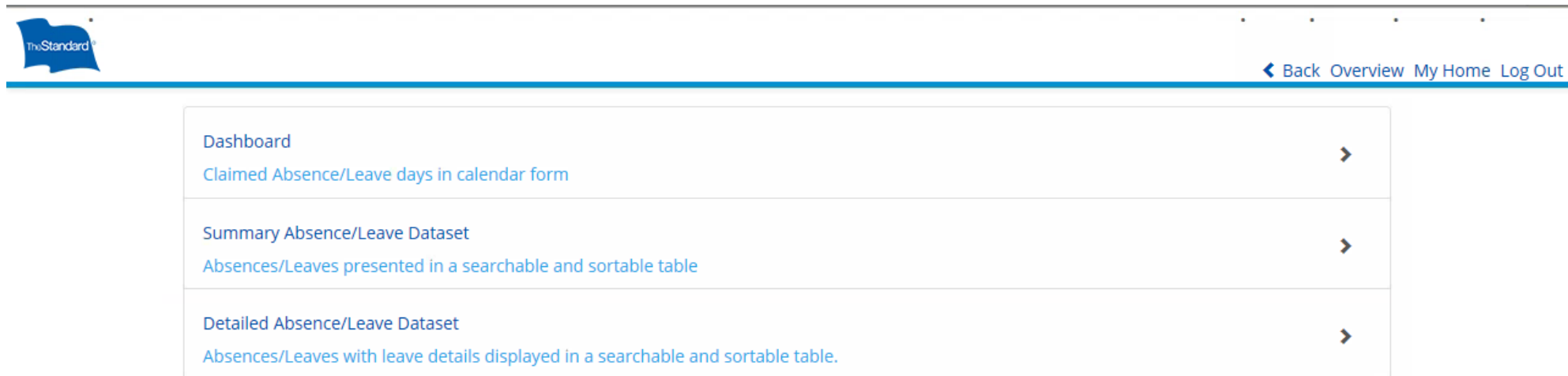
Once you log in you will see:

- A list of summary reports available about your employee's leaves.
- Your direct reports individual records.



Summary Reporting

Once you click on “Summaries” a list of available reports will be provided



The screenshot shows a web application interface. At the top left is the logo for 'The Standard'. At the top right is a navigation bar with links: '< Back Overview My Home Log Out'. Below the navigation bar is a list of three report options, each with a right-pointing arrow:

- Dashboard**
Claimed Absence/Leave days in calendar form
- Summary Absence/Leave Dataset**
Absences/Leaves presented in a searchable and sortable table
- Detailed Absence/Leave Dataset**
Absences/Leaves with leave details displayed in a searchable and sortable table.

Dashboard

Absence Calendar

Claimed absence days in calendar form

Filter by name...

Less Weeks

All Statuses (106) ▼

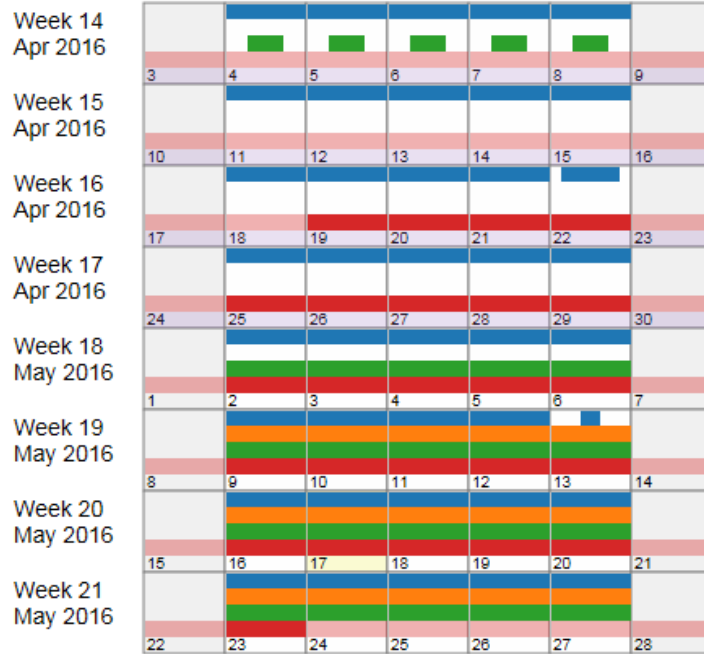
More Weeks

Continuous

Reduced Schedule

Intermittent

Intermittent Occurrence



Christopher Consultant
Joel Benson
Mindy Manager
Patty President
Sam Security

- Provides summary of leaves by reporting structure in calendar form
- View current entitlement based on employee's leave usage
- Update report filter by status, leave continuity, employee, and date range

Less Weeks

More Weeks



Dashboard

Absence Calendar

Claimed absence days in calendar form

Filter by name...

Less Weeks

All Statuses (106) ▾

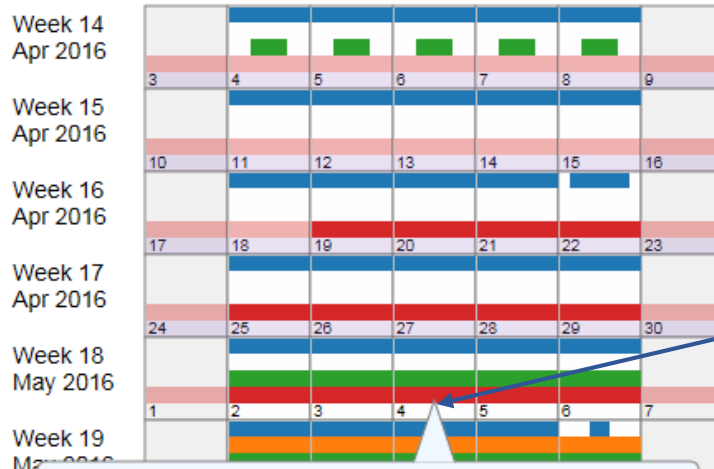
More Weeks

Continuous

Reduced Schedule

Intermittent

Intermittent Occurrence



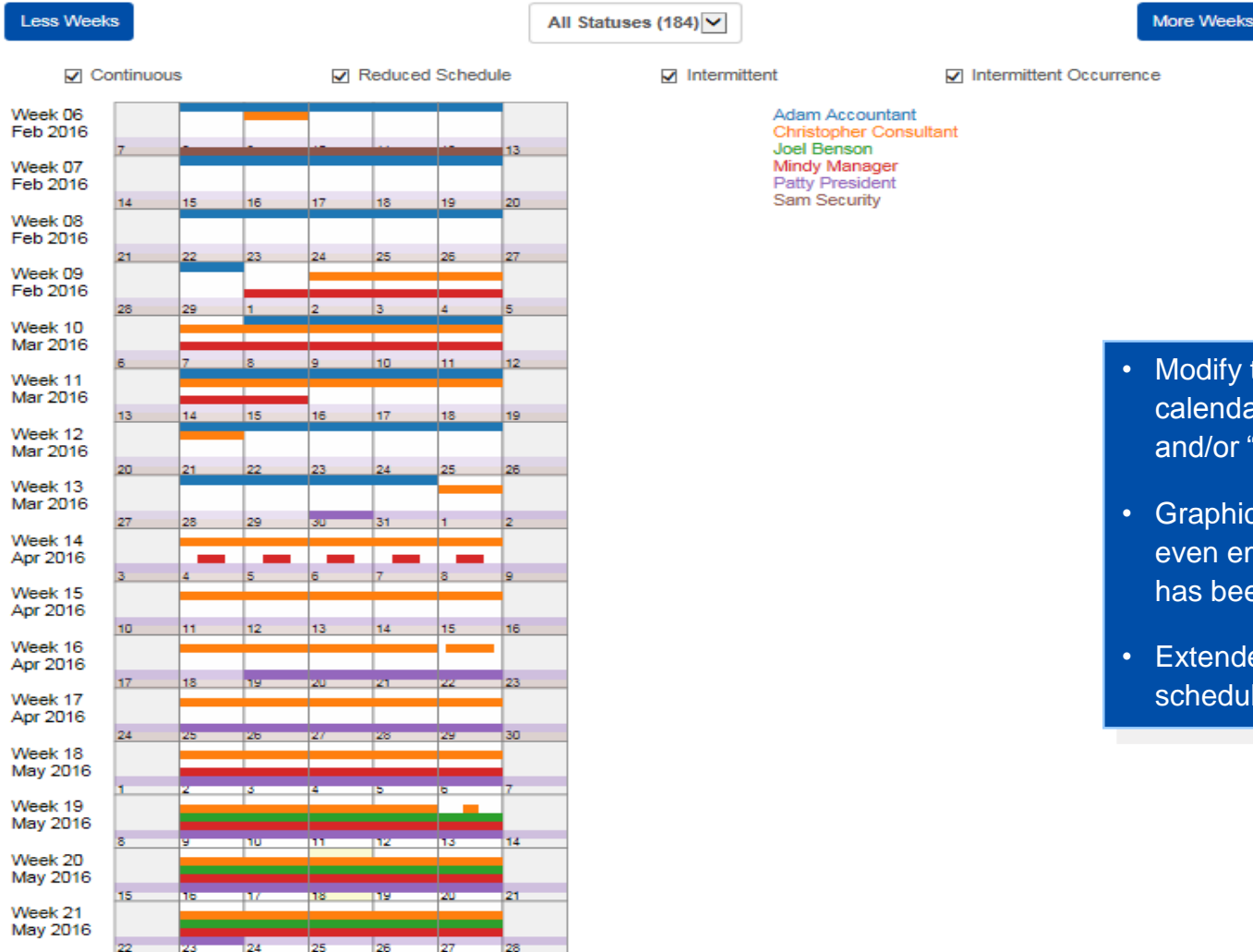
Christopher Consultant
Joel Benson
Mindy Manager
Patty President
Sam Security

- View the employee(s) out on leave for the day by clicking on that date in the calendar
- Provides for the day by employee the leave continuity, leave status, time requested and leave #
- The color of the Employee's name is the same color in the calendar chart

Less Weeks

More Weeks

Dashboard



- Modify the weeks in the absence calendar by clicking on “less weeks” and/or “more weeks”
- Graphical view from Manager or even employee level how much time has been requested
- Extended view helps with schedule/resource planning

Summary Absence/Leave Dataset



Back

Information

Showing claims created in the last year. Select other "Created" date ranges as required.

Filter Data

Employee Name	Reports To	Identification Number	Occupational Description	Department	Employer Name	Claim Number	Status	Leave Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Absence Claim List

Absence claims presented in a searchable and sortable table

EXPORT AS CSV

Employee Name	Reports To	Identification Number	Occupational Description	Department	Employer Name	Claim Number	Status	Leave Type	Reason	Absence Status	Start Date	End Date	Return To Work	Created Date	Location Name	Location Code	Department Code	Work State	Union Affiliation Code
Adam Accountant	Mindy Manager				BH Industries CA	AC-16-000018	Open	Continuous	Employees Own Illness or Injury	Pending	Tue, Mar 8, 2016	Wed, Mar 30, 2016		Tue, Jan 19, 2016 09:26:15					
Adam Accountant	Mindy Manager				BH Industries CA	AC-16-000015	Open	Continuous	Care of a Family Member	Approved	Mon, Jan 4, 2016	Mon, Feb 29, 2016		Tue, Jan 19, 2016 09:13:51					
Christopher Consultant	Patty President	1111			BH Industries CA	AC-16-000037	Open	Continuous	Employees Own Illness or Injury	Pending	Mon, Dec 7, 2015	Fri, Dec 25, 2015		Tue, Mar 1, 2016 11:06:07				CA	
Christopher Consultant	Patty President	1111			BH Industries CA	AC-16-000033	Open	Continuous	Employees Own Illness or Injury	Pending	Fri, Apr 1, 2016	Fri, Apr 22, 2016		Tue, Mar 1, 2016 10:49:45				CA	



Summary Absence/Leave Dataset



Back

Information
Showing claims created in the last year. Select other "Created" date ranges as required.

Filter Data

Absence Status	Start Date	End Date	Return To Work	Created Date	Location Name	Location Code	Department Code	Work State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Absence Claim List EXPORT AS CSV
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Summary Absence/Leave Dataset



Back

Log Out

Information

Showing claims created in the last year. Select other "Created" date ranges as required.

Filter Data

Define a sub-set of the data to include in the table below

Union Affiliation Code Close Reason Close Date Anticipated Return To Work

Absence Claim List

Absence claims presented in a searchable and sortable table

EXPORT AS CSV

Occupational Description	Department	Employer Name	Claim Number	Status	Leave Type	Reason	Absence Status	Start Date	End Date	Return To Work	Created Date	Location Name	Location Code	Department Code	Work State	Union Affiliation Code	Close Reason	Close Date	Anticipated Return To Work
		BH Industries CA	AC-16-000018	Open	Continuous	Employees Own Illness or Injury	Pending	Tue, Mar 8, 2016	Wed, Mar 30, 2016		Tue, Jan 19, 2016 09:26:15								Thu, Mar 31, 2016
		BH Industries CA	AC-16-000015	Open	Continuous	Care of a Family Member	Approved	Mon, Jan 4, 2016	Mon, Feb 29, 2016		Tue, Jan 19, 2016 09:13:51								Tue, Mar 1, 2016
		BH Industries CA	AC-16-000037	Open	Continuous	Employees Own Illness or Injury	Pending	Mon, Dec 7, 2015	Fri, Dec 25, 2015		Tue, Mar 1, 2016 11:06:07				CA				Tue, Dec 29, 2015
		BH Industries CA	AC-16-000033	Open	Continuous	Employees Own Illness or Injury	Pending	Fri, Apr 1, 2016	Fri, Apr 22, 2016		Tue, Mar 1, 2016 10:49:45				CA				Sat, Apr 23, 2016



Summary Absence/Leave Dataset



Back

Log Out

Information

Showing claims created in the last year. Select other "Created" date ranges as required.



Employee Name **Reports To** **Identification Number** **Occupational Description** **Department** **Employer Name** **Claim Number** **Status**

Absence Claim Leave List

Absence claims with leave details displayed in a searchable and sortable table.

EXPORT AS CSV

Employees: 6 Claims: 19

Employee Name	Reports To	Identification Number	Occupational Description	Department	Employer Name	Claim Number	Status	Leave Type	Reason	Absence Status	Intermittent DurationLabel	Start Date	End Date	Return To Work	Created Date	Claim Leave	Leave Start Date	Leave End Date	Leave Status
Patty President		001			BH Industries CA	AC-15-000012	Open	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
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Summary Absence/Leave Dataset



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Log Out

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Filter Data

Define a sub-set of the data to include in the table.

Leave Type	Reason	Absence Status	Intermittent DurationLabel	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Summary Absence/Leave Dataset



Back

Log Out

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Filter Data
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Return To Work Created Date Claim Leave Leave Start Date Leave End Date Leave Status

Absence Claim Leave List

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Searching Employee Records



Overview

Summaries

3 >

Help and Support

1 >

Mindy Manager

You

5 >

🔍 Search name...

2

Adam Accountant

→ You

1 >

Sam Security

→ You

1 >



You can use the search bar to enter your employee's name. Only employee's who have leaves of absences will be available.



Employee's Leave Record



Back

Patty President

Log Out

Absence Claims 3

Disability Claims 1

Absence Time Summary

California Bone Marrow

Regulations



- Pending
- Approved
- Remaining

California Family Military Leave

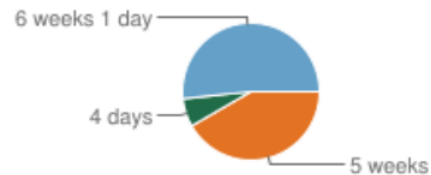
Regulations



- Pending
- Approved
- Remaining

California Family Rights Act

Regulations



- Pending
- Approved
- Remaining

- Employee can select reports to view time out of work by absence claims or disability claims
- Provides pie chart graphs for policies available at Federal and State Level
- Let's drill down on absence claims



Employee Leaves

NEW ABSENCE CLAIM



- File a new leave on line by selecting the “+” sign

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 days 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

- Color coded leave and/or absence status:
 - Green approved
 - Orange Pending
 - Red Denied
- View claim details by clicking on the colored bar for the associated leave

Employee Continuous Leave

- Add time to the leave and/or report your return to work

ADD TIME
RETURN TO WORK

Absence AC-16-000057

Reason	Employees Own Illness or Injury
Leave Type	Continuous
Status	Open
Created	Mon, Apr 18, 2016
Return to Work	Fri, May 27, 2016
Related	C-2016-1004252

Dates Summary

Tue, Apr 19, 2016	Mon, May 23, 2016		
5 weeks			
Start	End	Duration	Status
Tue, Apr 19, 2016	Mon, May 23, 2016	5 weeks	Pending

Dates Detail

California Family Rights Act	Regulations		
Continuous			
Start	End	Duration	Status
Tue, Apr 19, 2016	Mon, May 23, 2016	5 weeks	Pending
Federal FMLA			Regulations
Continuous			
Start	End	Duration	Status
Tue, Apr 19, 2016	Mon, May 23, 2016	5 weeks	Pending

- Detailed view of:
 - Leave
 - Dates Summary
 - Dates Detail
 - Certifications received
- Get help on regulations by selecting "Regulations" for the associated policy



Employee Intermittent Leave

Dates Summary			
Thu, Dec 17, 2015		Fri, Jun 3, 2016	
As Medically Necessary			
Start	End	Duration	Status
Thu, Dec 17, 2015	Fri, Jun 3, 2016	As Medically Necessary	Approved
Thu, Dec 17, 2015	Thu, Dec 17, 2015	1 day	Approved
Mon, Jan 4, 2016	Mon, Jan 4, 2016	1 day	Approved
Mon, Jan 18, 2016	Tue, Jan 19, 2016	2 days	Approved

Dates Detail			
California Family Rights Act		Regulations	
Intermittent (As Medically Necessary)			
Start	End	Duration	Status
Thu, Dec 17, 2015	Fri, Jun 3, 2016	As Medically Necessary	Approved
Mon, Jan 18, 2016	Tue, Jan 19, 2016	2 days	Approved
Mon, Jan 4, 2016	Mon, Jan 4, 2016	1 day	Approved
Thu, Dec 17, 2015	Thu, Dec 17, 2015	1 day	Approved
Federal FMLA		Regulations	
Intermittent (As Medically Necessary)			
Start	End	Duration	Status
Thu, Dec 17, 2015	Fri, Jun 3, 2016	As Medically Necessary	Approved
Mon, Jan 18, 2016	Tue, Jan 19, 2016	2 days	Approved
Mon, Jan 4, 2016	Mon, Jan 4, 2016	1 day	Approved
Thu, Dec 17, 2015	Thu, Dec 17, 2015	1 day	Approved

- Detailed view of intermittent leave.
 - Certifications approved frequency and duration
 - Absences taken capturing duration
 - Absence taken by policy



Employees can add time to their Leave(s)

Absence AC-15-000012 - Add Time

From

05/19/2016



Thu, May 19, 2016

To

05/19/2016



1

Thu, May 19, 2016

for 8 hours

and 0 minutes each day

for reason None

Selection required

None
Incapacity
Treatment

Cancel

SAVE