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.*

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.

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

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