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the science of absence management

LeaveLink® Self-Service Guide

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Accessing LeaveLink® Self-Service Web Portal

1.) From the login page for the LeaveLink® Self-Service, enter your username (see Figure 1) that you received from your company.

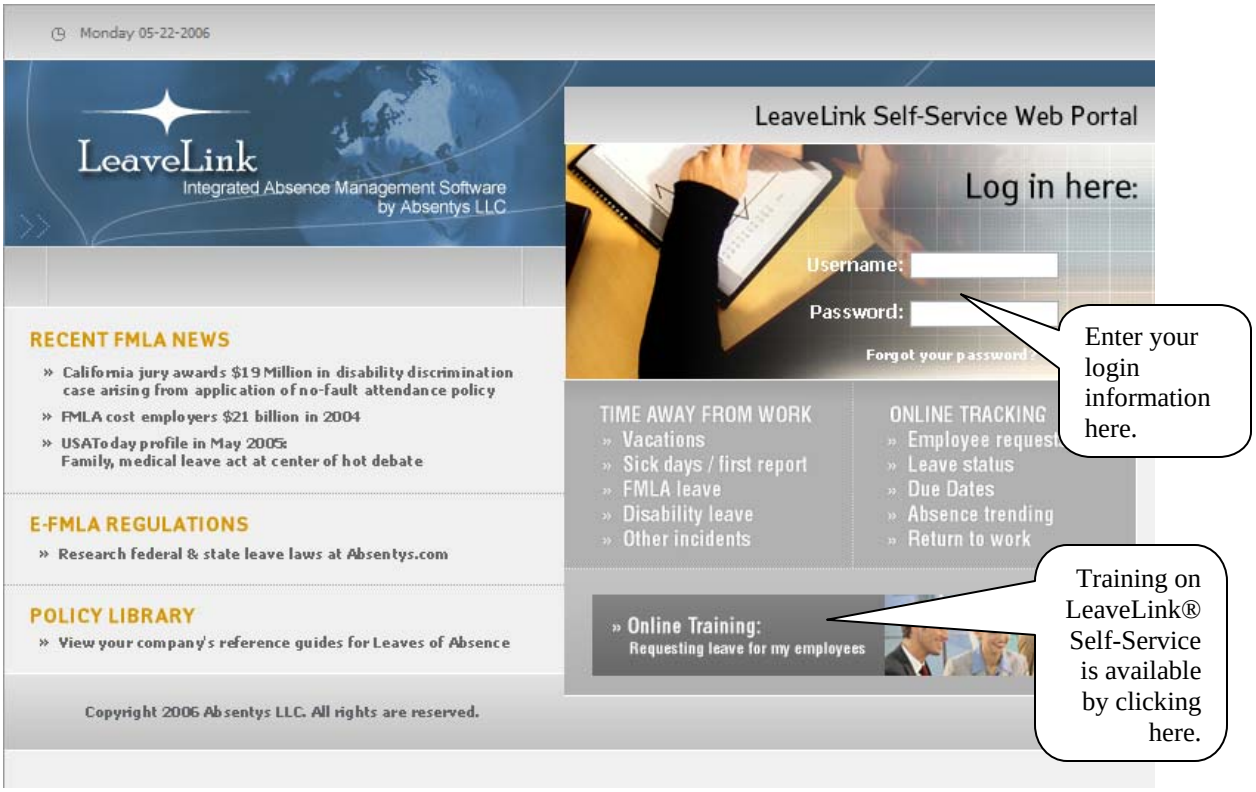


Figure 1

2.) Enter your password.

3.) Click **Submit**.

Logging in with the Default Password

If you login using the default password, “password,” you will be forced to change your password.

Changing your password

1.) After logging in by using the default password of “password,” you will be prompted to change your password.
2.) Create a new password for yourself by entering it first in the “New Password” field, and then retyping it in the “Confirm Password” field.
3.) Next, select a security question from the dropdown list next to “Security Question” that you will have to answer if you ever forget your password.
4.) Enter your answer to the security question in the “Your Answer” field.

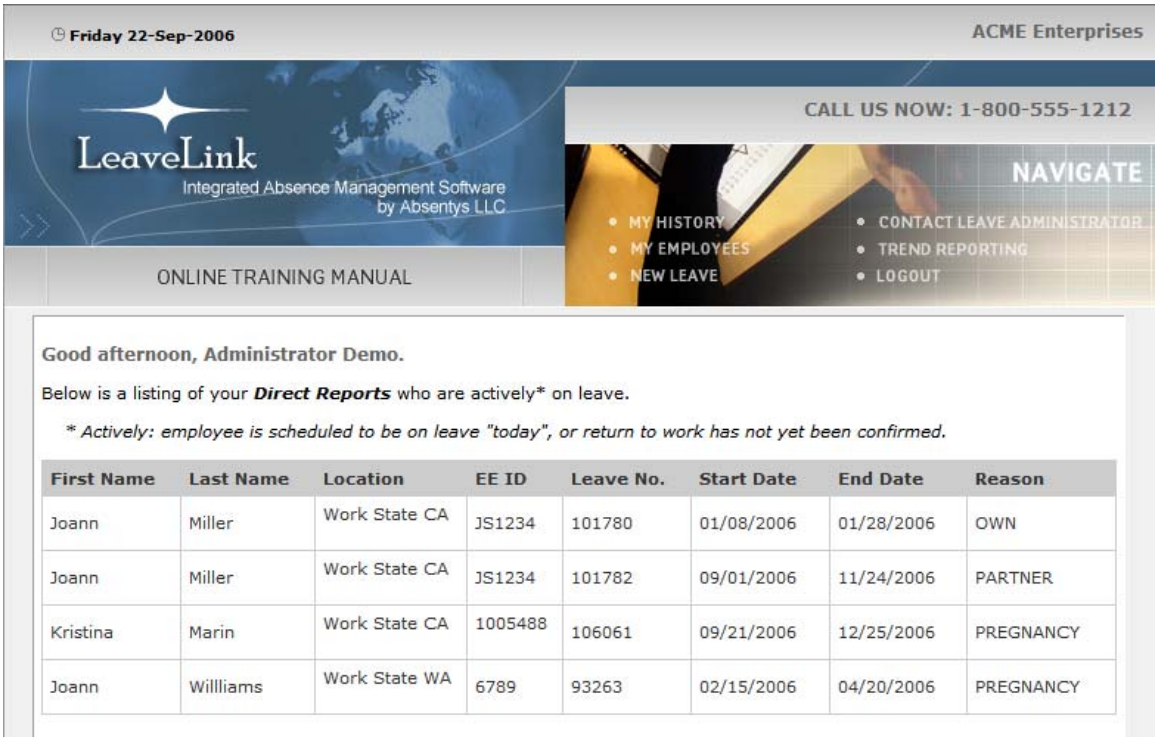
Important You will need to remember the exact answer you entered into the “Your Answer” field if you ever forget your password.

5.) Click **Submit**.

My Employees Screen

After you have logged into the program, you will see the My Employees screen (see Figure 2). This screen lists your employees that are currently on leave or will be on leave in the future. It includes the employee's reason for leave and start and end dates of the leave.

Note The My Employees screen can be accessed from anywhere in the program by clicking the **My Employees** link located at the top of every screen.



First Name	Last Name	Location	EE ID	Leave No.	Start Date	End Date	Reason
Joann	Miller	Work State CA	JS1234	101780	01/08/2006	01/28/2006	OWN
Joann	Miller	Work State CA	JS1234	101782	09/01/2006	11/24/2006	PARTNER
Kristina	Marin	Work State CA	1005488	106061	09/21/2006	12/25/2006	PREGNANCY
Joann	Willliams	Work State WA	6789	93263	02/15/2006	04/20/2006	PREGNANCY

Figure 2

By clicking on an employee's name, you can see more information about his/her leave (see Figure 3). In addition to the reason for the employee's leave and the requested absence dates, you can view the absence dates that have been approved, the date the leave was requested, the date medical certification is due for the leave, the

date medical certification was returned, and the employee's anticipated delivery date (if applicable).

To return to the My Employees screen, click the **Go Back** button.

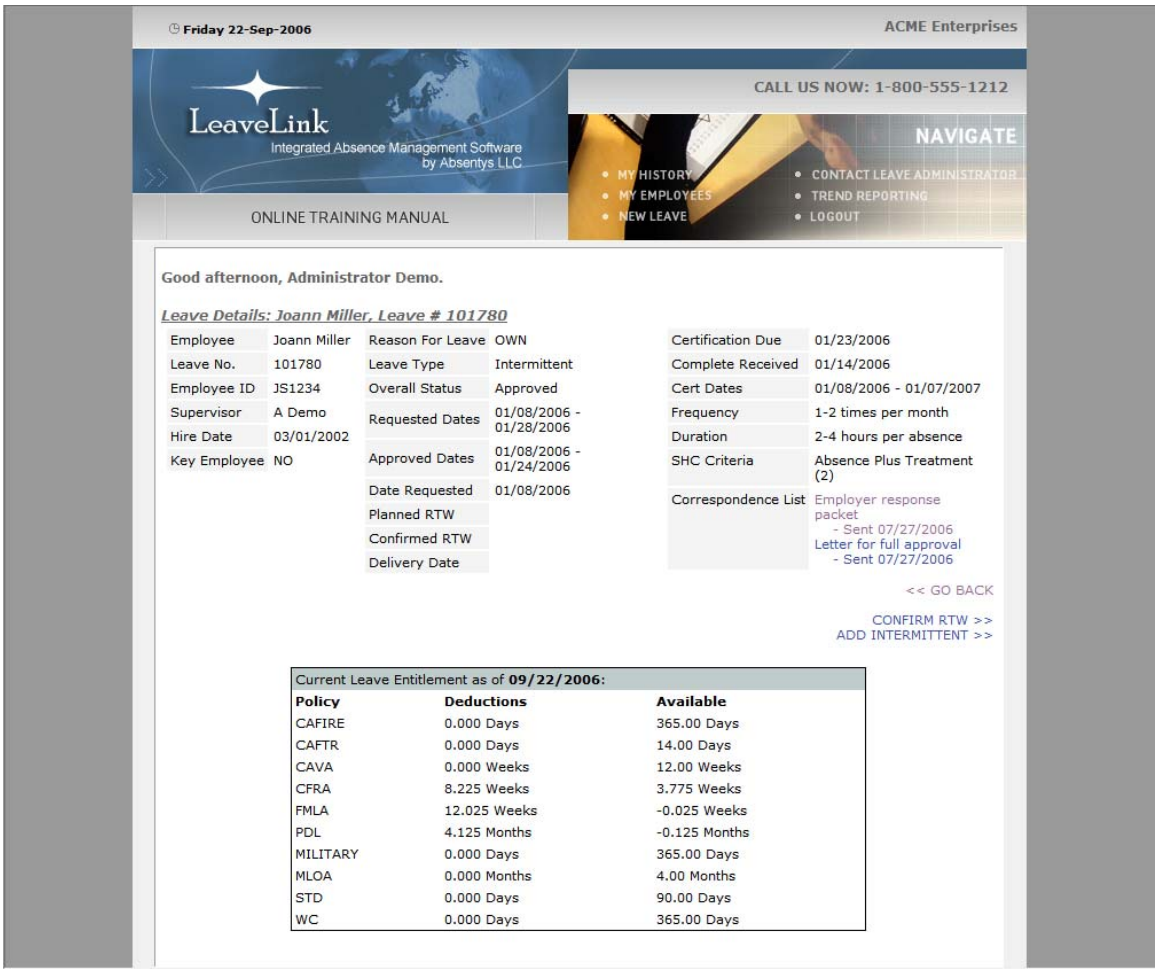


Figure 3

To Confirm RTW:

1.) Click the **Confirm RTW** link (see Figure 3).

2.) A screen will appear with all employees whose return to work you may confirm (see Figure 4).

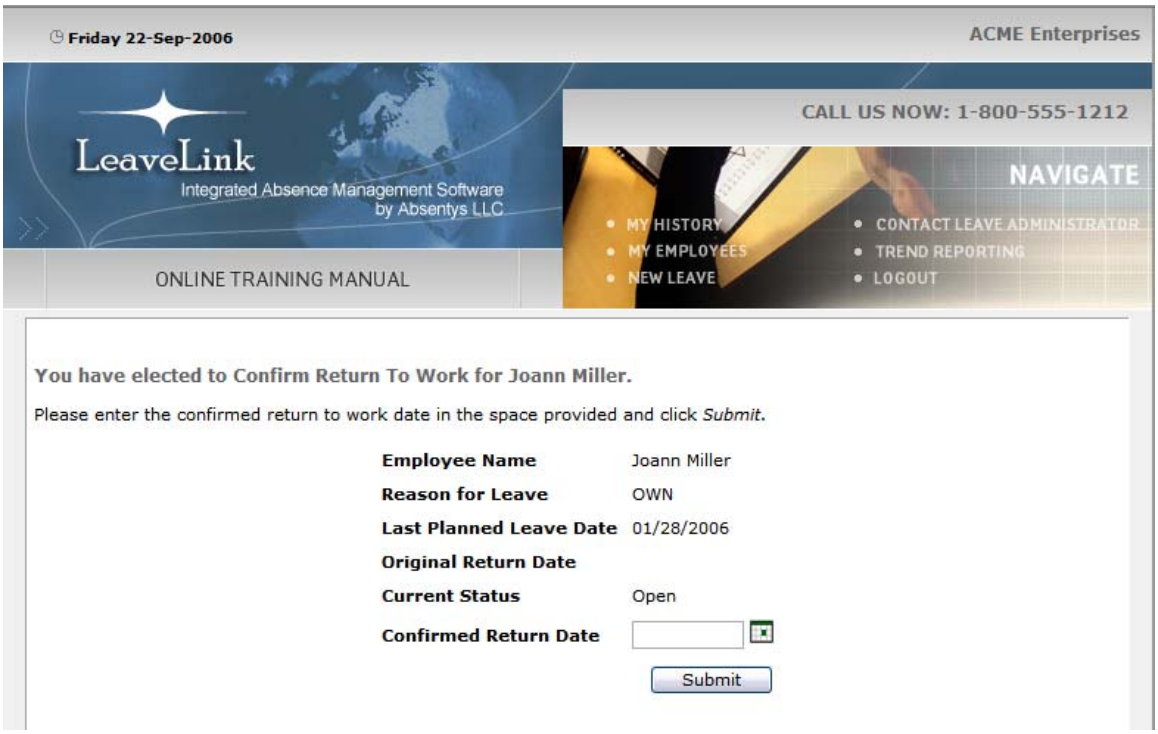


Figure 4

3.) Enter the actual return to work date in the "Confirmed RTW" column for the appropriate employee.

4.) Click **Submit**.

5.) A screen will appear confirming the return to work date has been submitted to a leave administrator.

To Add Intermittent Absences to the Leave:

1.) Click the **Add Intermittent** link (see Figure 3).

2.) Enter the date of the absence (see Figure 5).

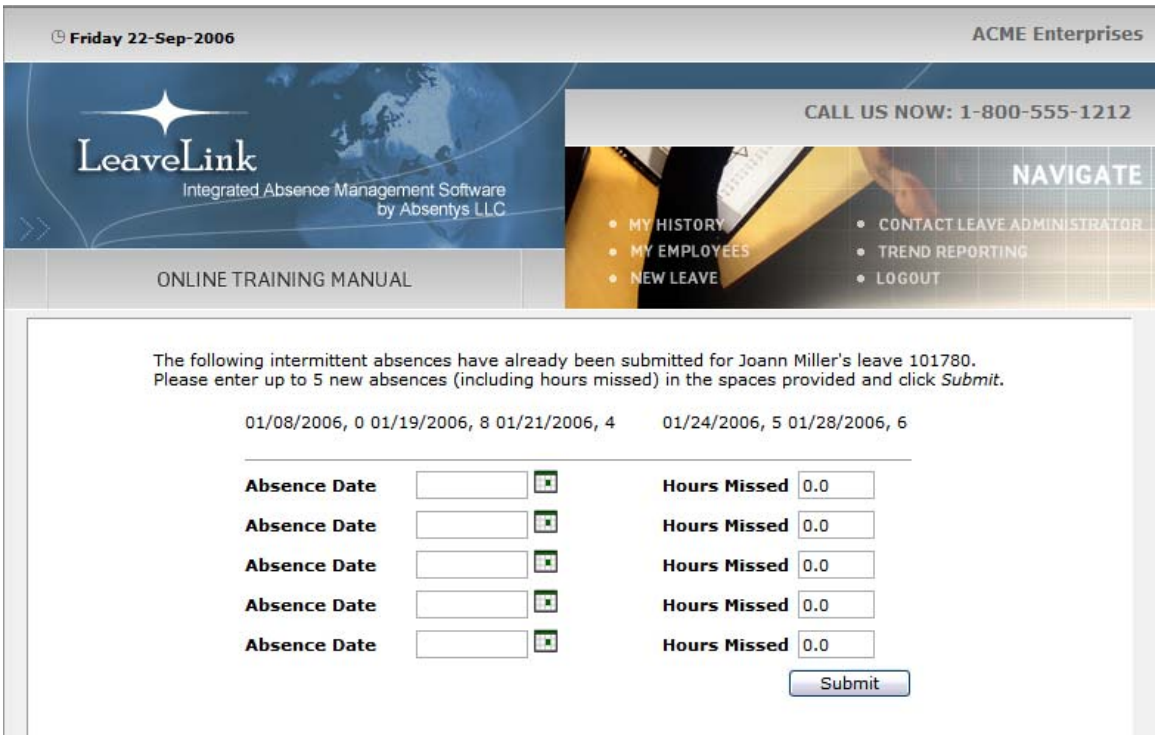


Figure 5

3.) Enter the hours the employee missed that day by clicking in the "Hours Missed" field, deleting "0.0," and entering the appropriate number.

4.) Click **Submit**.

5.) A screen will appear confirming the intermittent absences have been submitted to a leave administrator for further processing.

To View Correspondence

1.) Click the name of the correspondence that you would like to view (see Figure 3).

2.) The correspondence will pop up in another window.

My History

To access your leave history:

1.) Click the **My History** tab located the top of the screen.

2.) The My History screen shows your leaves for the past 24 months. It includes the reason for the leave, the date you returned to work (RTW), the status of the leave (pending, approved, or denied), the dates you requested off, and the dates that were approved for you to be off (see Figure 6).

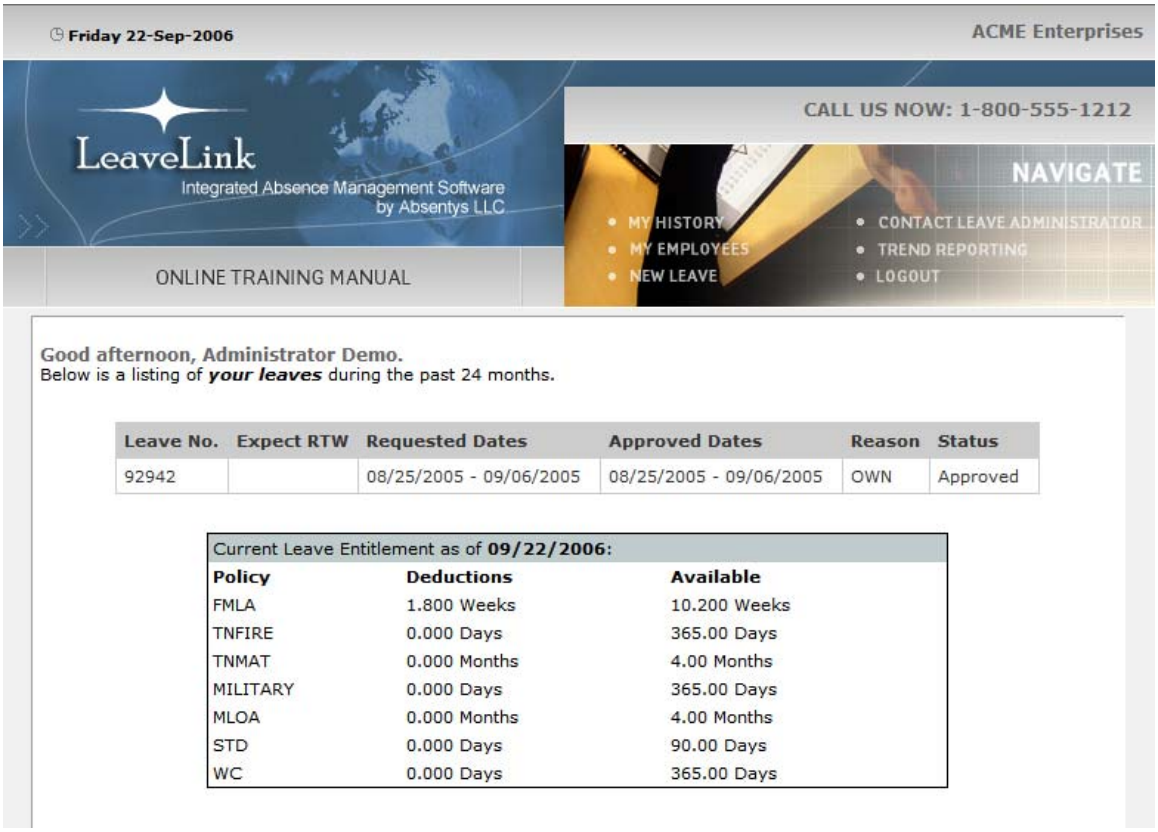


Figure 6

3.) To see more information about a leave, including dates associated with medical certification and a delivery date (if applicable), click the appropriate leave.

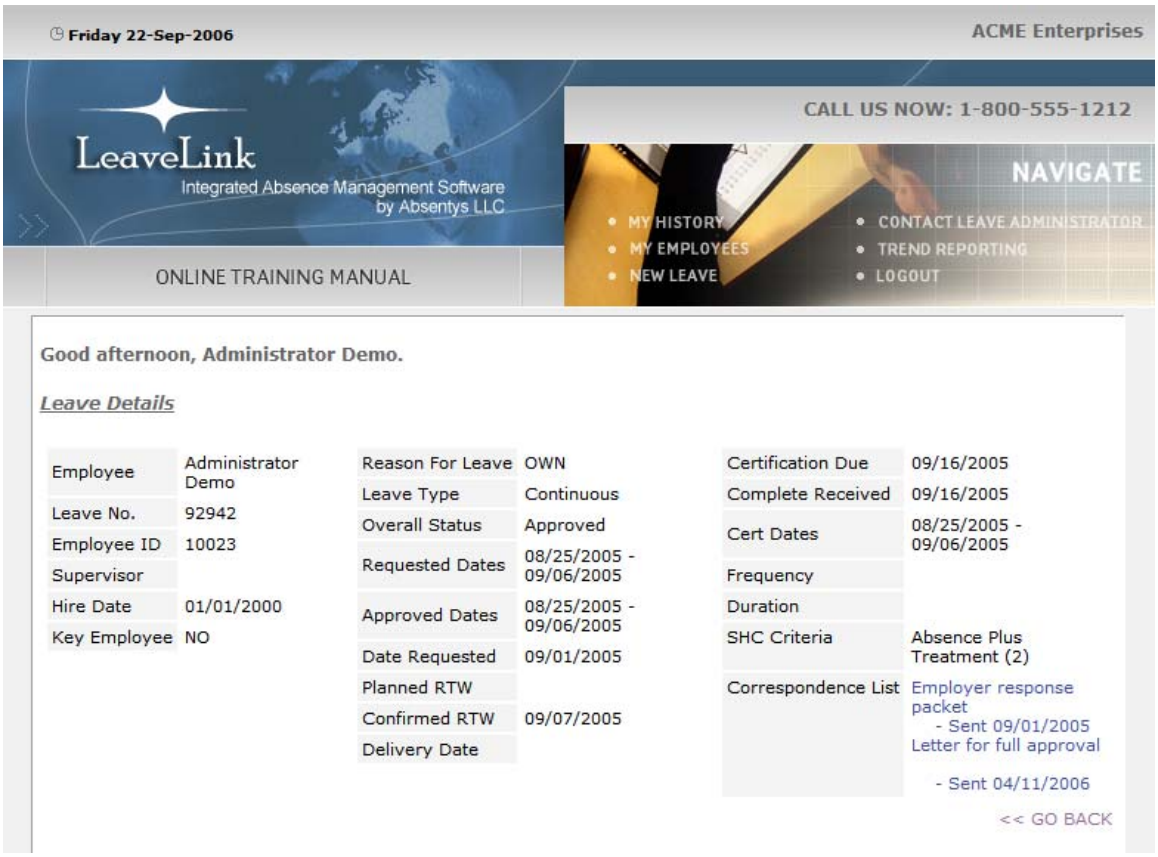

Friday 22-Sep-2006
ACME Enterprises
LeaveLink
Integrated Absence Management Software
by Absentys LLC
CALL US NOW: 1-800-555-1212
NAVIGATE
MY HISTORY
MY EMPLOYEES
NEW LEAVE
CONTACT LEAVE ADMINISTRATOR
TREND REPORTING
LOGOUT
ONLINE TRAINING MANUAL
Good afternoon, Administrator Demo.
Leave Details
Employee
Administrator Demo
Leave No.
92942
Employee ID
10023
Supervisor
Hire Date
01/01/2000
Key Employee
NO
Reason For Leave
OWN
Leave Type
Continuous
Overall Status
Approved
Requested Dates
08/25/2005 - 09/06/2005
Approved Dates
08/25/2005 - 09/06/2005
Date Requested
09/01/2005
Planned RTW
Confirmed RTW
09/07/2005
Delivery Date
Certification Due
09/16/2005
Complete Received
09/16/2005
Cert Dates
08/25/2005 - 09/06/2005
Frequency
Duration
SHC Criteria
Absence Plus Treatment (2)
Correspondence List
Employer response packet
- Sent 09/01/2005
Letter for full approval
- Sent 04/11/2006
<< GO BACK

Figure 7

New Leave

To enter a new leave for you:

1.) Click the **New Leave** link located at the top of the screen.

2.) Click the **Myself** button (see Figure 8).

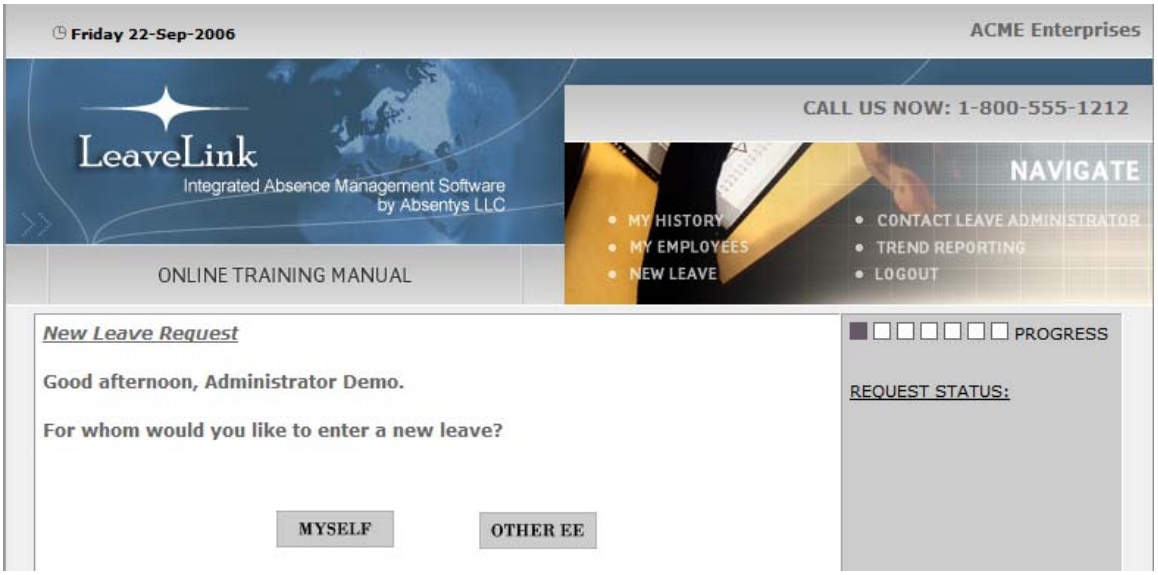


Figure 8

3.) Select the reason you need to take leave from the list in the middle of the screen (see Figure 9).

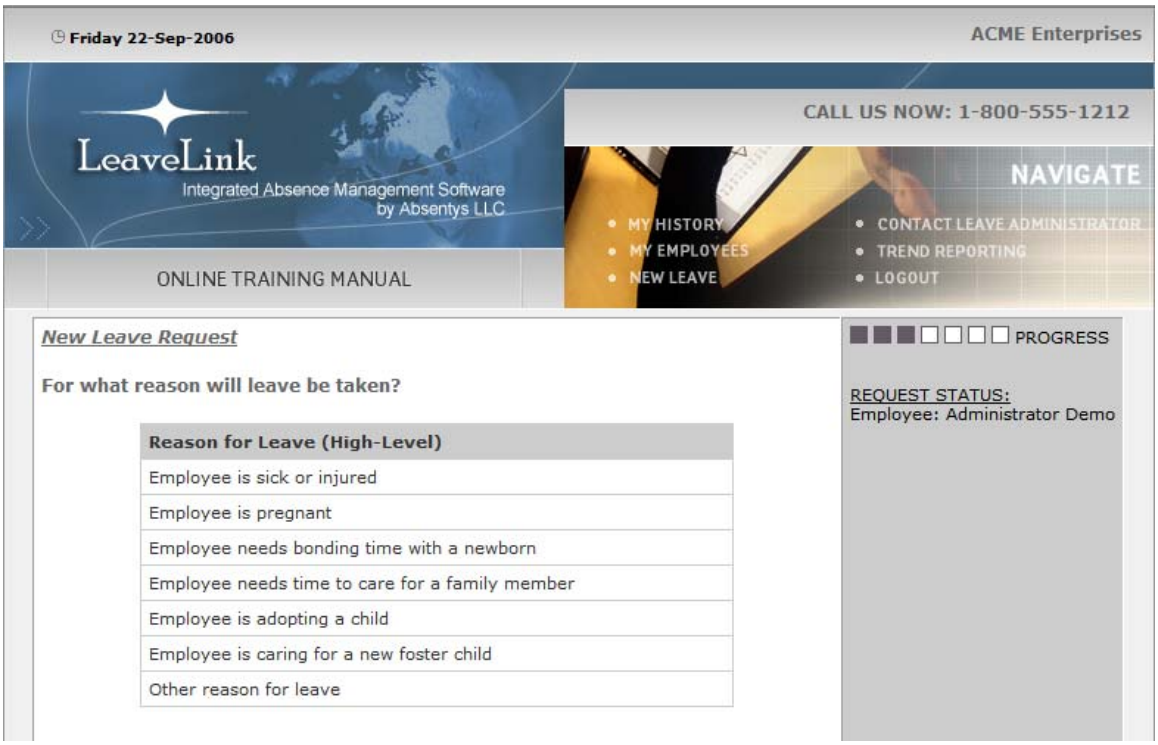


Figure 9

Note You may be asked for additional information, such as due date for a pregnancy leave, if applicable, before you can continue to Step 4.

4.) Select the type of absence (continuous or intermittent) you need to take by clicking on the circle to the left of the absence type (see Figure 10).

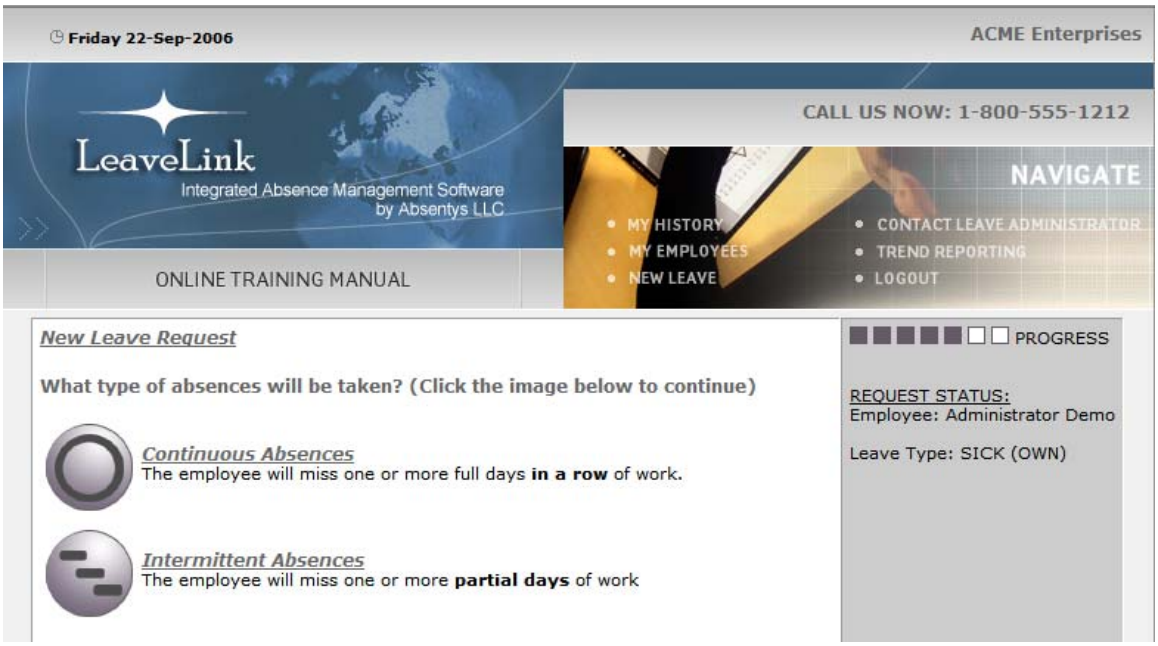


Figure 10

To enter Continuous Absences:

a.) Select the start date of your leave using the calendar (see Figure 11).

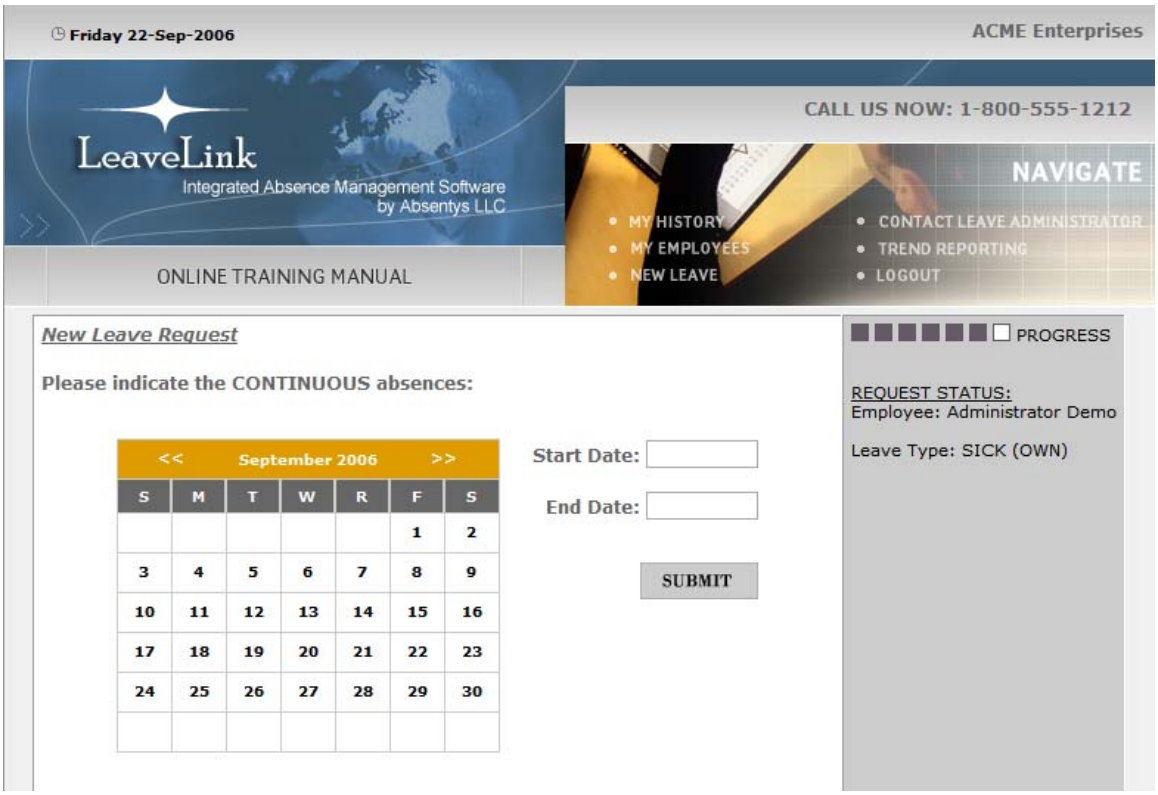


Figure 11

b.) Select the end date of your leave using the calendar.

Note To change the month of the calendar, use the arrows located by the month's name.

c.) Click **Submit**.

To enter Intermittent Absences:

a.) Select the date of your absence using the calendar (see Figure 12).

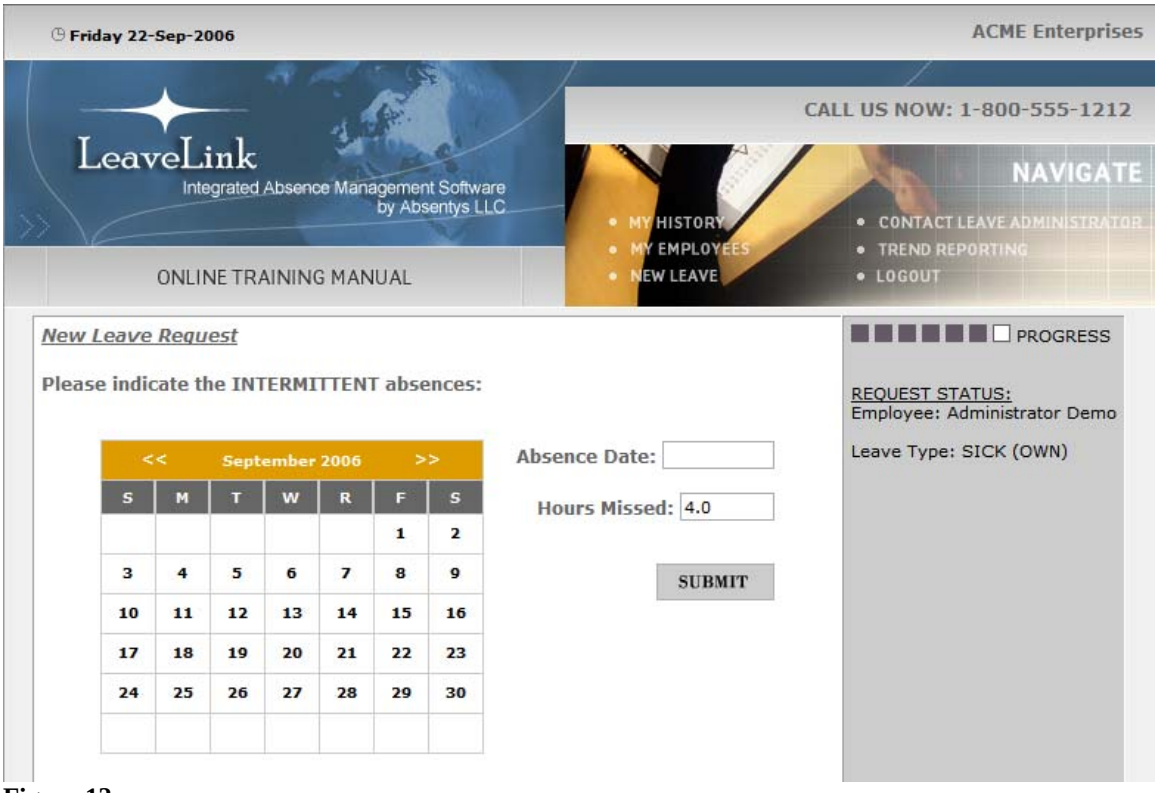


Figure 12

b.) Enter the number of hours you will miss on that day in the "Hours Missed" field.

Note The program automatically enters 4.0 into the Hours Missed field. You can change this by clicking in the field, deleting the 4.0, and entering the correct number.

c.) Click **Submit**.

To enter a Reduced Schedule (not available for all companies):

a.) Select the start date of your reduced schedule using the calendar.

b.) Select the end date of your reduced schedule using the calendar.

c.) Enter the number of hours you will miss on each day of the week. If you are not scheduled to work on a day, enter 0.0 for that day.

Note The program automatically enters 4.0 into the day of the week field for Monday-Friday and 0.0 for Sunday and Saturday. You can change this by clicking in the appropriate field, deleting the 4.0 (or 0.0), and entering the correct number.

d.) Click **Submit**.

5.) The leave information will be reviewed by a Leave Administrator, and you will be sent more information (see Figure 13).

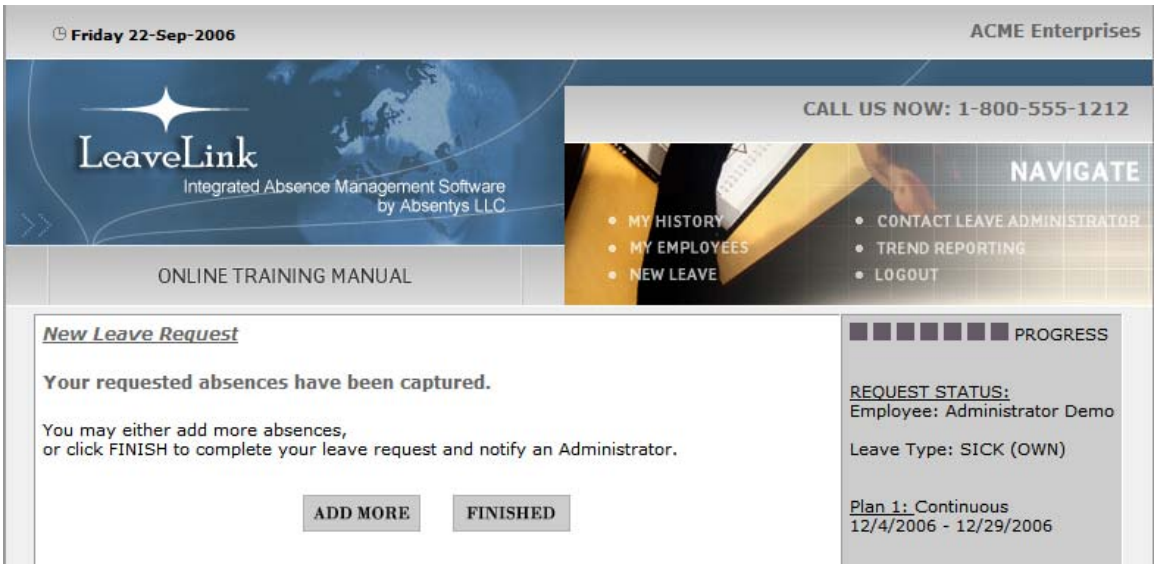


Figure 13

a.) Click **Finished** if you are finished entering all absences associated with this leave (see Figure 13).

b.) Click **Add More** to enter more absences for this leave (see Figure 13).

To enter a new leave for an employee:

1.) Click the **New Leave** link located at the top of the screen.

2.) Click the **Other EE** button (see Figure 14).

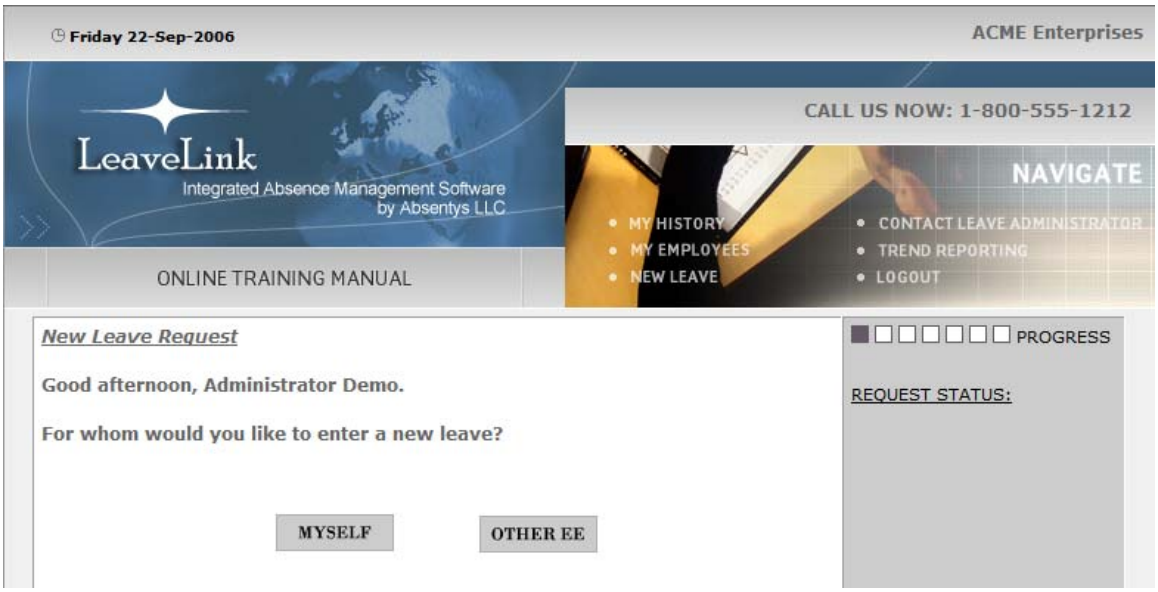


Figure 14

3.) Select the employee for which you would like to enter a leave (see Figure 15).

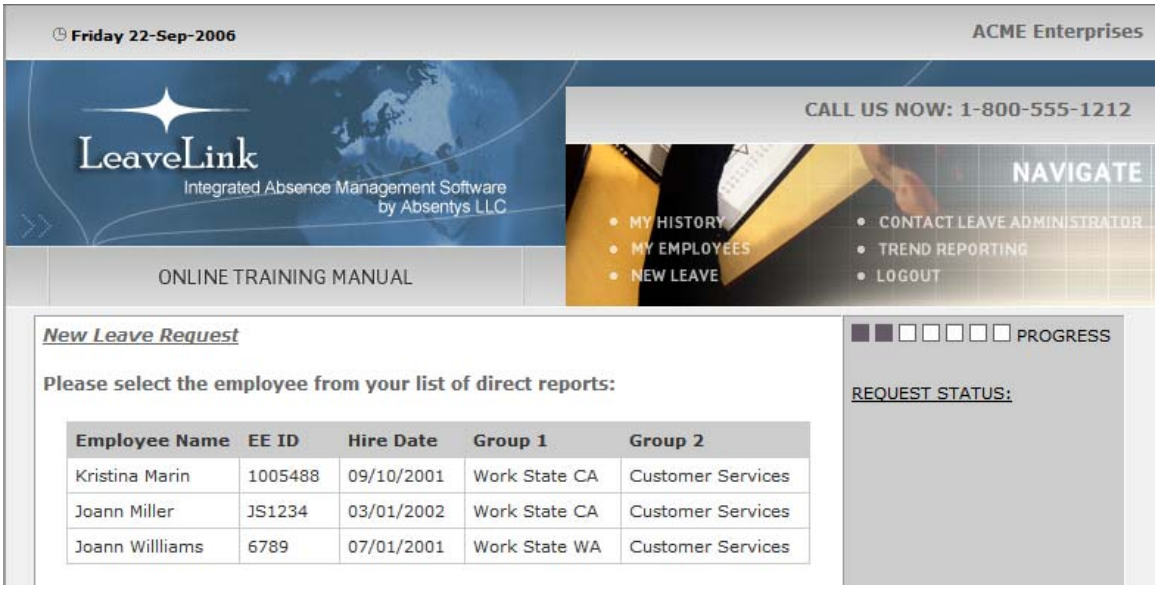


Figure 15

4.) Select the reason the employee needs to take leave from the list in the middle of the screen (see Figure 16).

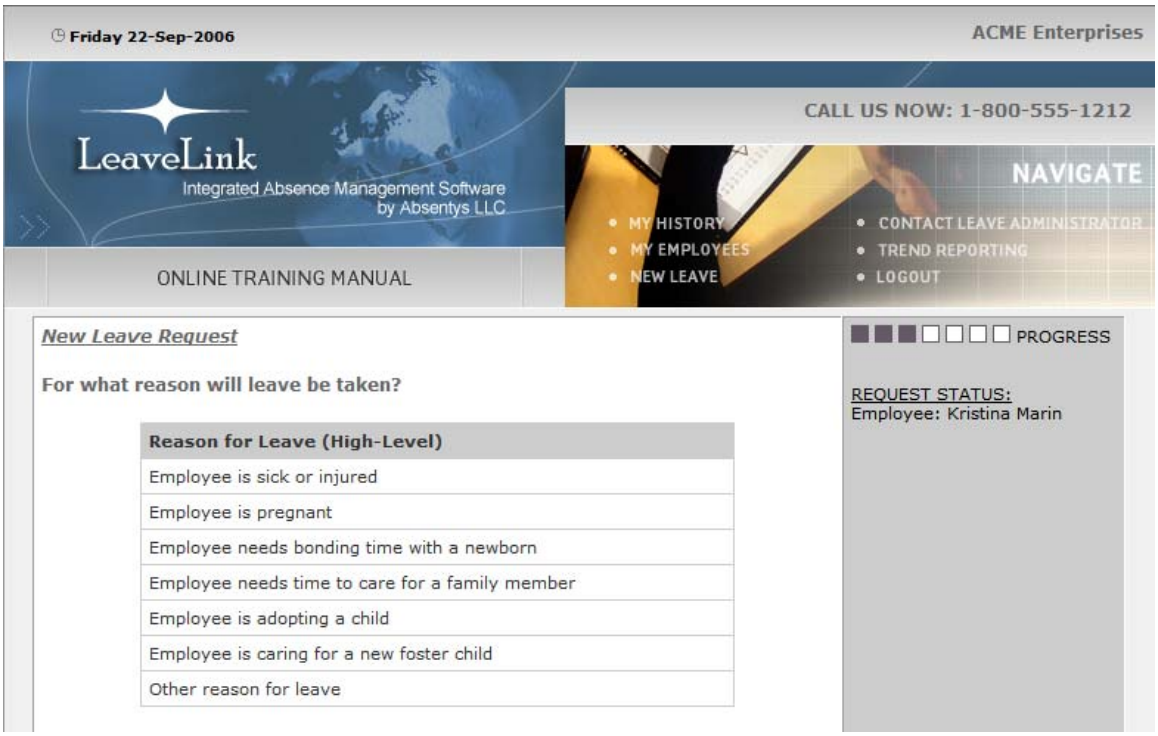


Figure 16

Note You may be asked for additional information, such as due date for a pregnancy leave, if applicable, before you can continue to Step 5.

5.) Select the type of absence (continuous or intermittent) the employee needs to take by clicking on the circle to the left of the absence type (see Figure 17).

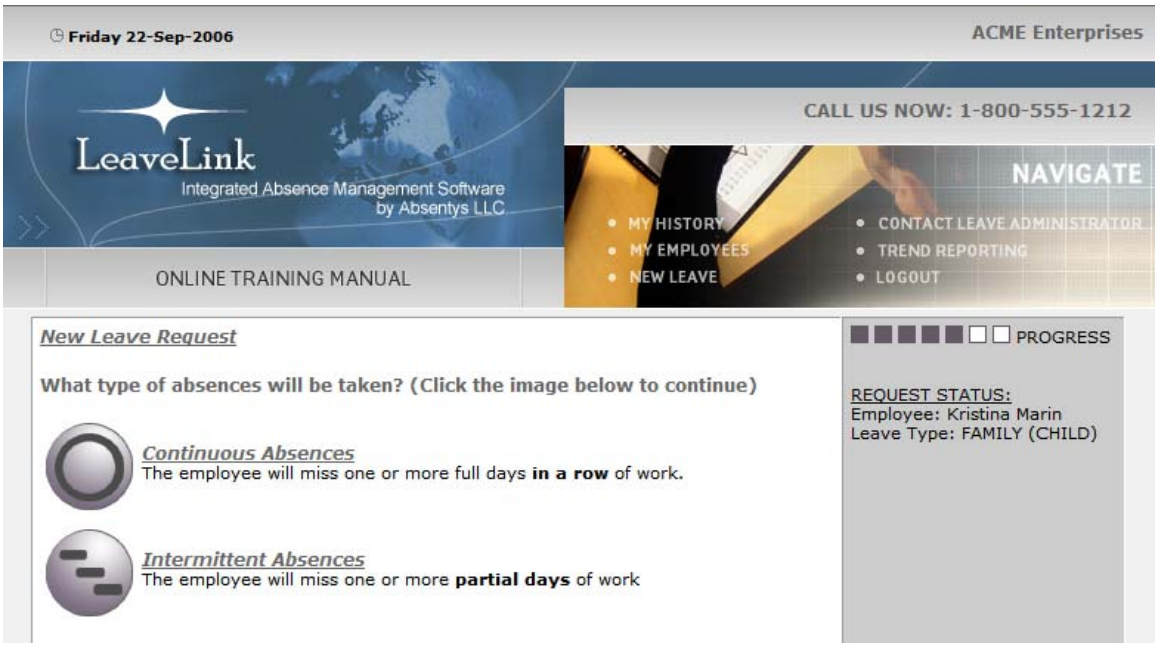


Figure 17

To enter Continuous Absences:

a.) Select the start date of the employee's leave using the calendar (see Figure 18).

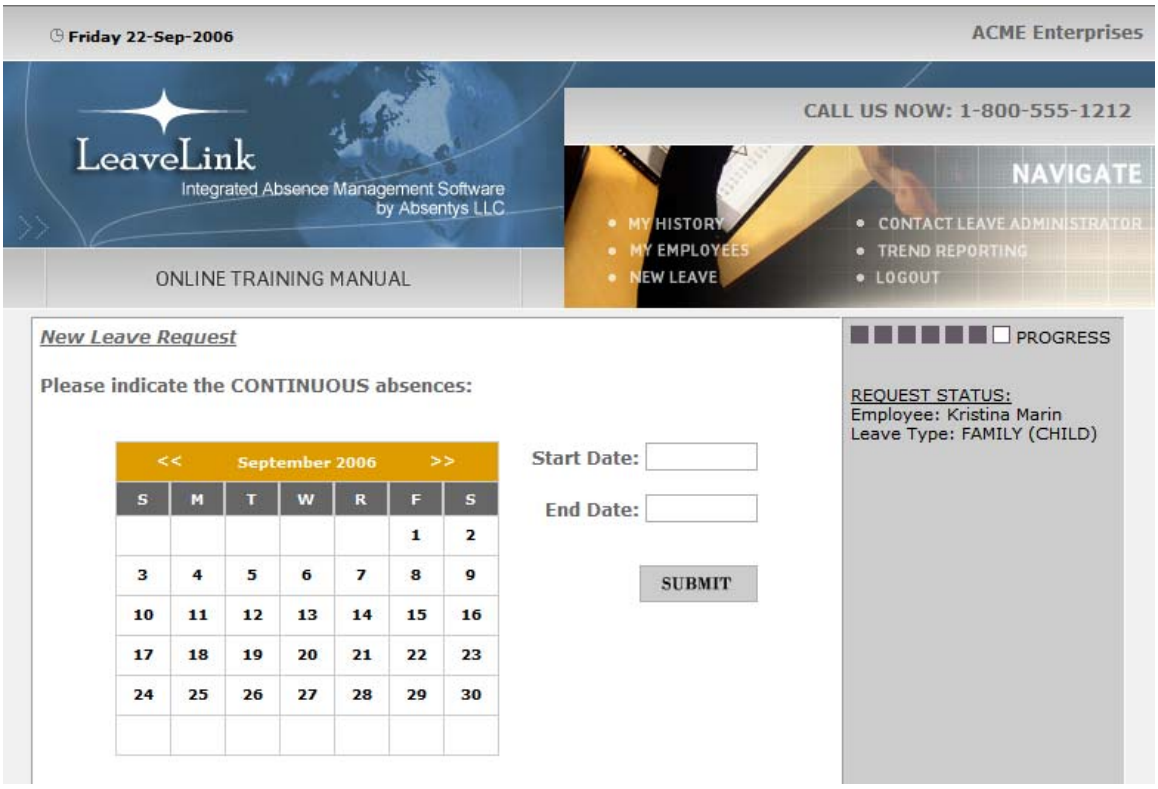


Figure 18

b.) Select the end date of the employee's leave using the calendar.

Note To change the month of the calendar, use the arrows located by the month's name.

c.) Click **Submit**.

To enter Intermittent Absences:

a.) Select the date of the employee's absence using the calendar (see Figure 19).

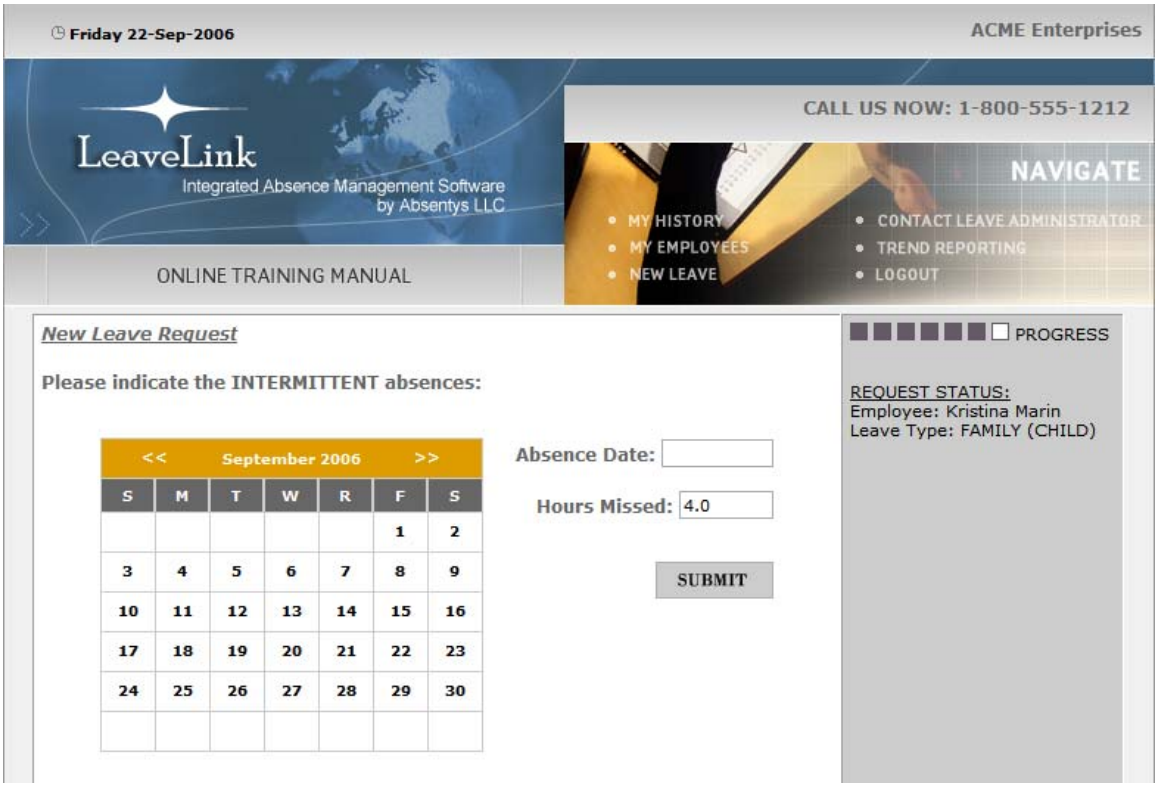


Figure 19

b.) Enter the number of hours he/she will miss on that day in the "Hours Missed" field.

Note The program automatically enters 4.0 into the Hours Missed field. You can change this by clicking in the field, deleting the 4.0, and entering the correct number.

c.) Click **Submit**.

6.) The leave information will be reviewed by a Leave Administrator, and the employee will be sent more information (see Figure 20).

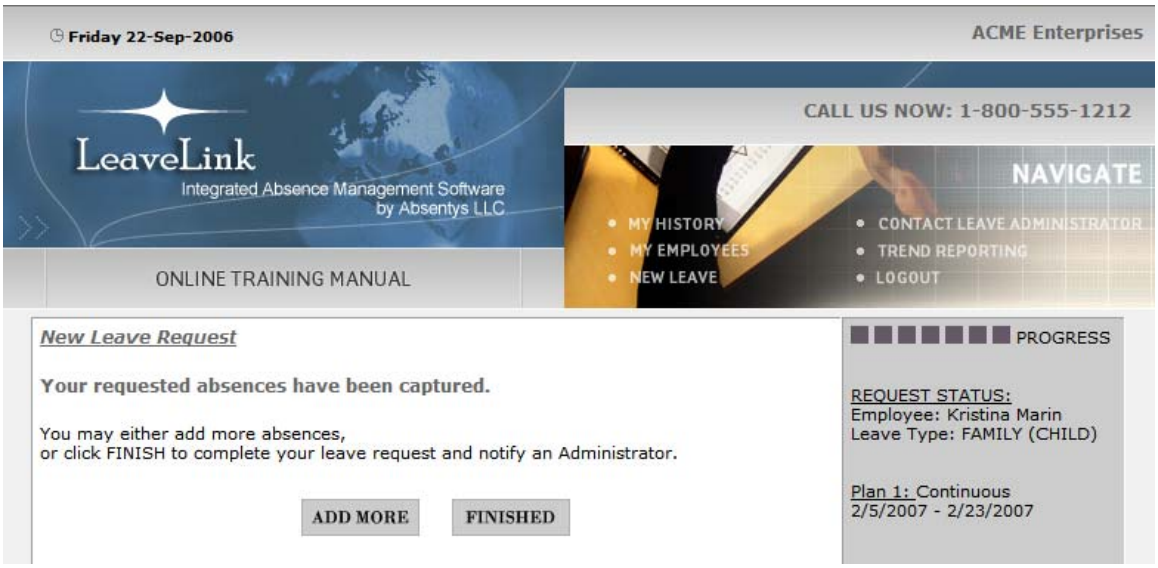


Figure 20

a.) Click **Finished** if you are finished entering all absences associated with this leave (see Figure 20).

b.) Click **Add More** to enter more absences for this leave (see Figure 20).

Trend Reporting

There are four different reports you can view about your employees' absences:

- **Standard Client Leave Report**- This report shows a summary of each of your employees' leaves for the past month (see Figure 21).

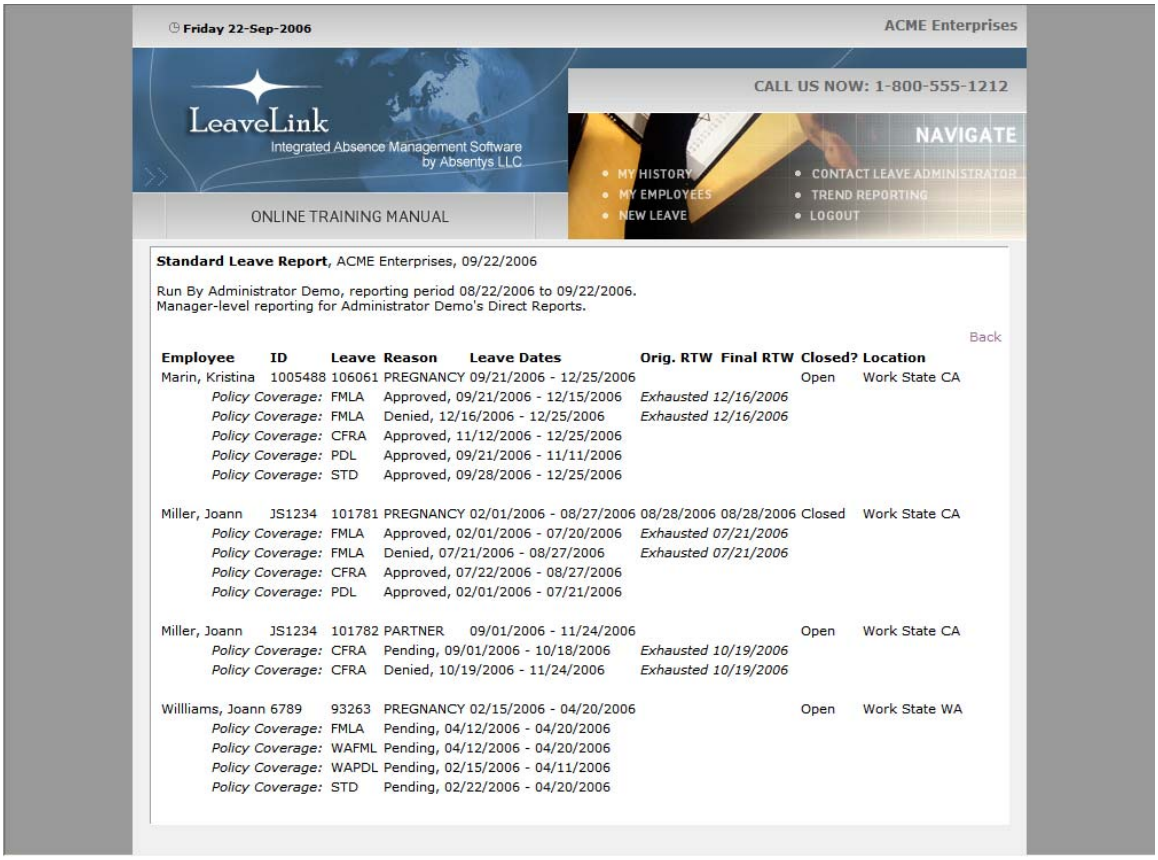


Figure 21

- **Day of the Week Analysis**- This report graphs your employees' absences by day of the week (see Figure 22). This allows you to see if your employees had more absences on one or more days of the week as opposed to other days.

Weekday	Casual	Intermit	Continuous	Total
Sunday	0	1	27	28
Monday	0	1	27	28
Tuesday	0	5	27	32
Wednesday	0	4	28	32
Thursday	0	4	28	32
Friday	0	0	27	27
Saturday	0	2	27	29
TOTAL				**208**

Figure 22

- **Reason for Leave Analysis**- This report shows the number of leaves/absences taken for each reason (see Figure 23). This allows you to see the reason(s) the majority of your employees took leave.

Figure 23

- **Absences by Month Breakdown**- This report graphs your employees' absences by month (see Figure 24). This allows you to see if your employees had more absences during one month as opposed to the other months.

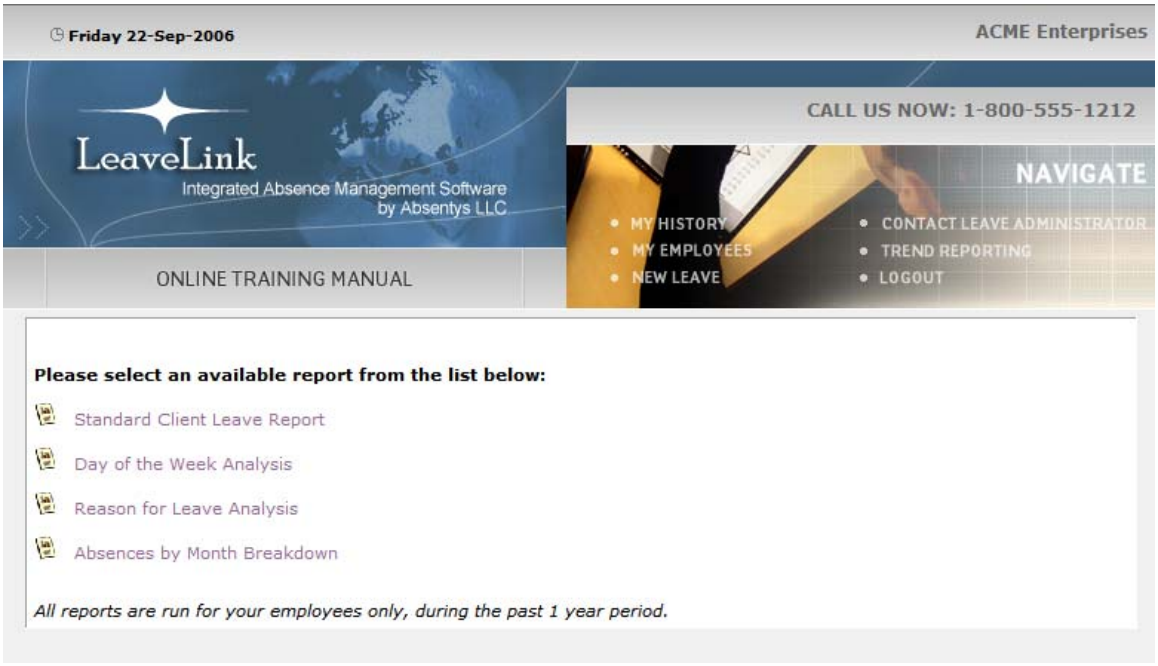
Figure 24

All of the reports are created from your employees' absence information for the past year.

To generate a report:

1.) Click the **Trend Reporting** link located at the top of the screen.

2.) Select the report you would like to view from the list (see Figure 25).


Friday 22-Sep-2006
ACME Enterprises
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Integrated Absence Management Software
by Absentys LLC
CALL US NOW: 1-800-555-1212
NAVIGATE
MY HISTORY
MY EMPLOYEES
NEW LEAVE
CONTACT LEAVE ADMINISTRATOR
TREND REPORTING
LOGOUT
ONLINE TRAINING MANUAL
Please select an available report from the list below:
Standard Client Leave Report
Day of the Week Analysis
Reason for Leave Analysis
Absences by Month Breakdown
All reports are run for your employees only, during the past 1 year period.

Figure 25

Forgot Your Password?

If you have forgotten your password after you have changed it from the default setting of "password," you will need to click the "Forgot your password?" link located below the login fields on the login screen (see Figure 26).

Figure 26

1.) Click the "Forgot your password?" link.

2.) Enter your username in the "What is your UserName for Login?" field (see Figure 27).

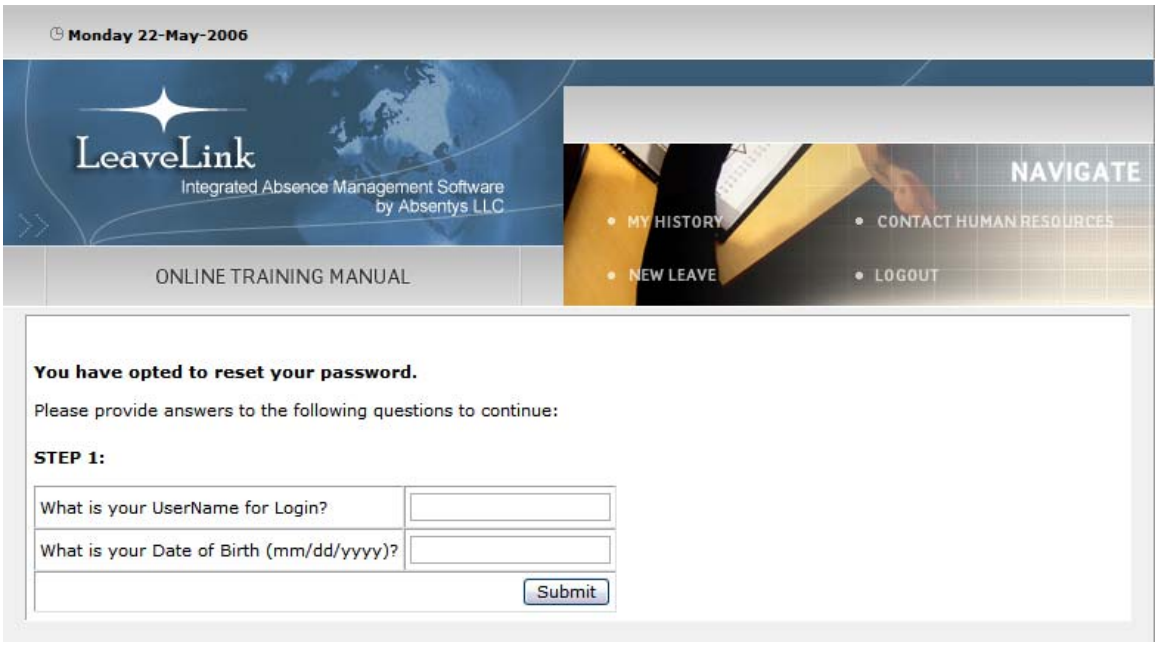

Figure 27

3.) Enter your date of birth in the "What is your Date of Birth (mm/dd/yyyy)?" field (see Figure 27).

4.) Click **Submit**.

5.) Enter your answer to the security question that you chose when you changed your password (see Figure 28).

Important You will need to enter the exact answer you entered when you selected your security question.

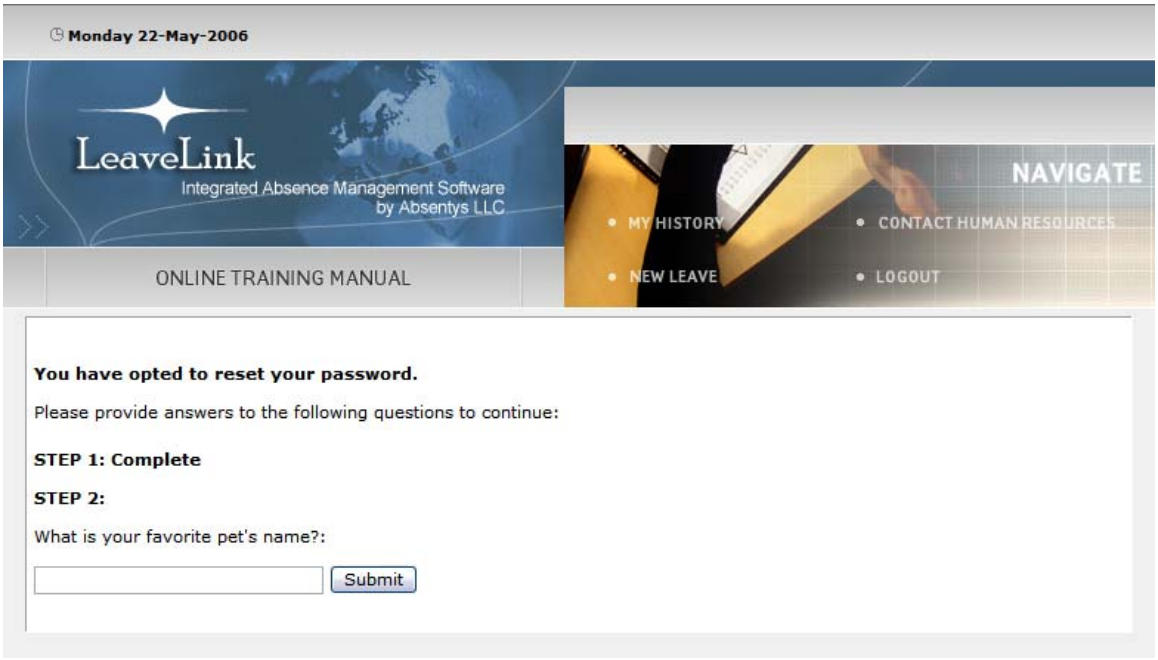

Figure 28

6.) Click **Submit**.

7.) Your password has now been reset to "password." Click the "CLICK HERE" link to return to the login screen and login.

Note You will be prompted to change your password the first time you login after having reset it.

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