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the science of absence management

# LeaveLink® Self-Service Guide

Authored By:

Absentys, LLC

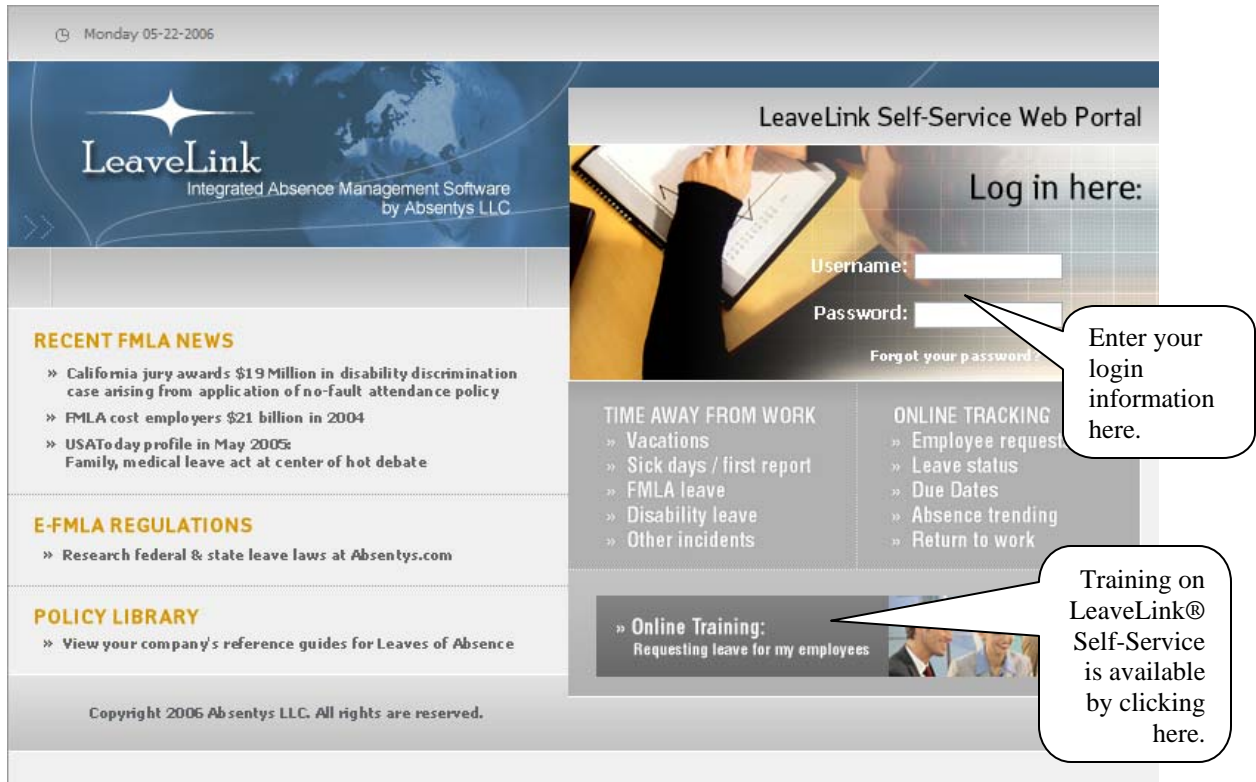
Version 02.00

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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.



Monday 05-22-2006

**LeaveLink**  
Integrated Absence Management Software  
by Absentys LLC

**LeaveLink Self-Service Web Portal**

**Log in here:**

Username:

Password:

[Forgot your password](#)

**RECENT FMLA NEWS**

- » California jury awards \$19 Million in disability discrimination case arising from application of no-fault attendance policy
- » FMLA cost employers \$21 billion in 2004
- » USAToday profile in May 2005: Family, medical leave act at center of hot debate

**E-FMLA REGULATIONS**

- » Research federal & state leave laws at Absentys.com

**POLICY LIBRARY**

- » View your company's reference guides for Leaves of Absence

**TIME AWAY FROM WORK**

- » Vacations
- » Sick days / first report
- » FMLA leave
- » Disability leave
- » Other incidents

**ONLINE TRACKING**

- » Employee request
- » Leave status
- » Due Dates
- » Absence trending
- » Return to work

**» Online Training:**  
Requesting leave for my employees

Enter your login information here.

Training on LeaveLink® Self-Service is available by clicking here.

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**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.

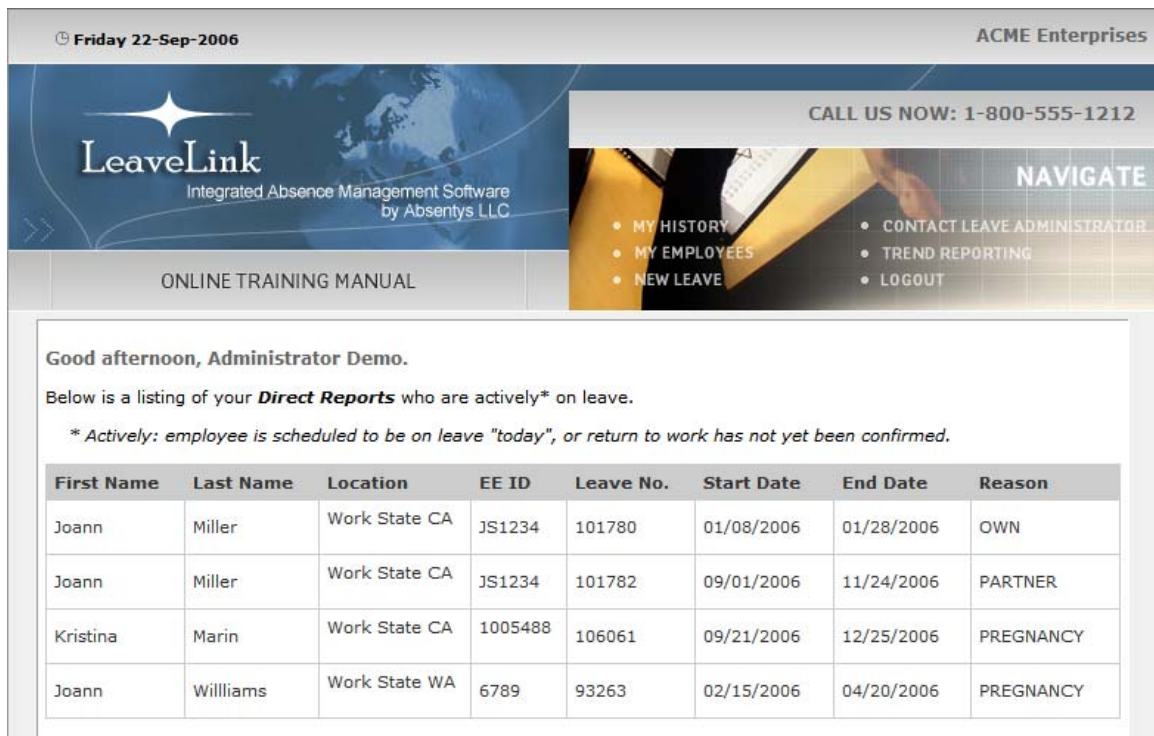
- 5.) Click **Submit**.

## 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.



The screenshot shows the 'My Employees' screen. At the top, it displays the date 'Friday 22-Sep-2006' and the company name 'ACME Enterprises'. The main header area features the 'LeaveLink' logo and the text 'Integrated Absence Management Software by Absentys LLC'. A navigation menu on the right includes links for 'MY HISTORY', 'MY EMPLOYEES', 'NEW LEAVE', 'CONTACT LEAVE ADMINISTRATOR', 'TREND REPORTING', and 'LOGOUT'. Below the navigation menu, a message reads: 'Good afternoon, Administrator Demo. Below is a listing of your **Direct Reports** who are actively\* on leave. \* Actively: employee is scheduled to be on leave "today", or return to work has not yet been confirmed.'

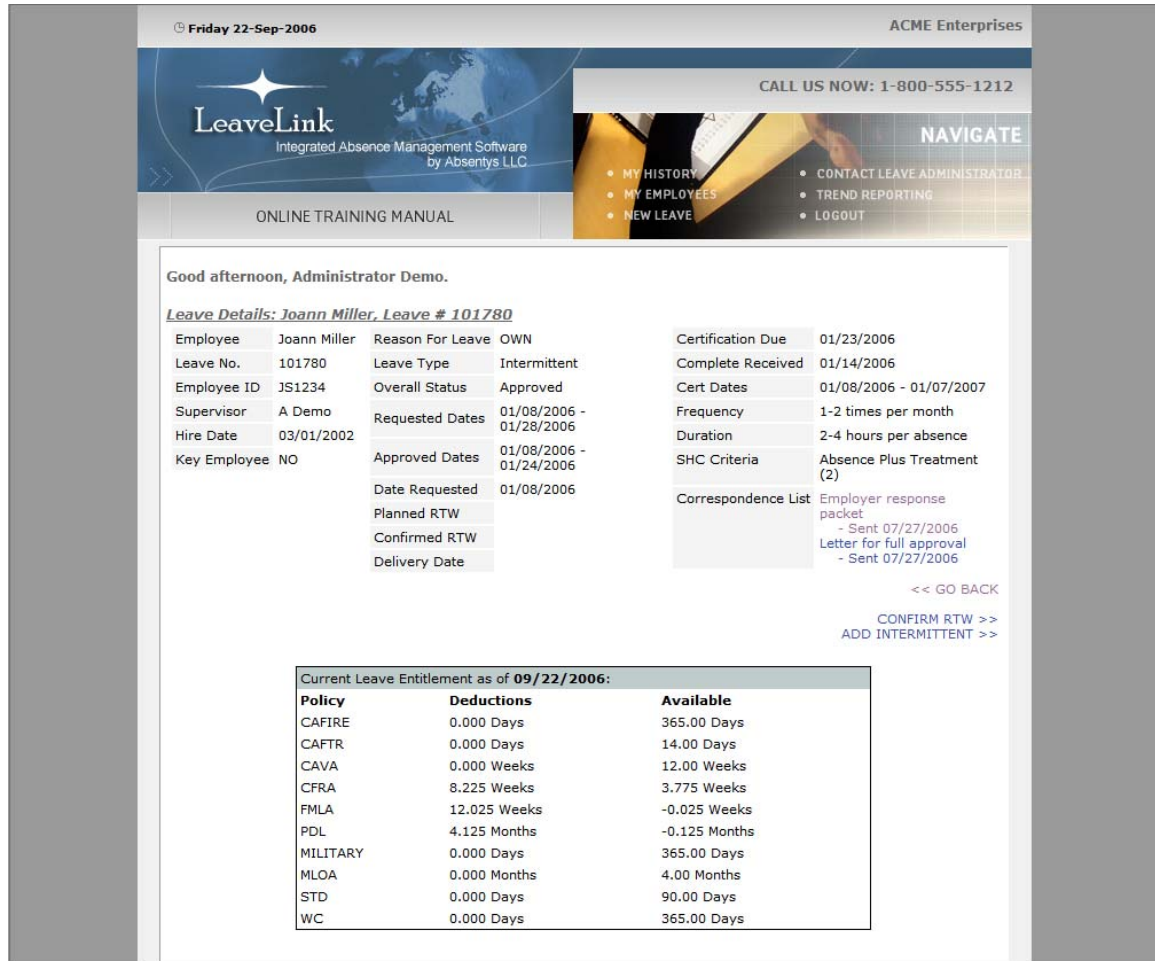
First Name	Last Name	Location	EE ID	Leave No.	Start Date	End Date	Reason
Joann	Miller	Work State CA	JS1234	101780	01/08/2006	01/28/2006	OWN
Joann	Miller	Work State CA	JS1234	101782	09/01/2006	11/24/2006	PARTNER
Kristina	Marin	Work State CA	1005488	106061	09/21/2006	12/25/2006	PREGNANCY
Joann	Williams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



The screenshot shows the LeaveLink software interface for ACME Enterprises. The top navigation bar includes the date "Friday 22-Sep-2006", the company name "ACME Enterprises", and a "CALL US NOW: 1-800-555-1212" link. The main header features the "LeaveLink" logo and the tagline "Integrated Absence Management Software by Absentys LLC". A "NAVIGATE" menu on the right lists options: MY HISTORY, MY EMPLOYEES, NEW LEAVE, CONTACT LEAVE ADMINISTRATOR, TREND REPORTING, and LOGOUT. Below the header, a message reads "Good afternoon, Administrator Demo." followed by a link to "Leave Details: Joann Miller, Leave # 101780".

Employee	Joann Miller	Reason For Leave	OWN
Leave No.	101780	Leave Type	Intermittent
Employee ID	JS1234	Overall Status	Approved
Supervisor	A Demo	Requested Dates	01/08/2006 - 01/28/2006
Hire Date	03/01/2002	Approved Dates	01/08/2006 - 01/24/2006
Key Employee	NO	Date Requested	01/08/2006
		Planned RTW	
		Confirmed RTW	
		Delivery Date	

Certification Due	01/23/2006
Complete Received	01/14/2006
Cert Dates	01/08/2006 - 01/07/2007
Frequency	1-2 times per month
Duration	2-4 hours per absence
SHC Criteria	Absence Plus Treatment (2)

**Correspondence List**

- Employer response packet
- Sent 07/27/2006
- Letter for full approval
- Sent 07/27/2006

[<< GO BACK](#)  
[CONFIRM RTW >>](#)  
[ADD INTERMITTENT >>](#)


Current Leave Entitlement as of 09/22/2006:		
Policy	Deductions	Available
CAFIRE	0.000 Days	365.00 Days
CAFTR	0.000 Days	14.00 Days
CAVA	0.000 Weeks	12.00 Weeks
CFRA	8.225 Weeks	3.775 Weeks
FMLA	12.025 Weeks	-0.025 Weeks
PDL	4.125 Months	-0.125 Months
MILITARY	0.000 Days	365.00 Days
MLOA	0.000 Months	4.00 Months
STD	0.000 Days	90.00 Days
WC	0.000 Days	365.00 Days

**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).

🕒 Friday 22-Sep-2006
ACME Enterprises



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CALL US NOW: 1-800-555-1212

ONLINE TRAINING MANUAL

NAVIGATE

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

**You have elected to Confirm Return To Work for Joann Miller.**

Please enter the confirmed return to work date in the space provided and click *Submit*.

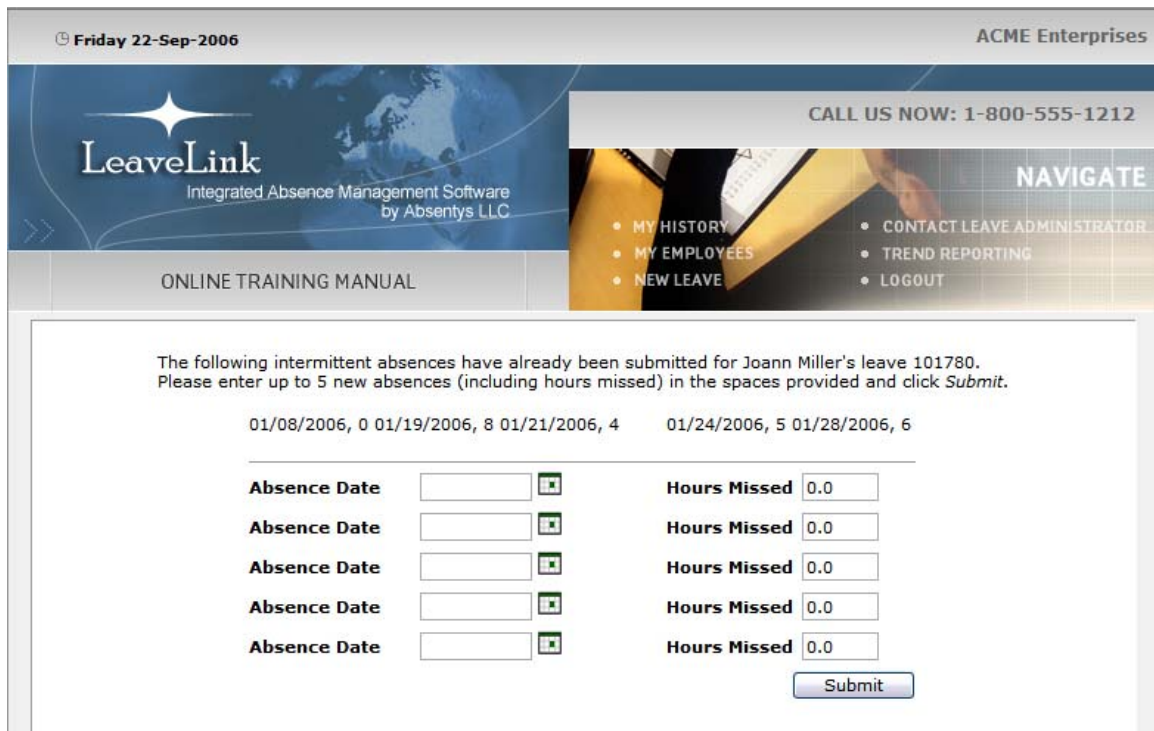
<b>Employee Name</b>	Joann Miller
<b>Reason for Leave</b>	OWN
<b>Last Planned Leave Date</b>	01/28/2006
<b>Original Return Date</b>	
<b>Current Status</b>	Open
<b>Confirmed Return Date</b>	<input style="width: 100px;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button"/>
<input style="border: 1px solid #ccc; padding: 5px 15px;" type="button" value="Submit"/>	

**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).



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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

ONLINE TRAINING MANUAL

The following intermittent absences have already been submitted for Joann Miller's leave 101780.  
Please enter up to 5 new absences (including hours missed) in the spaces provided and click *Submit*.

01/08/2006, 0 01/19/2006, 8 01/21/2006, 4 01/24/2006, 5 01/28/2006, 6

Absence Date <input type="text"/>	Hours Missed <input type="text" value="0.0"/>
Absence Date <input type="text"/>	Hours Missed <input type="text" value="0.0"/>
Absence Date <input type="text"/>	Hours Missed <input type="text" value="0.0"/>
Absence Date <input type="text"/>	Hours Missed <input type="text" value="0.0"/>
Absence Date <input type="text"/>	Hours Missed <input type="text" value="0.0"/>

**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**

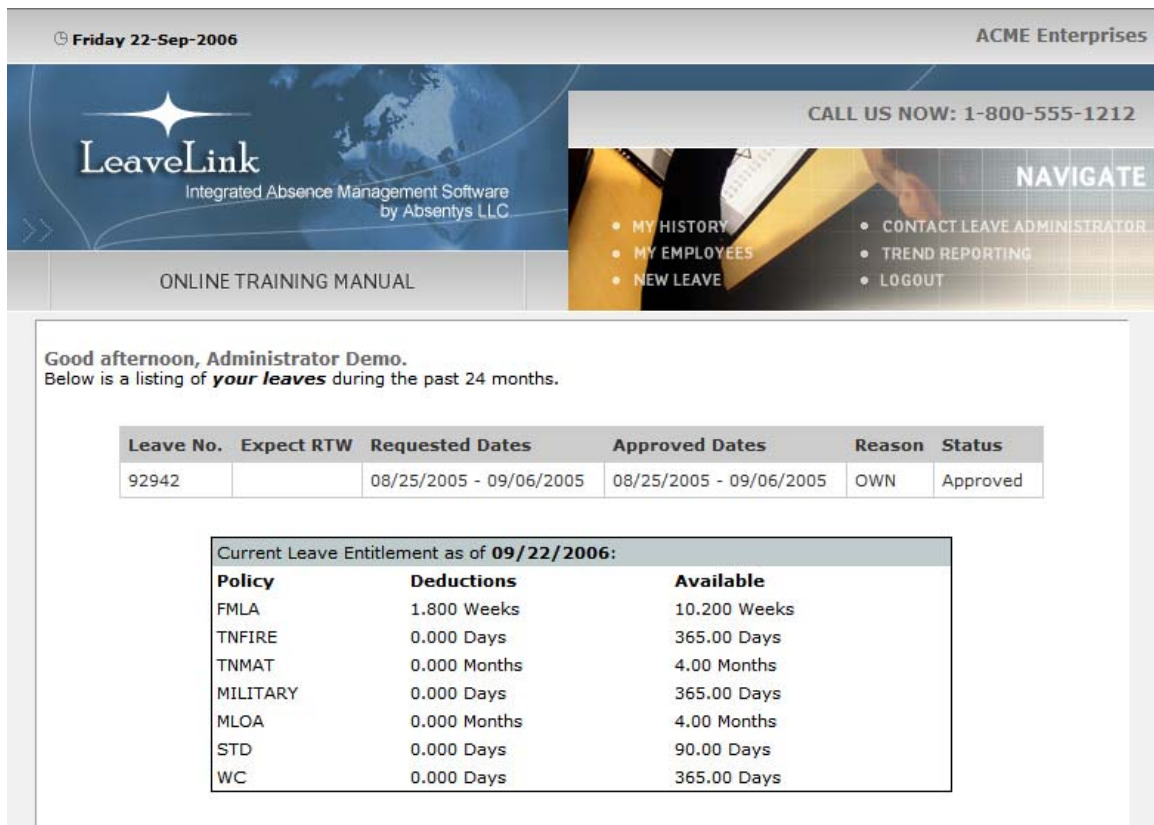
- 1.) Click the name of the correspondence that you would like to view (see Figure 3).
- 2.) The correspondence will pop up in another window.



## 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).



Friday 22-Sep-2006 ACME Enterprises

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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.  
Below is a listing of **your leaves** during the past 24 months.

Leave No.	Expect RTW	Requested Dates	Approved Dates	Reason	Status
92942		08/25/2005 - 09/06/2005	08/25/2005 - 09/06/2005	OWN	Approved


Current Leave Entitlement as of 09/22/2006:

Policy	Deductions	Available
FMLA	1.800 Weeks	10.200 Weeks
TNFIRE	0.000 Days	365.00 Days
TNMAT	0.000 Months	4.00 Months
MILITARY	0.000 Days	365.00 Days
MLOA	0.000 Months	4.00 Months
STD	0.000 Days	90.00 Days
WC	0.000 Days	365.00 Days

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.

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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

Good afternoon, Administrator Demo.

Leave Details

Employee	Administrator Demo	Reason For Leave	OWN	Certification Due	09/16/2005
Leave No.	92942	Leave Type	Continuous	Complete Received	09/16/2005
Employee ID	10023	Overall Status	Approved	Cert Dates	08/25/2005 - 09/06/2005
Supervisor		Requested Dates	08/25/2005 - 09/06/2005	Frequency	
Hire Date	01/01/2000	Approved Dates	08/25/2005 - 09/06/2005	Duration	
Key Employee	NO	Date Requested	09/01/2005	SHC Criteria	Absence Plus Treatment (2)
		Planned RTW		Correspondence List	Employer response packet
		Confirmed RTW	09/07/2005		- Sent 09/01/2005 Letter for full approval
		Delivery Date			- 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).


The screenshot displays the LeaveLink web application interface. At the top, a header bar shows the date 'Friday 22-Sep-2006' and the company name 'ACME Enterprises'. Below this, a blue banner features the 'LeaveLink' logo and the text 'Integrated Absence Management Software by Absentys LLC'. To the right of the banner, a 'CALL US NOW: 1-800-555-1212' link is visible. A 'NAVIGATE' menu on the right side lists options: 'MY HISTORY', 'MY EMPLOYEES', 'NEW LEAVE', 'CONTACT LEAVE ADMINISTRATOR', 'TREND REPORTING', and 'LOGOUT'. Below the banner, there is an 'ONLINE TRAINING MANUAL' link. The main content area is titled 'New Leave Request' and contains a greeting 'Good afternoon, Administrator Demo.' followed by the question 'For whom would you like to enter a new leave?'. Below this question are two buttons: 'MYSELF' and 'OTHER EE'. On the right side of the main content area, there is a 'REQUEST STATUS:' section with a progress bar consisting of five squares, the first of which is filled, and the word 'PROGRESS'.

Figure 8

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

Friday 22-Sep-2006 ACME Enterprises

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CALL US NOW: 1-800-555-1212

**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

[ONLINE TRAINING MANUAL](#)

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**New Leave Request**

For what reason will leave be taken?

Reason for Leave (High-Level)
Employee is sick or injured
Employee is pregnant
Employee needs bonding time with a newborn
Employee needs time to care for a family member
Employee is adopting a child
Employee is caring for a new foster child
Other reason for leave

■ ■ ■ ■ ■ PROGRESS

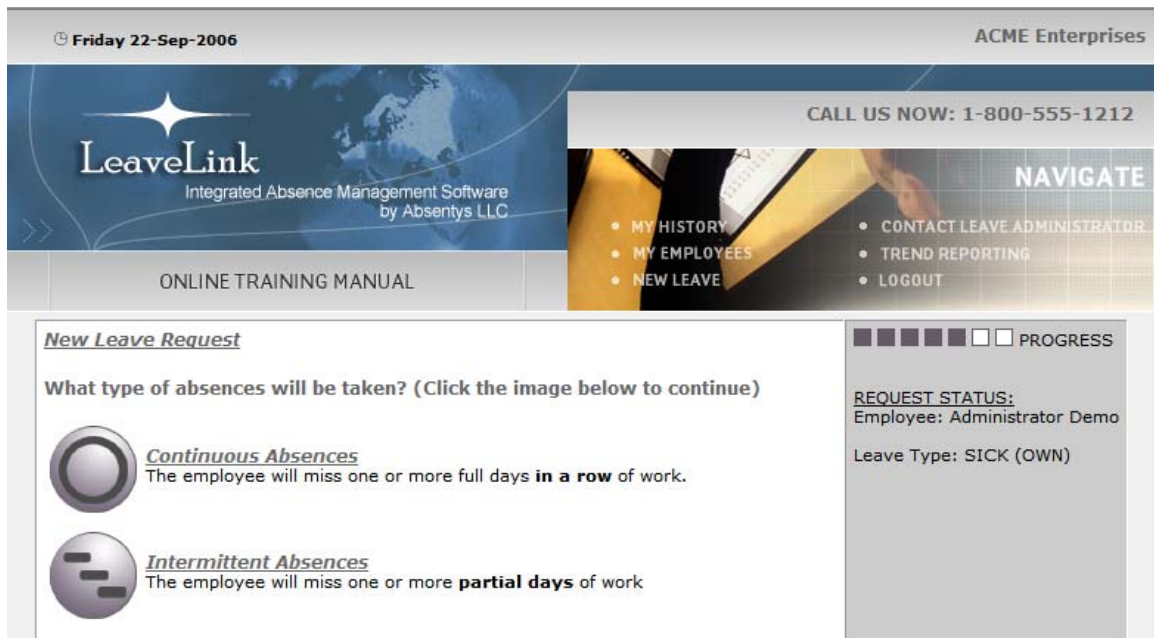
**REQUEST STATUS:**  
Employee: Administrator Demo

**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).



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ONLINE TRAINING MANUAL

**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

New Leave Request

What type of absences will be taken? (Click the image below to continue)

☒ Continuous Absences  
The employee will miss one or more full days **in a row** of work.

☐ Intermittent Absences  
The employee will miss one or more **partial days** of work

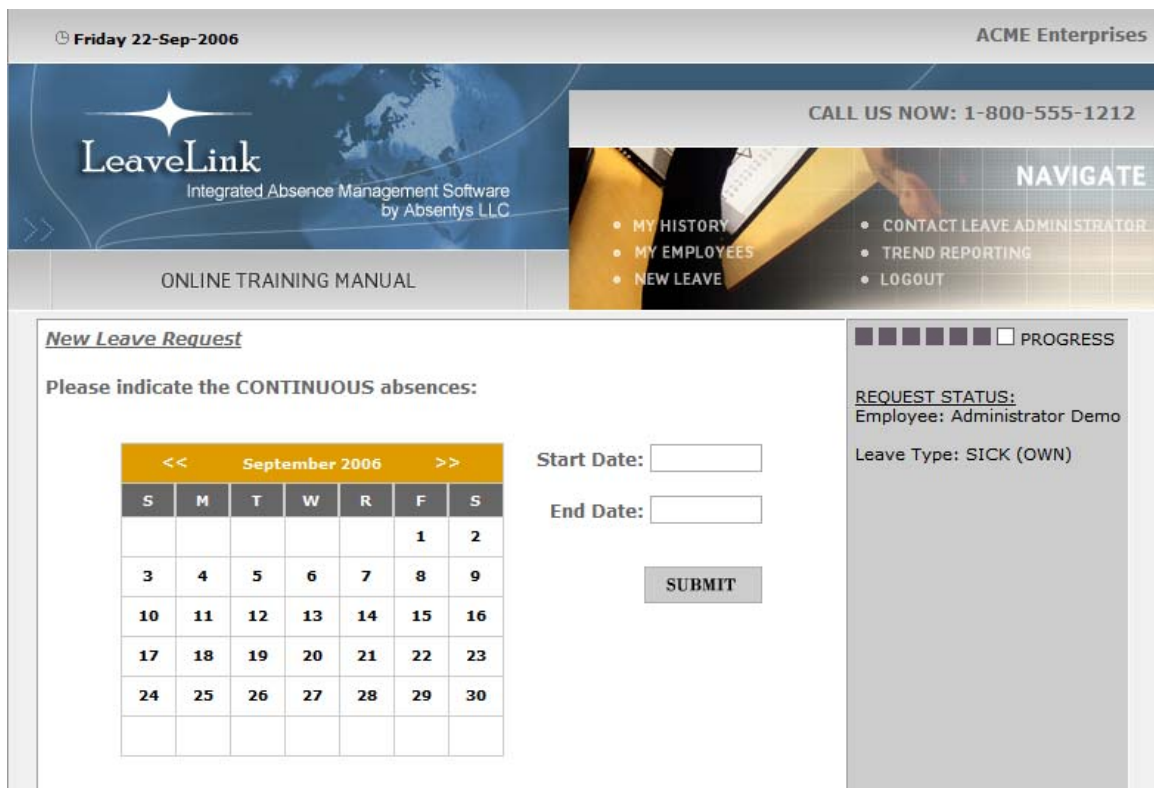
■■■■■ ☐ PROGRESS

REQUEST STATUS:  
Employee: Administrator Demo  
Leave Type: SICK (OWN)

Figure 10

### To enter Continuous Absences:

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



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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

New Leave Request

Please indicate the CONTINUOUS absences:

September 2006						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Start Date:

End Date:

**SUBMIT**

■■■■■ ☐ PROGRESS

REQUEST STATUS:  
Employee: Administrator Demo  
Leave Type: SICK (OWN)

Figure 11

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

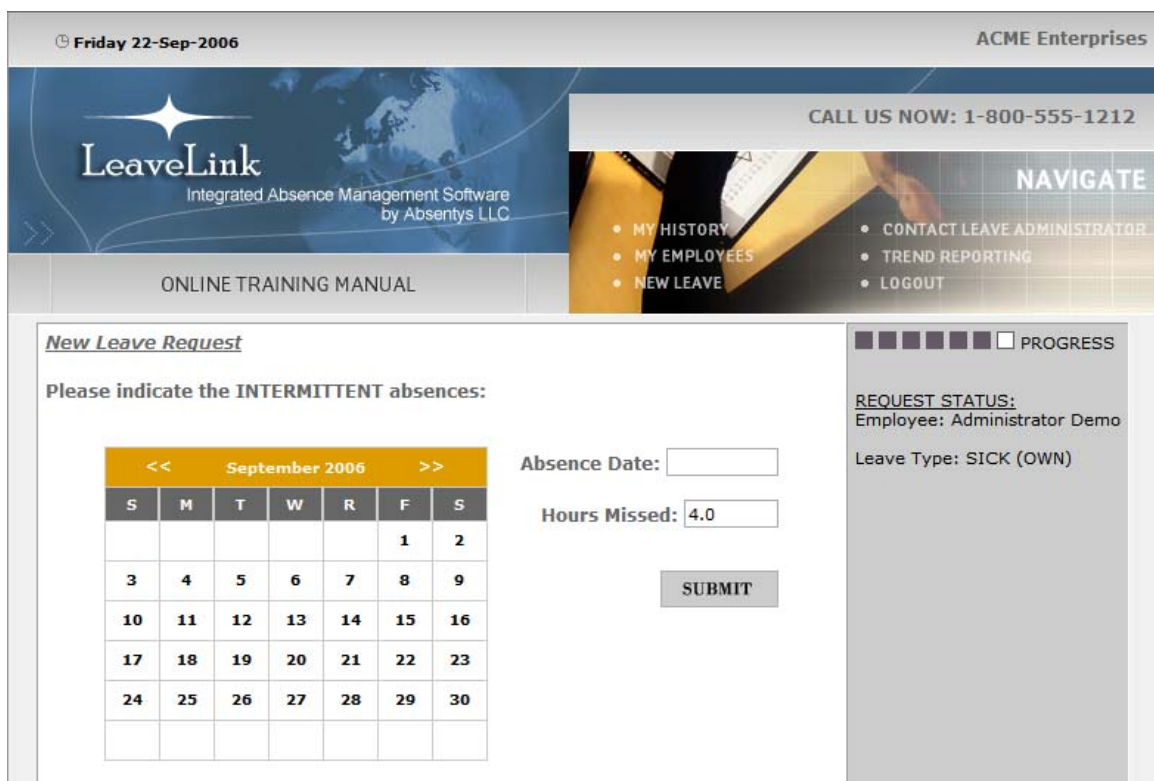


**Note** To change the month of the calendar, use the arrows located by the month's name.

c.) Click **Submit**.

### To enter Intermittent Absences:

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



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NAVIGATE

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

New Leave Request

Please indicate the INTERMITTENT absences:

<< September 2006 >>						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Absence Date:

Hours Missed:

**SUBMIT**

■■■■■■■ ☐ PROGRESS

REQUEST STATUS:  
Employee: Administrator Demo  
Leave Type: SICK (OWN)

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):**

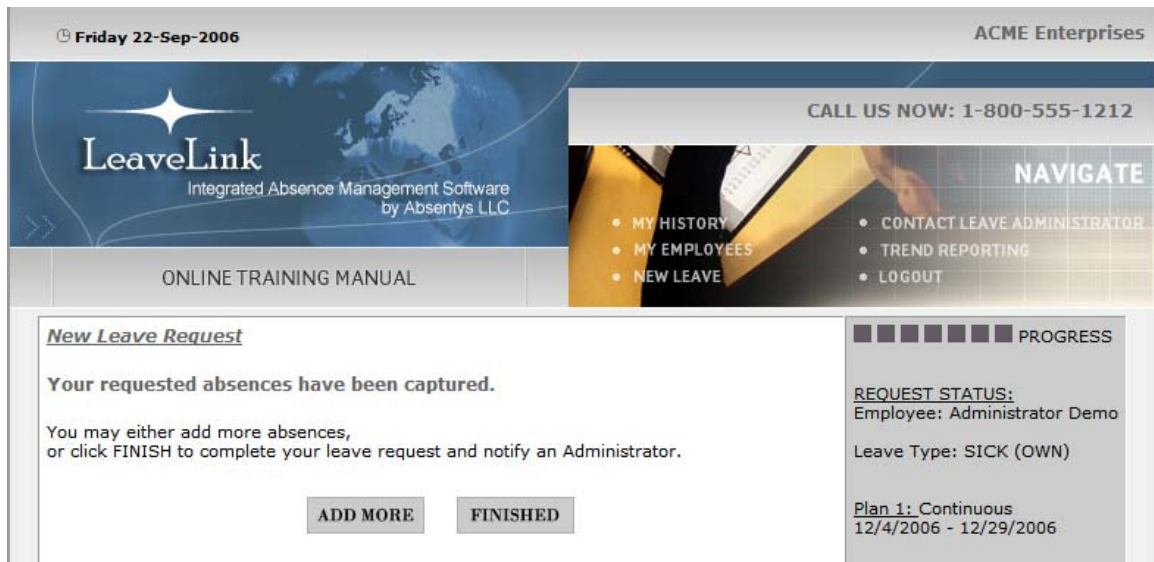
- a.) Select the start date of your reduced schedule using the calendar.
- b.) Select the end date of your reduced schedule using the calendar.
- c.) Enter the number of hours you will miss on each day of the week. If you are not scheduled to work on a day, enter 0.0 for that day.



**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).



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NAVIGATE

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

ONLINE TRAINING MANUAL

New Leave Request

Good afternoon, Administrator Demo.

For whom would you like to enter a new leave?

MYSELF OTHER EE

PROGRESS

REQUEST STATUS:

Figure 14

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

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NAVIGATE

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

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New Leave Request

Please select the employee from your list of direct reports:

Employee Name	EE ID	Hire Date	Group 1	Group 2
Kristina Marin	1005488	09/10/2001	Work State CA	Customer Services
Joann Miller	JS1234	03/01/2002	Work State CA	Customer Services
Joann Williams	6789	07/01/2001	Work State WA	Customer Services

PROGRESS


REQUEST STATUS:

Figure 15

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

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---



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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

---

[ONLINE TRAINING MANUAL](#)

---

**New Leave Request**

For what reason will leave be taken?

Reason for Leave (High-Level)
Employee is sick or injured
Employee is pregnant
Employee needs bonding time with a newborn
Employee needs time to care for a family member
Employee is adopting a child
Employee is caring for a new foster child
Other reason for leave

■ ■ ■ ■ ■ PROGRESS

REQUEST STATUS:  
Employee: Kristina Marin


**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).

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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

ONLINE TRAINING MANUAL


**New Leave Request**

What type of absences will be taken? (Click the image below to continue)



**Continuous Absences**

The employee will miss one or more full days **in a row** of work.



**Intermittent Absences**

The employee will miss one or more **partial days** of work

■ ■ ■ ■ ■ ☐ PROGRESS

REQUEST STATUS:  
Employee: Kristina Marin  
Leave Type: FAMILY (CHILD)


Figure 17

**To enter Continuous Absences:**

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

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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

---

**New Leave Request**

Please indicate the **CONTINUOUS** absences:

<< September 2006 >>						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Start Date:

End Date:

■ ■ ■ ■ ■ ■ ☐ PROGRESS

REQUEST STATUS:  
Employee: Kristina Marin  
Leave Type: FAMILY (CHILD)

**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).

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ACME Enterprises



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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE
- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

ONLINE TRAINING MANUAL

**New Leave Request**

Please indicate the **INTERMITTENT** absences:

<< September 2006 >>						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Absence Date:

Hours Missed:

**SUBMIT**

■ ■ ■ ■ ■ ☐ **PROGRESS**

REQUEST STATUS:  
Employee: Kristina Marin  
Leave Type: FAMILY (CHILD)

**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).

🕒 Friday 22-Sep-2006
ACME Enterprises



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Integrated Absence Management Software  
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**NAVIGATE**

- MY HISTORY
- MY EMPLOYEES
- NEW LEAVE

- CONTACT LEAVE ADMINISTRATOR
- TREND REPORTING
- LOGOUT

ONLINE TRAINING MANUAL

NAVIGATE

**New Leave Request**

**Your requested absences have been captured.**

You may either add more absences,  
or click FINISH to complete your leave request and notify an Administrator.

ADD MORE
FINISHED

■■■■■■■■■■ PROGRESS

REQUEST STATUS:  
Employee: Kristina Marin  
Leave Type: FAMILY (CHILD)

Plan 1: Continuous  
2/5/2007 - 2/23/2007

**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).

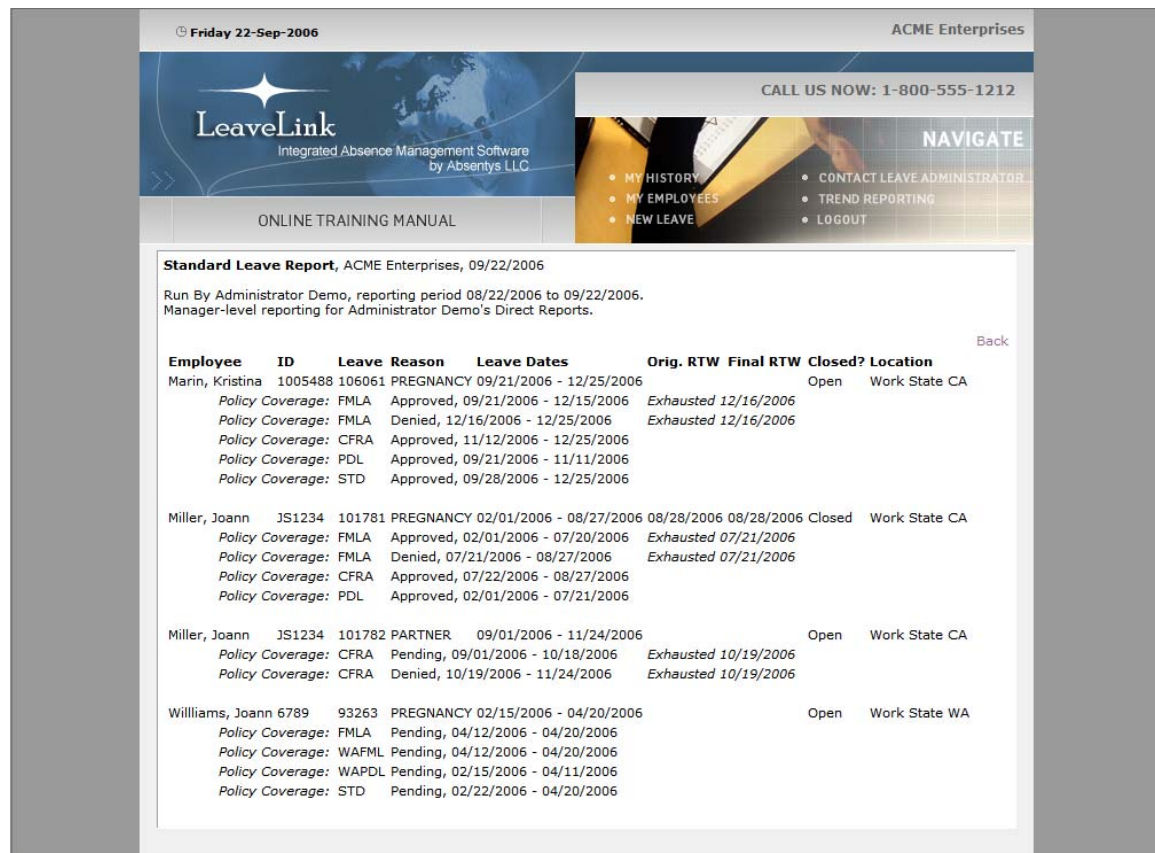


Figure 21

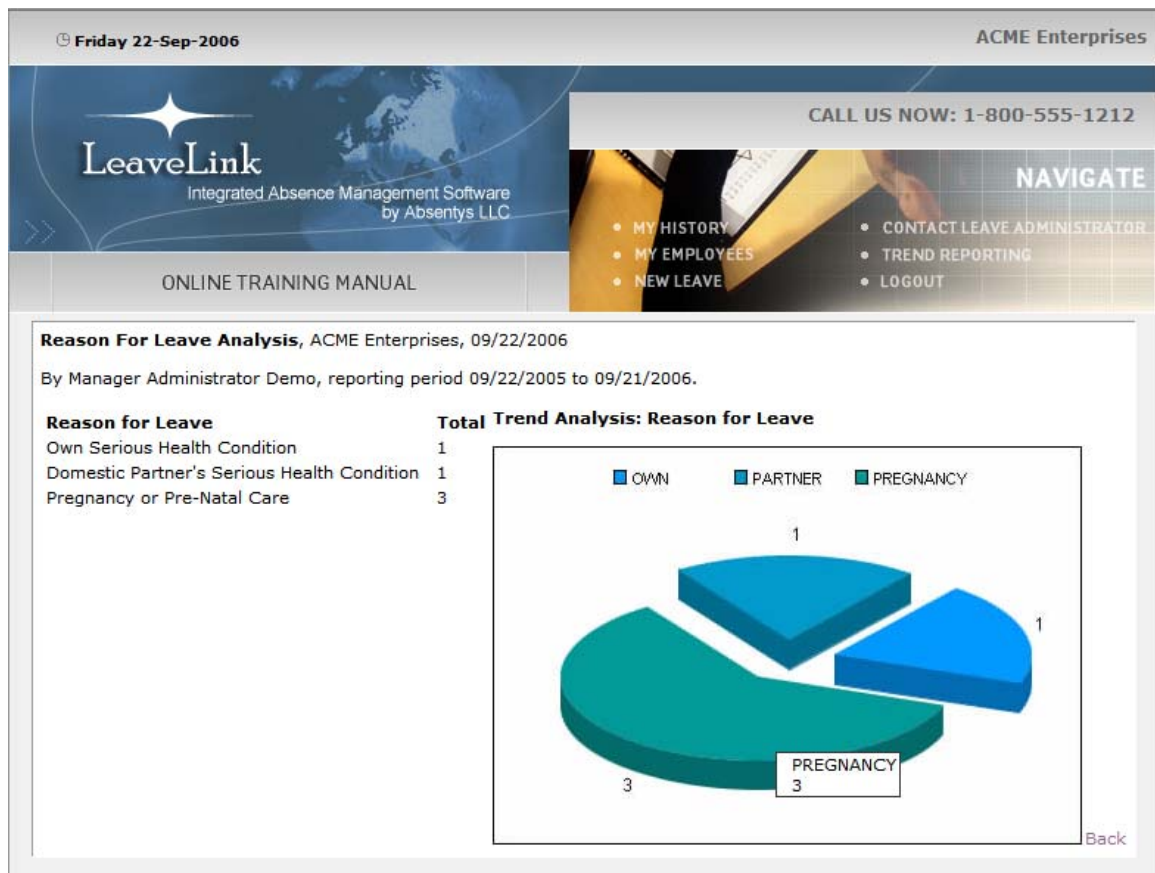
- **Day of the Week Analysis-** This report graphs your employees' absences by day of the week (see Figure 22). This allows you to see if your employees had more absences on one or more days of the week as opposed to other days.



**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

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**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:**

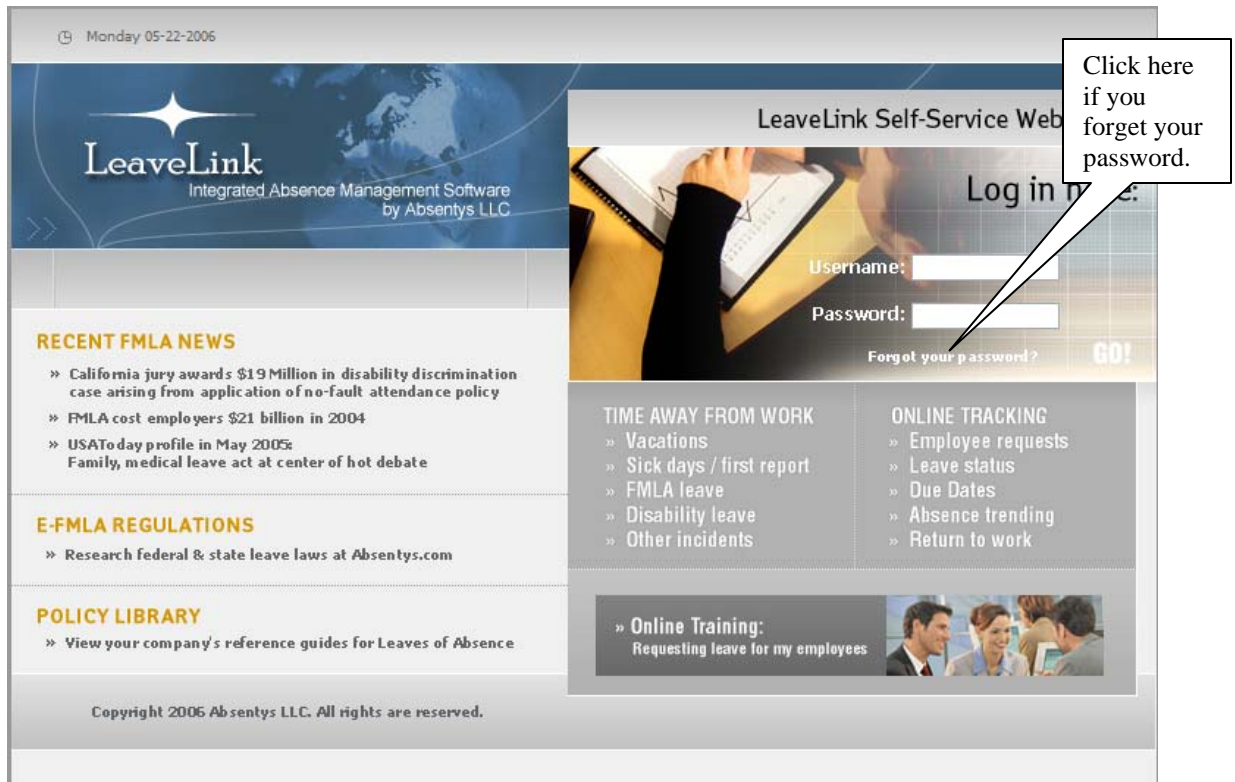
-  Standard Client Leave Report
-  Day of the Week Analysis
-  Reason for Leave Analysis
-  Absences by Month Breakdown

*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).

Monday 22-May-2006

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**NAVIGATE**

- MY HISTORY
- CONTACT HUMAN RESOURCES
- NEW LEAVE
- LOGOUT

**You have opted to reset your password.**

Please provide answers to the following questions to continue:

**STEP 1:**

What is your UserName for Login?	<input type="text"/>
What is your Date of Birth (mm/dd/yyyy)?	<input type="text"/>
<input type="button" value="Submit"/>	

**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.

Monday 22-May-2006



**LeaveLink**  
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by Absentys LLC

**NAVIGATE**

- MY HISTORY
- CONTACT HUMAN RESOURCES
- NEW LEAVE
- LOGOUT

[ONLINE TRAINING MANUAL](#)

**You have opted to reset your password.**  
Please provide answers to the following questions to continue:

**STEP 1: Complete**

**STEP 2:**  
What is your favorite pet's name?:

**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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