

## **INTERMITTENT USAGE GUIDE** **Accessing LeaveLink from Home**

**Step 1:** To access LeaveLink from home, go to [https://leavelink.com/hph\\_selfservice](https://leavelink.com/hph_selfservice).

**Step 2: Log In:**



If you are prompted to change your password, you are required to create your own personal password. Your password must contain at least 8 characters and 3 of the 4 following criteria: Lower Case, Upper Case, Number, & Special Character.

**Step 3 and 4: “Submit” your information.**

**You have successfully logged into SelfService.**

To continue, please change your password:

New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Also, please select and answer a security question for future use. This information will be asked of you in the event you need to reset your password.

Security Question:	<input type="text"/>
Your Answer:	<input type="text"/>
Confirm Your Answer:	<input type="text"/>

Confirm your email address

Email:	<input type="text" value="hphemployee@hawaiipai"/> ✓
Confirm Email:	<input type="text" value="hphemployee@hawaiipai"/> ✓

If you are not prompted to change your password, proceed to page 2.

If you see this screen, please skip down to page 7 to complete LeaveLink Authentication Process; otherwise, please continue to Step 5:

**i** To finalize your login, Hawaii Pacific Health will send a one-time confirmation code to one of the following. Please select the delivery method for this code:

\*\*\*\*\*lle.tang@hawaiipacifichealth.org

**Step 5:** Click on “MY HISTORY”.

LeaveLink  
Integrated Absence Management Software  
by Absentys LLC

CALL US NOW: 1-808-535-7571

ONLINE TRAINING MANUAL

NAVIGATE

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

Your password was successfully updated!  
Please use the navigation tabs above to continue,  
or click here to go to the Home screen.

**Step 5**

**Step 6:** Select the appropriate leave request by referencing the “Leave No.” on your Approval letter. Intermittent field must have a “Y” indicated.

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Good evening, Karen HPH Employee  
is a listing of **your leaves** during the past 12 months.

Leave No.	Expect RTW	Requested Dates	Approved Dates	Reason	Status	Family Member	Intermittent
762752		06/08/2016 - 08/01/2016	06/08/2016 - 08/01/2016	OWN	Approved		Y

**Step 6**

**Step 7:** This screen shows some details of your leave. Click on “**Intermittent Leave Usage form**” at the top or bottom of the screen.

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NAVIGATE

- MY HISTORY
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Good afternoon HPH Employee  
To report intermittent time used, please complete the **Intermittent Leave Usage form.**

Leave Details

Empl	HPH Employee	t	Reason For Leave	OWN	Certification Due	08/17/2016
Leave	123456		Leave Type	Intermittent	Complete Received	
Employee	Manager		Overall Status	Pending	Cert Dates	-
Supervisor			Requested Dates	08/01/2016 - 08/01/2016	Frequency	For treatment: An undetermined frequency,
Hire Date	01/09/2006		Approved Dates	-		For incapacity: An undetermined frequency.
Key Employee	NO		Date Requested	08/02/2016		For treatment per event: An undetermined duration,
			Planned RTW	07/31/2017		For incapacity per event: An undetermined duration.
			Confirmed RTW			
			Delivery Date			

Duration

SHC Criteria

**Intermittent Leave Usage form >>**

<< GO BACK

**Step 7**

**Step 8:** Completing the online “Intermittent Leave Usage Form”.

This is the online Intermittent Leave Usage Form. This online form will be used to notify an HPH HR LOA Administrator of the intermittent time you plan to take (or have taken) under FMLA/HFLL.

- A. Absence Date:** Day(s) you will be missing your scheduled work shift.
- B. Hours Missed:** Number of hours you will miss in each shift.

**Please input your hours of missed work as follows:**

- Smallest increment is 15 minutes. Input as “0.25”.
- The next increment is 30 minutes. Input as “0.5”.
- The next increment is 45 minutes. Input as “0.75”.
- The final increment is 1 hours. Input as “1”.

**Example:**

- You will miss 3 hours and 30 minutes of work. Input as “3.5”
- You will miss 7 hours and 45 minutes of work. Input as “7.75”

- C. Due To:** Drop down and select the most appropriate reason for your absence.

**Step 9:** “Submit” your information.

The screenshot shows the LeaveLink web interface. At the top, there is a navigation bar with the LeaveLink logo, contact information (1-808-535-7571), and a 'NAVIGATE' menu with options: MY HISTORY, CONTACT HUMAN RESOURCES, NEW LEAVE, and LOGOUT. Below the navigation bar, there is a section for 'ONLINE TRAINING MANUAL' and a main content area. The main content area contains a notice about the form's purpose and a note that it does not replace department procedures. Below the notice, it says 'The following intermittent absences have already been submitted for HPH Employee leave 12345' and lists three previous absences: 06/08/2016, 0; 07/01/2016, 3.5; and 07/15/2016, 7.75. Below this list is a table with columns for 'Absence Date', 'Hours Missed', and 'Due To'. The table has 10 rows, with the first three rows containing data from the previous list. A red box highlights the first three rows of the table, with an arrow pointing to a text box that says 'Previously approved dates for this specific Leave Request.' A red box labeled 'Step 8' points to the 'Absence Date' column. A red box labeled 'Step 9' points to the 'Submit' button at the bottom right of the form.

**Step 8**

**Step 9**

Previously approved dates for this specific Leave Request.

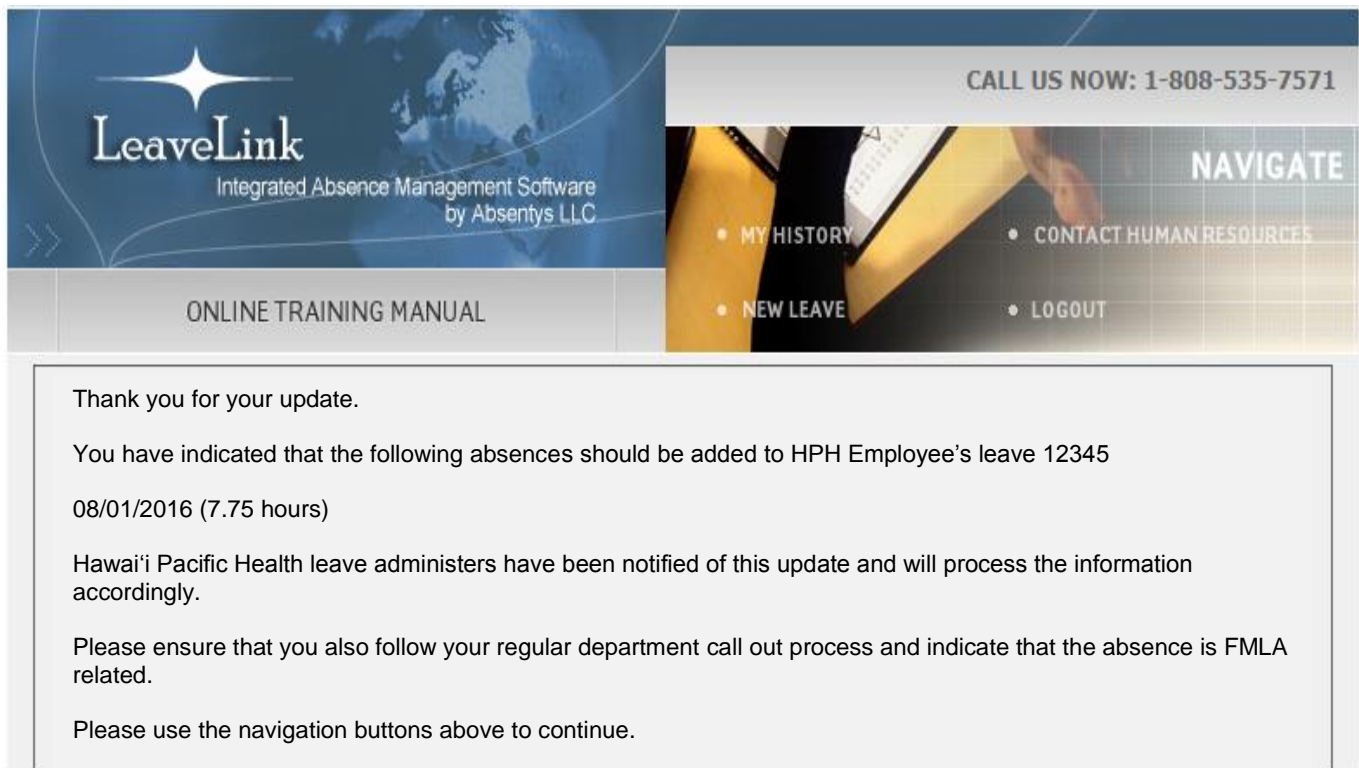
**Step 10: Confirmation Page**

This screen confirms that your request was submitted to the HPH HR LOA Administrators. Following review, you and your manager will be notified via work email of the status of your request after review **within a few business days**.

The HPH HR LOA Administrator will update our payroll system (Kronos) to either reflect your future missed hours or request a payroll adjustment.

If your frequency and/or duration of your absence exceeds what is indicated on your current Health care Provider Certification, an HPH HR LOA Administrator will contact you to request an updated WH380 Certification you need to obtain from your physician. If this step is not taken, your request will be denied.

If you have exhausted your FMLA and/or HFLL time allowed for your benefit year, your request will be denied. You and your manager will be notified via email and your absence may be considered an unscheduled/unauthorized leave.



The screenshot displays the LeaveLink software interface. The top left features the LeaveLink logo with the tagline "Integrated Absence Management Software by Absentys LLC". The top right includes a contact number: "CALL US NOW: 1-808-535-7571". Below the logo is a navigation menu with options: "ONLINE TRAINING MANUAL", "MY HISTORY", "NEW LEAVE", "CONTACT HUMAN RESOURCES", and "LOGOUT". The main content area contains a confirmation message:

Thank you for your update.

You have indicated that the following absences should be added to HPH Employee's leave 12345

08/01/2016 (7.75 hours)

Hawai'i Pacific Health leave administrators have been notified of this update and will process the information accordingly.

Please ensure that you also follow your regular department call out process and indicate that the absence is FMLA related.

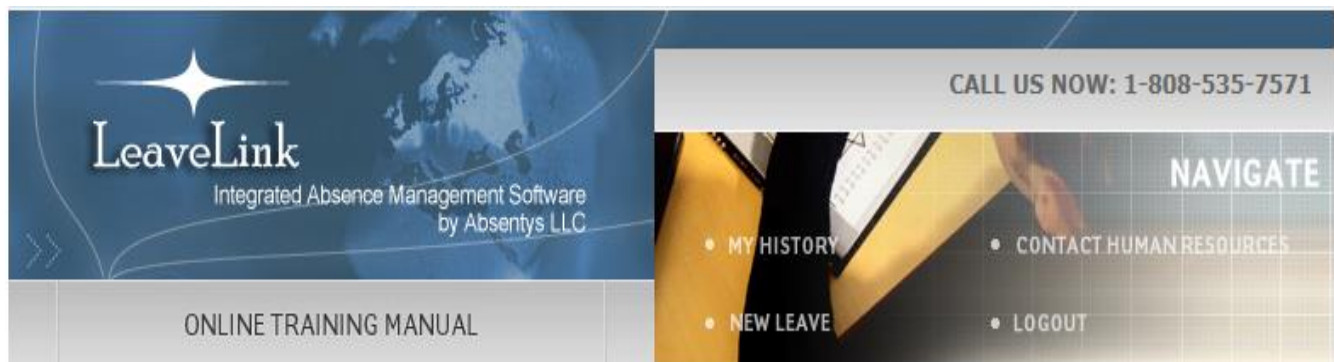
Please use the navigation buttons above to continue.

**Step 11: “Pending” status for an Intermittent Leave Usage Form submitted.**

If you receive this message, you already have an Intermittent Leave Usage form pending for a specific leave request. Please allow a few days for a HPH HR LOA Administrator to review your request, **OR** you can send an email to [hphleaveadministrator@hawaiipacifichealth.org](mailto:hphleaveadministrator@hawaiipacifichealth.org).

**Please include the following information on the email:**

1. Your full name and employee number
2. Your contact phone number
3. Your leave number
4. What you would like to change or add. Please indicate dates and hours of scheduled work missed.



You currently have an Intermittent Leave Usage Form pending. If you need to submit another form, please send an email to [hphleaveadministrator@hawaiipacifichealth.org](mailto:hphleaveadministrator@hawaiipacifichealth.org) to inform an HPH HR LOA Administrator. Once the pending notification is reviewed, you will receive a reply to your email from an HPH HR LOA Administrator to let you know you are now able to submit a new Intermittent Leave usage Form on LeaveLink. Please allow a few business days to fulfill this request.

Click [CONTACT HUMAN RESOURCES](#) to send an email to an HPH HR LOA Administrator.

## LeaveLink Identity Authentication Process

As a part of LeaveLink's commitment to protect our employees' personal information, the LeaveLink self-service website requires you to confirm your identity using a temporary, one-time access code that will be sent to your work email.

### How does this affect you?

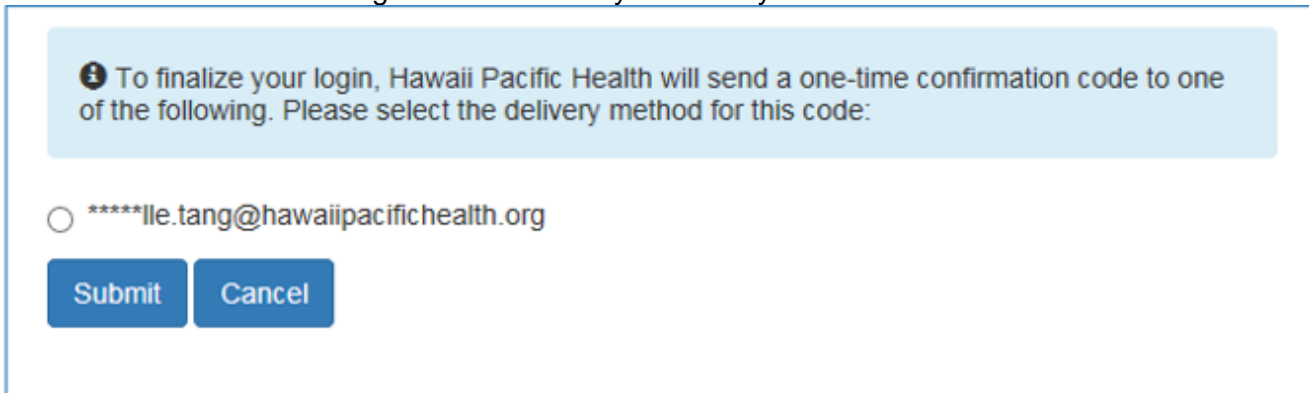
If you are applying for a new leave or would like to report your absences under an approved intermittent leave, when you access LeaveLink self-service on or after Feb 23, 2019, there will be a 2-step process to confirm your identity.

### Step 1:

Enter your regular user name and password to log in.

### Step 2:

You will then see this message to authenticate your identity.



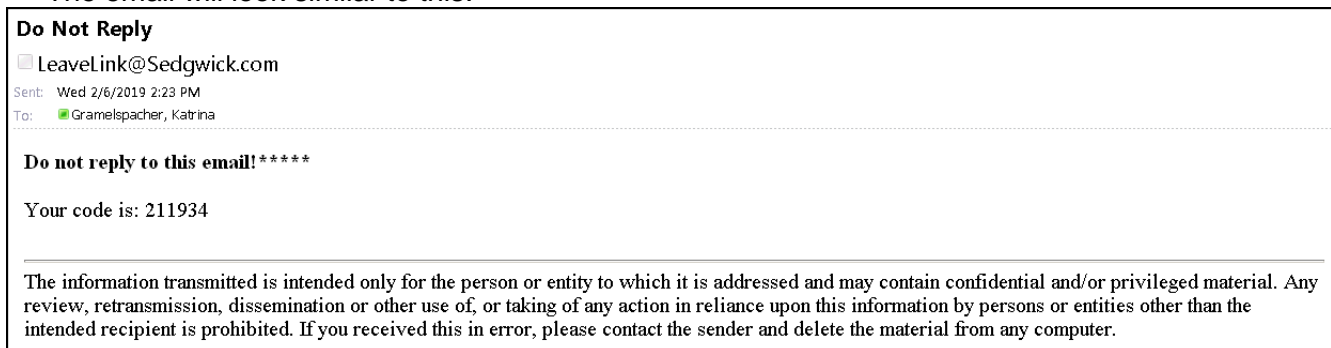
**i** To finalize your login, Hawaii Pacific Health will send a one-time confirmation code to one of the following. Please select the delivery method for this code:

\*\*\*\*\*lle.tang@hawaiiapacifichealth.org

Submit Cancel

- Click on the circle to select your email address and click submit. Once you select the delivery method, you will receive an email with a one-time confirmation code. **Please note the code is only good for 10 minutes from the time it was requested.**

The email will look similar to this:



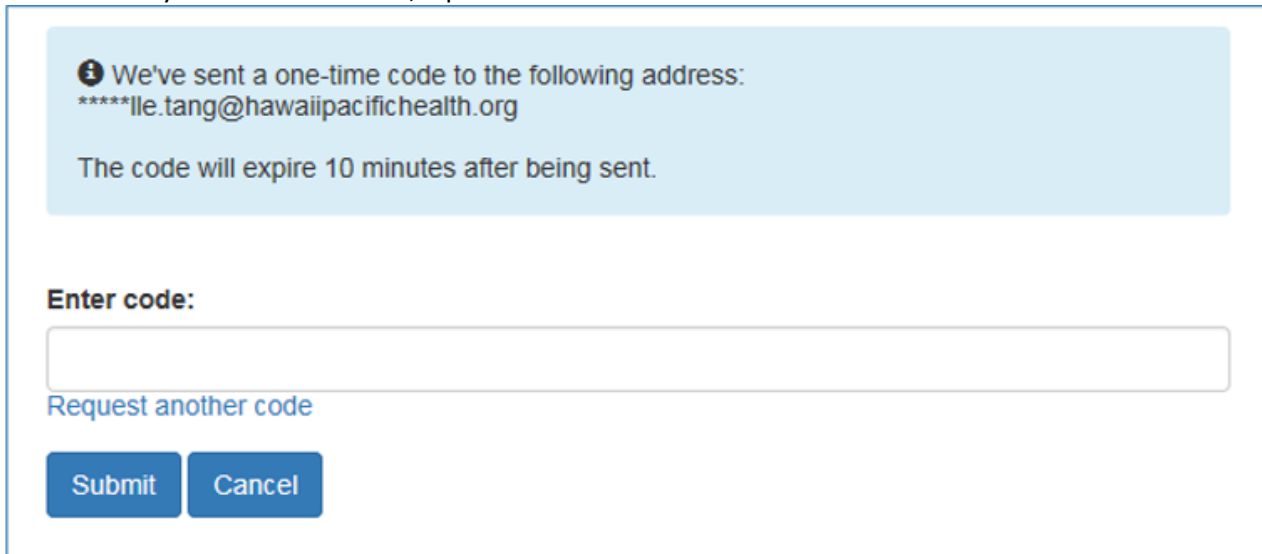
**Do Not Reply**  
Leavelink@Sedgwick.com  
Sent: Wed 2/6/2019 2:23 PM  
To: Gramelspacher, Katrina

**Do not reply to this email!\*\*\*\*\***

Your code is: 211934

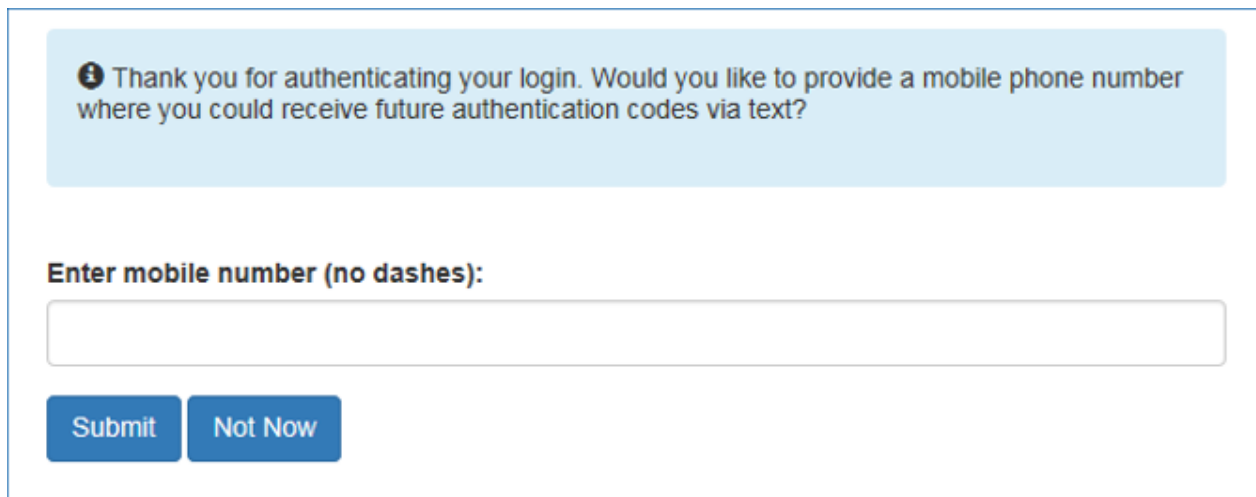
The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

- b. Once you receive the code, input the code in the “Enter code” box as seen below and click submit.



The screenshot shows a light blue notification box at the top with an information icon and the text: "We've sent a one-time code to the following address: \*\*\*\*\*lle.tang@hawaiipacifichealth.org". Below this, it states "The code will expire 10 minutes after being sent." Underneath the notification is a label "Enter code:" followed by a text input field. Below the input field is a link "Request another code" in blue. At the bottom are two blue buttons: "Submit" and "Cancel".

- c. You will then be given the option to input a mobile number where you could receive future authentication codes via text. If you do not wish to enter your mobile number, click Not Now.



The screenshot shows a light blue notification box at the top with an information icon and the text: "Thank you for authenticating your login. Would you like to provide a mobile phone number where you could receive future authentication codes via text?". Below this is a label "Enter mobile number (no dashes):" followed by a text input field. At the bottom are two blue buttons: "Submit" and "Not Now".

\*

**This 2-step authentication process will be required every 90 days for security purposes.\***

Once authentication process is completed, please return to step #5 on page 2 to continue with the submission of your absence under your intermittent leave.