

Website Guide

Convenient Access to Online Tools and Resources

The website offers around-the-clock access to leave-tracking and other frequently requested information. It provides tools and information designed to help employees with submitting, tracking and managing leaves in a convenient and easy-to-navigate format.

Features:

Work on Behalf of:

- Click the Work on Behalf of link and use the employee ID or Employee Last Name to look up the employee.
- Once in the employee profile, you can:
 - Open a new claim
 - Track intermittent leave time and usage
 - View the past 12 months of leave usage
 - Request an extension to approved leave
 - Confirm return to work date
 - Confirm delivery or placement details
 - Update health care provider Information

On-Demand Reports

- Click Generate Reports to access the suite of reports
- Designated contacts can run standard reports with real-time data:
 - Weekly leave report
 - Weekly usage report
 - Return to work report
 - Individual employee usage report
- Additional report types can be viewed or downloaded. They can be run for a specific employee, business unit or location.

Get Started:

Register as a first-time user on

- Go to
- Click Register
- Enter _____ and ZIP code
- Enter a Username (must be 6 characters and no spaces, e.g., joesmith) and password
- Answer the other questions as accurately as possible

Here when you need us.

Call:

TTY: 877.309.0218

Fax: 877.309.0218

Online:

