

MyLeave User Guide

MyLeave allows supervisors to initiate leave requests, report absences, and access leave information for themselves and their employees.

Login Link: <http://myleave.itimebank.com>

Login Page

If you have not registered yet, please begin the registration process. If you have already registered, enter your login ID (your work email address) and password.

Welcome to MyLeave ! Wednesday - March 18, 2015

Please log in below

Log in ID

Password

Login

[Forgot your password?](#)

[Reset your password?](#)

First time user: Please register.

[Register](#)

Announcement:
Please note, MyLeave is scheduled for downtime to perform normal system maintenance on Tuesday, 4/21/2015 between 6:00 - 7:00 P.M. Pacific Time.

CONFIDENTIALITY STATEMENT: This application contains proprietary and confidential information of Qcera, Inc., which may not be disclosed to third parties without Qcera, Inc.'s prior written consent. The viewer of this information agrees to use due care to prevent its unauthorized use.

© 2015 Qcera, Inc. [Privacy Policy](#) [Contact Qcera Support](#) [Qcera.com](#) [LeaveSource.com](#) [Version 7.0.0](#)

SSL Secured Site

Registration

Before you can log in and use MyLeave, you need to first register. When you click on the **Register** link, you will be prompted to enter the following information:

- Work email address or registration code
- Last four digits of your social security number
- Date of birth
- Company Employee ID

Click the **Submit** button to complete. If everything matches your information on file, a login account will be created. If you have trouble registering, you can email support by clicking on the link on the left hand side of the page.

Once MyLeave has confirmed your registration information, you will be asked to set your password. You must enter your password twice for confirmation. You may also specify an alternate email address. Click the **Create Account** button to complete. MyLeave will email your account information to your work email address and also to your alternate email address if specified.

Note: Passwords are case sensitive.

The image shows a 'MyLeave Registration' form. On the left, an 'Instruction' box explains that users must enter all information and click 'Submit' to register. It also provides contact information for help. The main form area is titled 'Please enter one of the following.' and offers two options: 'If you received a registration code' with a 'Registration Code' input field, and 'If you did not receive any registration code' with an 'Email Address' input field. Below this, a section titled 'Please complete the forms below.' contains three required fields: 'Company Employee ID', 'Date of Birth (mm/dd/yyyy)', and 'Last 4 digits of your SSN'. Each of these fields has a red asterisk to its right. At the bottom of the form are 'Submit' and 'Cancel' buttons. A confidentiality statement is at the bottom left, and an 'SSL Secured Site' logo is at the bottom right. The page footer includes copyright information for Qcera, Inc. (2015), links to Privacy Policy, Contact Qcera Support, Qcera.com, LeaveSource.com, and Version 7.0.0.

My Leave

The My Leave page allows you to create and manage your own leave requests and contains the following functions:

Menu bar– The Request New Leave button will allow you to initiate a new leave request. Add/Extend Dates for a Leave allows you to request additional time off for an existing leave. Upload Documents allows you to submit documents related to your leave to be reviewed by your leave administrators. Coordinate Return to Work allows you to verify your employee’s return to work date.

Upload Documents

This button enables you to upload documents for your leave administrator to use towards your leave. To upload a document, select the Upload Document button and select a file from your folders. Once a file is selected, add an appropriate title. You may also add notes for the leave administrator to view with the document.

The screenshot shows the 'Upload Documents' interface. It features two tables. The top table lists uploaded documents with columns for #, Title, Type, Size, Date Uploaded, and Action. The bottom table is titled 'Documents Waiting to be Reviewed' and has the same columns. Orange arrows point from text labels to specific rows in both tables.

#	Title	Type	Size	Date Uploaded	Action
1.	Skyline GT-R R34	JPG	374.62 KB	12/16/2014	View
2.	TEST TEST	PNG	4.00 KB	07/11/2014	View
3.	Test 2	PNG	12.70 KB	07/11/2014	View
4.	Test Uploading from MyLeave	PNG	99.95 KB	07/11/2014	View

#	Title	Type	Size	Date Uploaded	Action
1.	Medical Info	DOC	444.00 KB	03/16/2015	View / Delete

Documents waiting to be reviewed by the leave administrator (points to the 'Medical Info' row in the bottom table)

Documents reviewed by the leave administrator (points to the 'Test 2' row in the top table)

Account Balances – This table displays the maximum time allowed under each regulation/policy, time used against each regulation/policy, time pending approval, remaining time available under each regulation/policy, and if you have used all the allotted time under a regulation/policy the date of exhaust.

Absence History – A comprehensive list of your leave activity. From here you can review the status of past, present and future leaves.

Note: If "I do not know when I will take intermittent absences at this time" was selected at time of entry, the leave request will not be displayed as "Waiting for Review" until a determination is made.

Absence Type	Absence Begin/End	Duration	Status
Family Medical Leave (Self)	03/10/2015 to 03/13/2015	32.00 hrs	Waiting for Review
Family Medical Leave (Self)	03/26/2015 to 03/26/2015	8.00 hrs	Waiting for Review
Medical Leave	08/18/2014 - 09/10/2014	0851531	
Family Medical Leave (Self)	08/18/2014 - 09/10/2014	0851530	
Personal Leave of Absence	04/01/2014 - 04/12/2014	0824478	
Family Medical Leave (Self)	04/01/2014 -	0824477	

Request Leave or Add Dates/Request Extension

To initiate a new leave, select **Request New Leave** to begin the request process.



If you choose Add Dates/Request Extension you will have an additional option to add the Reference Id of an existing leave.

Step #1: Leave Type

The first step in requesting a leave is to select the reason for your absence.

Request New Leave

Instructions: Please enter information about the FML leave you need to take or select a non-FML leave type if available.

Leave is for:

- Your own medical condition (not pregnancy).
- Your Pregnancy
- Bonding with Newborn
- Care of Spouse
- Care of Child under 18
- Care of Parents
- Other

Reason: Not selected

Relation: Not selected

Personal Leave of Absence

Leave Reason Details: (Optional)

Buttons: Cancel, Previous, Next, Finish

Step #2: Leave Dates

I do not know when I will take intermittent absences at this time

If you wish to take intermittent time and have not planned any time off, select this option. This option is not available if you selected Add Dates/Request Extension.

Continuous Leaves

If your absence is a block of time for at least 3 consecutive days, enter the anticipated start and end date in the fields. You may click on the calendar to the right of each field to select a date for that field.

Intermittent Leaves

If your request is for an intermittent leave and you know of at least one absence date, enter the amount of time off from the Hrs and Mins dropdown lists. Then click the date of absence from the calendar to add the date to the selection box. Repeat this for as many absence dates you need to report. If you enter an incorrect date, highlight the date in the selection box and click Remove Date.

Request New Leave

Instructions: Please enter the leave dates planned at this time. Continuous leave dates indicate a block of time you will be out for full days without returning in between. Intermittent time represents single day or partial day absences.

Leave Duration

I do not know when I will take intermittent absences at this time

Continuous Leave

mm/dd/yyyy To mm/dd/yyyy

Intermittent Date(s)

8 Hrs. 0 Mins.

March 2015

Su	M	Tu	W	Th	F	Sa
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	31				

Selected Dates

03/26/2015 (8.00 hours)

(Enter hours and minutes off then click date to select.)

After establishing your leave dates, you must select your regular work schedule. Two standard work schedules are presented to you under **Work Schedule**. If these selections fail to properly represent your weekly work schedule, select **Other** and manually input the hours you work.

Below the work schedule, you can comment on how you would like to be paid during your leave.

If any information is inaccurate please contact your supervisor or HR as soon as possible. Once all the information has been entered and checked, click the Next button to proceed to Step 3.

Work Schedule

Regular M-F, 8 hrs per day

M-Th, 10 hrs per day

Other:

If paid leave is available, how would you like to be paid during your leave?

Step #3: Additional Information

In this area you can click on the link to make changes to your personal information. Leave any comments regarding your leave for a Human Resources representative to review.

Steps

- Step #1: Leave Type
- Step #2: Leave Dates
- Step #3: Additional Info
- Step #4: Confirmation

Request New Leave

Instructions: Please confirm the information below. Click the link to change the mailing address to ensure all notifications are received.

Mailing Address: 123 Main Drive
Los Angeles
California
90001

Personal Email:
Phone No.:
Alternate Phone No.:

[Click here to change the information above](#)

Comment:

Step #4: Confirmation

This final screen allows you to review the information you have submitted for approval. Review the information carefully and click the Previous button to return to any screens and correct errors. Once all information is entered correctly, click the Submit button to confirm the leave.

Steps

- Step #1: Leave Type
- Step #2: Leave Dates
- Step #3: Additional Info
- Step #4: Confirmation

Request New Leave

Instructions: Please review the information you have entered regarding this leave. Click the "Previous" button at the bottom, or click any of the links under "Navigation" to the left to make a change. Click "Submit" when you are ready to submit your request.

Leave Dates

Leave Type	From Date	To Date	Duration	Int Reason	Hours
Your own medical condition	03/12/2015	03/12/2015	Intermittent		3.25
Total Time:					3.25

Work Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Week #1 (03/08/2015)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week #2 (03/15/2015)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Leave Information

Reason: Serious Health Condition
 Relationship: Self
 Related To: Not Related
 Leave Reason Details:


Additional Information


Mailing Address: 123 Main Drive
Los Angeles California 90001

Personal Email:
 Phone No:
 Alternate Phone No:
 Comment:

Cancel
Previous
Next
Submit

The leave will show up as Waiting for Review under Absence History. In the example, one date of intermittent leave was entered, therefore one date appears with the status Waiting for Review.

Absence History 


Absence Type	Absence Begin/End	Duration	Status
 Family Medical Leave (Self)	03/26/2015 to 03/26/2015	8.00 hrs	Waiting for Review Cancel


You can check back periodically to see the status of your leave request. Click the Cancel link to remove your leave request. You will only have the option to cancel a request if it has not been opened by the leave management team for review. If you need to cancel a request after this point, contact Human Resources.

View/Print Forms

This section will allow you to download and print any documents made available through MyLeave. Click the View link to open the PDF and print, or the Download link to save a copy of the form to your computer.

VIEW/PRINT FORMS

 View/Print Forms

#	Title 	Upload Date	Type	Size	Action
1.	_Certification of Health Care Provider Form	12/24/2014	PDF	244 KB	View Download
2.	California SDI UI PFL Notice to Employees	12/26/2014	PDF	1408 KB	View Download

Settings/Preferences

You may change your password or change your time zone on the Preferences page. Should the need for a new password arise, simply type in the new password and re-type the password in the following field to make the appropriate change. This can also be done for a secondary email address.

To change your time zone, simply select the appropriate area in which you reside from the drop down menu. A time zone reference map is provided for your convenience. It is advisable that you establish your time zone when you first logon to MyLeave. When you have finished making all your required changes, click **Save** to save your amendments.

PREFERENCES

Save

🔒 Change Password

To change your password, type in a new password below and then confirm the new password by typing it in again. Please remember that your password is case-sensitive and must be 5-16 characters. It is recommended to include at least one non-alpha character in your password.

Current Password

New Password

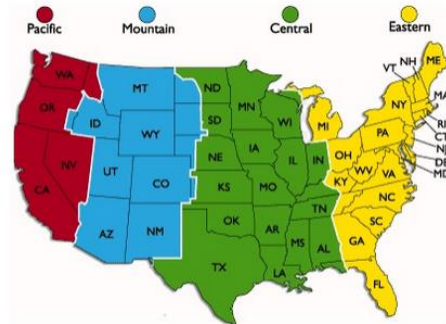
Verify Password

✉️ Secondary Email Address

To change your secondary email address, enter the email address below and click "Save" button. The secondary email address can be used to receive "Password Reset" emails when you do not have access to the primary email address associated with the account.

Email Address

🕒 Time Zone



🕒 Change Your Time Zone

To change your time zone, select from the list below. A time zone map is displayed to the right for your reference.

Your Time Zone