

## MyLeave User Guide

MyLeave allows employees to initiate their own leave requests, report absences, and access leave information.

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.

MyLeave powered by Qcera

Welcome to MyLeave! Friday - August 8, 2014

Please login below.

Login Id

Password

Login

Reset your password

OR

REGISTER

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SSL Secured Site

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### 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.

# MyLeave powered by Qcera

Welcome to MyLeave Registration! Monday - August 4, 2014

Please enter all information and click on the **Submit** button to register. You will be able to complete your registration if you can be identified by the information you entered.

If you are having trouble registering or need additional help, you should contact your Human Resources representative to verify your personal information on file.

**Please enter one of the following.**  
If you received a registration code, enter the code. If you did not receive one, enter your work email address.

Registration Code:

--OR--

Work Email Address:

Company Employee ID:  \*

Date of Birth: (mm/dd/yyyy)   \*

Last 4 digits of your SSN:  \*

(\*) Required fields

[Go Back to Login main page.](#)

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Version 7.0.0

## My Staff's Time

Once you have logged in, you will be taken to the Supervisor home page.

As a supervisor, the first view you will see is My Staff's Time. This area shows all employees you manage and you can click on anyone to view their leave history and current leave requests. The top area of this page will show you all of your employees who are currently out on an approved leave.

If an employee calls in and needs you to initiate a leave request for them, you can do so at the bottom of the screen by selecting the employee from the Employee List and clicking the Request New Leave or Add Dates/Request Extension link. Enter the leave information as outlined below in the **MyLeave** section.

**MyLeave** powered by Qcera

Selected Employee: Anderson, Joann Employee ID: 145154 Hire Date: 05/05/2008

**Tools**  
Employees on Leave Report

**Employees Absent Today**

#	Name (Last, First)	Absence Type	Absence Begin	Absence End	Duration (Hours)	Intermittent
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**Employee List**

Name (Last, First)
Anderson, Joann
Fee, Laurie
Jones, Fritz
Loecke, John
Teller, Sally
Trussel, Joann
Williams, Mary

**Absence History from 8/1/2013**

Absence Type	Absence Begin/End	Duration	Status	
(No new leave requests)				
Family Medical Leave (Spouse)	05/14/2014 to 06/29/2014	264.00 hrs	Approved	<a href="#">Change</a>
Family Medical Leave (Self)	03/28/2014 to 04/03/2014	40.00 hrs	Pending	<a href="#">Change</a>
Family Medical Leave (Self)	09/11/2013 to 09/11/2013	3.00 hrs	Approved	<a href="#">Change</a>
Family Medical Leave (Self)	09/10/2013 to 09/10/2013	3.00 hrs	Approved	<a href="#">Change</a>
Family Medical Leave (Self)	09/09/2013 to 09/09/2013	3.00 hrs	Approved	<a href="#">Change</a>

Total Number of Records: 5

**Account Balances**

Leave Policy	Maximum Time	Time Approved	Time Pending	Time Available	Exhaust Date
FMLA - Fed	72.00 days	50.00 days	7.00 days	15 days	
Medical	182.00 days			182 days	

**Actions**

**Request Leave**  
[Request New Leave](#)

**Employee Toolbox**  
[Upload Documents](#)  
[View/Print Forms](#)

**Annotations:**

- Your employees out today on approved leave
- Your employees
- Selected employee's current requests
- Selected employee's leave history
- Selected employee's current balances
- Initiate a leave for the selected employee

## Tools

**Employees on Leave** – This tab enables you to view all employees that are on leave per month.

### Employees on Leave

Level 1 Return

Select Month to View: Nov 2014 View time period

**November - 2014**

Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	
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

**Demo, Virginia**

- Employee's own condition ⓘ I 06/01/2014 - 12/31/2014
- Employee's own condition 10/20/2014 - 11/30/2014

**Demo-EE, Sally**

- Employee's own condition ⓘ I 05/01/2014 - 11/30/2014
- Care of Spouse ⓘ I 06/01/2014 - 12/31/2014

Legend for leave dates:

- FMLA - Approved (Blue)
- FMLA - Pending (Light Blue)
- Other Leave - Approved (Purple)
- Other Leave - Pending (Pink)
- Weekend (Grey)
- D (Denied)/ O (Overturned) (White)

Set the month and year

Leave dates and status of each review

Hover over the ⓘ to display the frequency and duration parameters

Legend for leave dates

**Leave Report** – This report is available to display who is on leave and the details of the leave during a selected period. The report may also be exported to Excel.

**Designee Function (optional)** – An additional tool that supervisors have access to is setting their designee. Once a designee is linked to a supervisor, that designee will have the same functions to view and/or process all the supervisor’s employees leaves. Multiple designees may be assigned to one supervisor and multiple supervisors may share the same designee.

In the Supervisor Designee Management tool you will see a list of designees that have already been assigned to you. To remove a designee, click on the X. To add a designee, click on the **Add New Designee** button.

### Supervisor Designees Management

These are the supervisor designees configured. To add another designee, click the Add button below. To remove an existing designee, click on "Delete" icon.

Add New Designee

#	Designee Name	Email Address	Action
1	Anderson, Joann	joann.anderson@demo.qcera.com	X

To add a designee you can do a partial search either by name or employee ID. A list of employees that have registered and activated their MyLeave account will show up. Once you select the designee, hit Save.

**Add Supervisor's Designee**

Search Designee (Name / Employee ID):

**Choose Designee**

- Demo, Vanessa (zxy\_vanessa.demo@qcera.com)
- Demo, Ellen (zxy\_ellen.demo@demo.qcera.com)
- Demo, Bada, Max (zxy\_bada\_max@demo.qcera.com)

## MyLeave

The home page in this section allows you to create and manage your own leave requests and contains the following sections:

**Main Menu** – The Request Leave section will allow you to initiate a new leave request or report current absence dates. The Employee Toolbox contains links to update your MyLeave settings and access documents related to your leaves.

Main Menu	
<b>Request Leave</b>	<b>Employee Toolbox</b>
<a href="#">Request New Leave</a>	<a href="#">Upload Documents</a>
<a href="#">Add/Extend Dates for a Leave</a>	<a href="#">View/Print Forms</a>

**Account Balances** – This section displays all of your leave activity within the last year. 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.

**Note:** Leaves represented in this area have had their eligibility confirmed. Pending leaves that are still under eligibility review will not be represented here.

Account Balances					
Leave Policy	Maximum Time	Time Approved	Time Pending	Time Available	Exhaust Date
FMLA - Fed	12.00 wks		1.00 wk	11.00 wks	
FMLA - CA-CFRA	12.00 wks		1.00 wk	11.00 wks	
Sick	7.00 days			7.00 days	

**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 History from 1/1/2012				
Absence Type	Absence Begin/End	Duration	Status	
Family Medical Leave (Self)	Dates Unknown			<a href="#">Cancel</a>
Family Medical Leave (Spouse)	07/23/2012 to 07/27/2012	40.00 hrs	Waiting for Review	<a href="#">Cancel</a>
Family Medical Leave (Self)	08/02/2012 to 08/02/2012	4.00 hrs	Waiting for Review	<a href="#">Cancel</a>
Family Medical Leave (Self)	08/02/2012 to 08/17/2012	96.00 hrs	Waiting for Review	<a href="#">Cancel</a>
Family Medical Leave (Self)	10/03/2012 to 10/03/2012	8.00 hrs	Waiting for Review	<a href="#">Cancel</a>
Family Medical Leave (Self)	10/25/2012 to 10/31/2012	40.00 hrs	Pending	
Family Medical Leave (Self)	08/01/2012 to 08/31/2012	184.00 hrs	Denied	
Family Medical Leave (Self)	12/28/2011 to 01/04/2012	0.00 hrs	Canceled	

## 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 for an existing leave.

### Step #1: Leave Type

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

#### Step #1: Leave Type

**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
  - Relationship
- Personal Leave of Absence

**Leave Reason Details:**  
*(Optional)*

### 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 planned any time off, select this option. This option is not available if you have selected the Add Dates/Request Extension option.

#### 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

**Step #2: Leave Dates**

**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**

- Continuous Leave  to
- I do not know when I will take intermittent absences at this time
- Intermittent Date(s)  Hrs  Mins

Selected Dates

August	2014	08/07/2014 (8.00 hours)	Select reason...
--------	------	-------------------------	------------------

August 2014						
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						

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

**Work Information**

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.



**Step #3: Additional Info**

**Instructions:** Please confirm the information below is correct. Click the link to update any mailing address information to ensure all letters are received

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<b>Mailing Address</b>	123 Main Drive		
	Anytown	California	90001
<b>Personal Email</b>			
<b>Phone No.</b>			
<b>Alternate Phone No.</b>			

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

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<b>Comment</b>	<input type="text"/>
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### 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.

#### Step #4: Confirmation

**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	08/07/2014	08/07/2014	Intermittent		8.00
<b>Total Time:</b>					<b>8.00</b>

To be Paid as:

#### Work Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Week #1 (08/03/2014)	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Week #2 (08/10/2014)	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

#### Leave Information

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

#### Additional Information

Mailing Address: 1234 Main Street  
 New York City New York 01102  
 Personal Email:  
 Phone No: (212) 478-9398  
 Alternate Phone No:  
 Comment:

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

Absence History from 8/1/2013				<a href="#">Switch View</a>
Absence Type	Absence Begin/End	Duration	Status	
Family Medical Leave (Self)	08/07/2014 to 08/07/2014	8.00 hrs	Waiting for Review	<a href="#">Cancel</a>

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.

## Employee Toolbox

**Upload Documents (optional)** – This link 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.

#	Title	Type	Size	Date Uploaded	Action
1.	Certification	PDF	79.41 KB	11/19/2014	<a href="#">View</a>

Documents Waiting to be Reviewed					
#	Title	Type	Size	Date Uploaded	Action
1.	RTW release	PDF	79.29 KB	11/19/2014	<a href="#">View / Delete</a>

[Upload Document](#) [Return](#)

Documents reviewed by the leave administrator

Documents waiting to be reviewed by the leave administrator

**View/Print Forms (optional)** – This section will allow you to download and print any documents made available on 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.


#	Title	Upload Date	Type	Size	Action
3.	California EDD State Disability Information Fact Sheet	01/01/2012	PDF	75 KB	<a href="#">View / Download</a>
4.	California Notice A - Pregnancy Disability Leave	01/01/2012	PDF	75 KB	<a href="#">View / Download</a>
5.	California Notice B - Pregnancy Disability Leave and California Family Rights Act	01/01/2012	PDF	75 KB	<a href="#">View / Download</a>
6.	California Paid Family Leave Insurance Program	01/01/2012	PDF	75 KB	<a href="#">View / Download</a>
7.	Certification for Care of a Disabled Child	01/01/2012	PDF	50 KB	<a href="#">View / Download</a>
8.	Certification for Care of Family Member	01/01/2012	PDF	113 KB	<a href="#">View / Download</a>
9.	Certification for Care of Injured Servicemember	01/01/2012	PDF	64 KB	<a href="#">View / Download</a>
10.	Certification for Exigency Military Leave	01/01/2012	PDF	50 KB	<a href="#">View / Download</a>

**Settings/Preferences** – You may change your password or to change your time zone by selecting the settings icon on the top right corner.



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.

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 and return to the Main Menu screen.

<p><b>Preferences</b></p> <p><b>Change Password</b> 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.</p> <p>New Password: <input type="text"/></p> <p>Confirm Password: <input type="text"/></p> <hr/> <p><b>Change Your Time Zone</b> To change your time zone, select from the list below. A time zone map is displayed to the right for your reference.</p> <p>Your Time Zone: <input type="text" value="Pacific - PT"/></p>	<p><b>Time Zone Map</b></p> 
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To save your changes, click on the **Save** button. To cancel and return, click on the **Cancel** button.