



LEAVEPRO™

SELF-SERVICE APPLICATION OVERVIEW

February 2013
Reed Group Product Management

Self Service Application Features

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 - Defining Roles/Permissions
 - Re-setting User Passwords
 - Employee Data Access
 - Manage SSO Role Groups





GETTING STARTED



Getting Started

Logging in

- All Roster employees may create a login to the Self Service Application
 - All users have employee only permissions
 - Expanded permissions are established by Site Administrator
- Non- Roster users may be granted access by the Site Administrator
- If Single Sign On is established then this step is by-passed

The screenshot shows the Reed Group iAM self-service application interface. The top left features the Reed Group logo. The main content area is titled "More Effective Absence Management" and includes a sub-header "Absence Management That Works". Below this, there are two columns of text: "Run ad hoc reports" and "Standard Reports Include: New Leaves Received, Open Leave Inventory, Leave Status and Time Used, and more." On the right side, there is a "Member Log In" section with input fields for "User ID" and "Password", a "Log In >" button, and links for "Forgot your User ID?", "Forgot your password?", and "Log in help". At the bottom right, there is a "First time user? Register here" section with a "Register Here >" button. The footer contains the copyright notice "© 2012 Reed Group Ltd., All Rights Reserved" and a link to the "Privacy Policy".

Getting Started

Logging in

- New User Registration
 - Validation against Roster
 - Non-Roster user access must be granted by Administrator
- Forgotten user ID
- Forgotten Password

The image displays four overlapping screenshots of a web application's user interface. The top-left screenshot is titled "Member Log In" and features input fields for "User ID" and "Password", a "Log In >" button, and links for "Forgot your User ID?", "Forgot your password?", and "Log in help". Below these is a section for "First time user? Register" with a "Register Here >" button. The other three screenshots are for "New User Registration", "Forgotten your user ID", and "Forgotten your password". Each of these three forms contains input fields for "Work Email Address", "Birth Date" (with a dropdown arrow), and "Home Address Postal Code", along with "cancel" and "Next" buttons.

Getting Started

Forgot User ID or Password?

Login Page

The image shows a 'Member Log In' page with fields for 'User ID' and 'Password', a 'Log In >' button, and links for 'Forgot your User ID?', 'Forgot your password?', and 'Log in help'. Below these are links for 'First time user? Register here' and a 'Register Here >' button. Two orange arrows point from the 'Forgot your User ID?' and 'Forgot your password?' links to two identical recovery forms. Each form has a title, a 'Work Email Address' input field, a 'Birth Date' dropdown menu, a 'Home Address Postal Code' input field, and 'cancel' and 'Next' buttons.

- Roster Employees Only
 - Forgot your User ID
 - Click link from login page
 - Enter your Work Email Address
 - Birth Date
 - Home Address Postal Code
 - Forgot your Password?
 - Click link from login page
 - Enter your Work Email Address
 - Birth Date
 - Home Address Postal Code
- Non-Roster Employees
 - You can obtain your User ID from your Site Administrator
 - Your Site Administrator can Re-set your Password

Getting Started

Landing page

Roster User

- All roster users will land on their Employee page

The screenshot shows the 'Employee Home' page for Kenneth Ames. The navigation bar includes 'HOME', 'EMPLOYEES', 'MY REPORTS', and 'ADMINISTRATORS' TOOLS'. The page title is 'Kenneth Ames: Employee Home' with a link to 'Select a different employee'. A 'Leaves of Absence' section has a 'Create New Leave Request' link. Below are two sections: 'Personal Information' and 'Job Information', each with an 'edit info' link.

Personal Information		Job Information	
Name:	Kenneth Ames	Employee #:	98509
Email Address:	ReedDemo@ReedGroup.com	Hire Date:	Saturday, January 01, 2000
Gender:	Male	Job Status:	Active
Date of Birth:	Thursday, January 01, 1970	Job Title:	Supervisor
Marital Status:	Married	Work Site:	
Correspondence Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 MEXICO	Work State:	OR
Phone Numbers:	Home: (303) 555-1234	Hours Worked Last 12 Months:	2080
		Work Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021
		Work Schedule:	Sun Mon Tue Wed Thu Fri Sat 0:00 8:00 8:00 8:00 8:00 8:00 0:00

Non-Roster User

- All non-roster users will land on the general Home page

The screenshot shows the 'Home - My Home' page. The navigation bar includes 'HOME', 'EMPLOYEES', 'MY REPORTS', and 'ADMINISTRATORS' TOOLS'. Below the navigation bar are links for 'My Home', 'Settings & Preferences', 'Site Help', and 'Documents & Forms'. The page title is 'Home - My Home'. A welcome message for the Interactive Absence Manager (IAM) is followed by a list of features: 'Employees', 'My Reports', 'Administrators' Tools', and 'Documents and forms'. A copyright notice for Reed Group Ltd. and a 'Privacy Policy' link are at the bottom.

- **Employees** - Search, view and edit employees' personal, job and leave information, as well create a new leave request and view an employee's leave history. Access leave summary information and view and print detailed leave chronology
- **My Reports** - Create, access and customize leave reports. Save your customized settings and create scheduled recurring reports
- **Administrators' Tools** - (Administrators only) - Grant expanded access to employee leave information to additional staff
- **Documents and forms** - Access leave administration forms and documents, as well as federal and state leave information





GENERAL SETTINGS & FEATURES



General Site Settings & Features

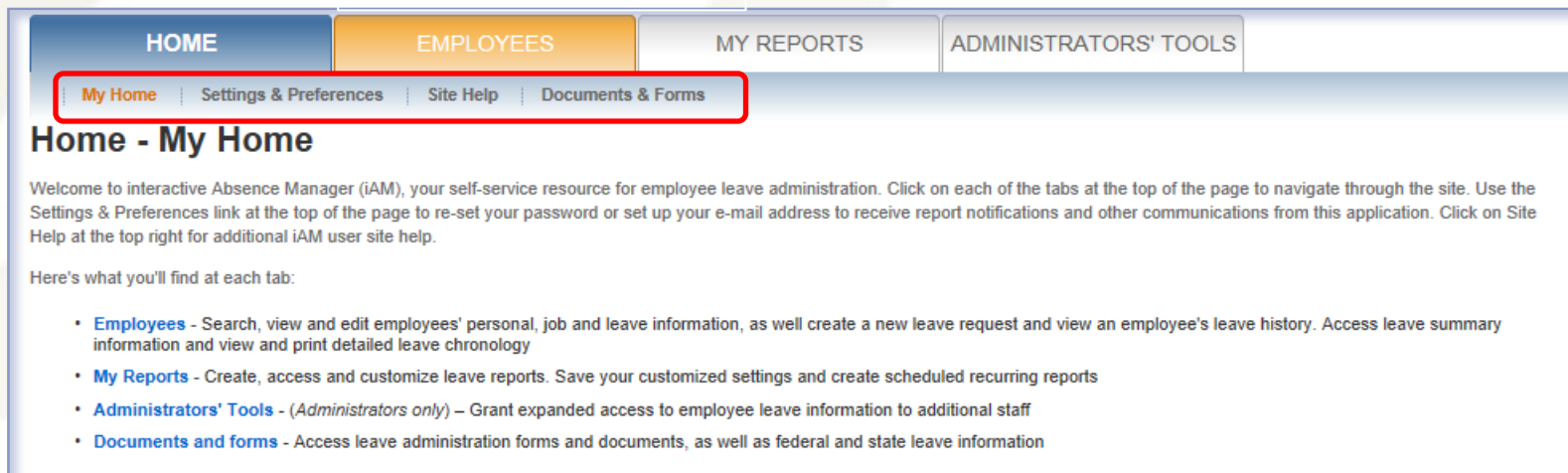
Site Header

Home - My Home

- Setting & Preferences
- Site Help
- Documents & Forms

Logged in as: KENNETH AMES | [Documents & Forms](#) | [Settings & Preferences](#) | [Site Help](#) | [Log Out](#)

Today is Friday, January 20, 2012; Last log in on January 20, 2012 at 08:15 AM GMT-7



HOME **EMPLOYEES** MY REPORTS ADMINISTRATORS' TOOLS

[My Home](#) | [Settings & Preferences](#) | [Site Help](#) | [Documents & Forms](#)

Home - My Home

Welcome to interactive Absence Manager (iAM), your self-service resource for employee leave administration. Click on each of the tabs at the top of the page to navigate through the site. Use the Settings & Preferences link at the top of the page to re-set your password or set up your e-mail address to receive report notifications and other communications from this application. Click on Site Help at the top right for additional iAM user site help.

Here's what you'll find at each tab:

- **Employees** - Search, view and edit employees' personal, job and leave information, as well create a new leave request and view an employee's leave history. Access leave summary information and view and print detailed leave chronology
- **My Reports** - Create, access and customize leave reports. Save your customized settings and create scheduled recurring reports
- **Administrators' Tools** - (Administrators only) - Grant expanded access to employee leave information to additional staff
- **Documents and forms** - Access leave administration forms and documents, as well as federal and state leave information

General Site Settings & Features

Setting & Preferences

- Change password
- Change e-mail

Settings & Preferences

Site password

[Change your password](#)

Email address and preferences

Current email address:

ReedDemo@ReedGroup.com

[Change email address](#)

Change password

* Enter current password:

* Create a new password:
(Use 8-12 letters and numbers. Example: cats9dogs5)

* Re-enter new password:

Keep a note of your password for future reference.

[cancel](#)

Change email address

* Email address:

Provide the e-mail address at which you would like to receive optional report notifications and all other communications related to this site.

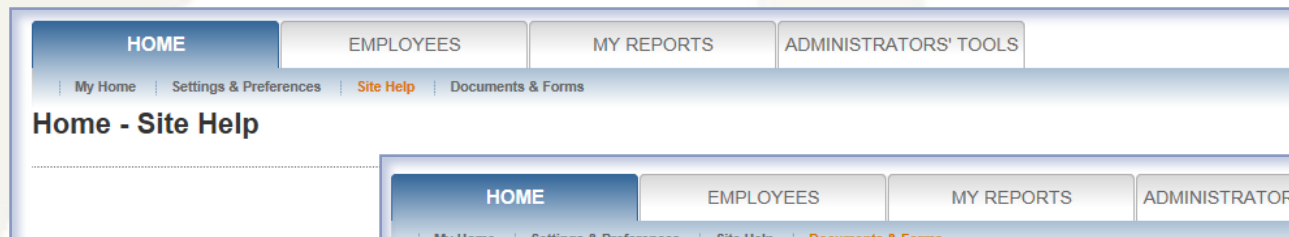
[cancel](#)



General Site Settings & Features

Site Help & Documents and Forms

- Administrator specific content can be added to the following screens
 - Site Help
 - Administrator Contact Information
 - Documents & Forms
 - Policy Documents
 - General Forms





EMPLOYEES



Employees

Employee Search

Access granted by permission

– Roster Employees

The screenshot shows the 'Employee Home' page for Kenneth Ames. The navigation tabs include HOME, EMPLOYEES, MY REPORTS, and ADMINISTRATORS' TOOLS. The page title is 'Kenneth Ames: Employee Home'. There are two buttons labeled '< Select a different employee'. The 'Leaves of Absence' section states 'You currently do not have any leaves to display.' The 'Personal Information' section shows Name: Kenneth Ames and Email Address: ReedDemo@ReedGroup.com. The 'Employee Search' section has a search bar with the text 'Find: Name, Email or Employee Number' and a 'Go' button. Below the search bar, it says '99 results returned.' and 'Can't find what you're looking for? There may be more results, however not all of them are displayed here. Try using a more specific search to narrow your search results.' The search results list 'Achilles, Susan' with Employee Number: 98410 and Email: S.Achilles@reedgroupdemo.com.

– Non-Roster Users

The screenshot shows the 'Employee Search' page. The navigation tabs include HOME, EMPLOYEES, MY REPORTS, and ADMINISTRATORS' TOOLS. The page title is 'Employee Search'. The search bar has the text 'Find: Name, Email or Employee Number' and a 'Go' button. Below the search bar, it says 'Once you access the employee information, you can:' followed by a list of actions:

- View and edit the employee's personal and job information
- Access the employee's leave record to view summary and detailed information on open and closed leaves, print the leave detail report and chronology
- Request a new leave
- Extend or change leave dates for an existing leave (not available for leaves that are related to an STD claim, please contact the STD Claim Manager)
- Cancel a leave that has not yet started (not available for leaves that are related to an STD claim, please contact the STD Claim Manager)
- Report intermittent time for an open approved intermittent leave
- Confirm a return to work date (not available for leaves that are related to an STD claim, please contact the STD Claim Manager)

Employees

Employee Page

- Available Actions
 - View the employee's personal and job information
 - View Leave Plan Balance Sheet
 - List of applicable Leave Plans
 - Time Used and Remaining
 - Access the employee's leave record
 - Request a new leave
 - Extend or change leave dates for an existing leave
 - Cancel a leave that has not yet started
 - Report intermittent time for an open approved intermittent leave
 - Confirm a return to work date

Employees

Create New Leave

- Select Create New Leave Request link
- Select Leave Reason

The screenshot shows the 'Thomas Ciancia: Employee Home' page. The 'Leaves of Absence' section is highlighted with a blue box, and the 'Create New Leave Request' link is circled in orange. An orange arrow points from this link to a 'Leave Reason' dropdown menu. The dropdown menu is open, showing a list of leave reasons. The 'Reason for Leave Request' field is set to 'Personal'. The 'Save and finish later' and 'Next' buttons are visible at the bottom right of the dropdown menu.

Leaves of Absence

[Create New Leave Request](#)

Open Leaves

Time Off Requests can be made by clicking on an open leave.

Leave ID	Description	Reason
571208413087	Injury	Employee Health Condition
83072896813	Injury	Employee Health Condition

Personal Information

Name: Thomas Ciancia
 Email Address: TCiancia@reedgroupdemo.com
 Gender: Male
 Date of Birth: Thursday, January 01, 1970
 Marital Status: Married
 Correspondence Address: 10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021
 Phone Numbers: Home: (303) 555-1234

Job Information

Employee ID: [redacted]
 Hire Date: [redacted]
 Job Status: [redacted]
 Job Title: [redacted]
 Work Site: [redacted]
 Work State: [redacted]
 Hours Worked: [redacted]
 12 Months: [redacted]
 Work Address: [redacted]

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining
Federal Care of Service Member	26 wk	0	26
Company Personal	90 dd	0	90
Short Term Disability	182 dd	0	182
NM Alternative Leave	14 dd	0	14
USERRA	5 yy	0	5
Family Medical Leave Act	12 wk	0.8	11.2
Long Term Disability	Unlimited	0.8	
Company Family Care	3 wk	0	3

Leave Reason

Reason for Leave Request: *

- Alternate State Leaves
 - Alternate State Leave - Family
 - Alternate State Leave - Self
- Disability
 - Long Term Disability
- Military Leave
 - Emergency Active Duty
 - Enlistment
 - Reserve Duty
- Personal Leave
 - Personal
- Personal or Family Health
 - Employee Health Condition
 - Family Health Condition
 - Family Injured Service Member
 - Family Military Exigency
 - Work Related Illness/Injury
- Pregnancy or Adoption/Foster Placement
 - Adoption
 - Care for New Born
 - Foster Care
 - Pregnancy/Maternity

Save and finish later [Next](#)

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Employees

Create New Leave

- Leave Reason Details
 - Vary by Leave Reason

The screenshot displays a multi-step web form for creating a new leave. The form is divided into several sections, each with a 'Revisit Leave Reason' link. The sections shown are:

- Employee Health Condition:** Includes a dropdown for 'Leave Reason', a date field for 'Illness/Injury Date', and a 'Briefly describe' text area.
- Family Health Condition:** Includes a 'Leave Reason' dropdown, a 'Related Person's Information' section with fields for Title, First Name, Gender, and Phone Number, and checkboxes for 'Full time student' and 'Disabled'.
- Pregnancy/Maternity:** Includes a 'Leave Reason' dropdown, a 'Pregnancy/Maternity' section with fields for 'Estimated Delivery Date', 'Actual Delivery Date', 'Delivery Method', and 'Pregnancy Complications?', and a 'Pregnancy Complications Description' text area.
- Related Person's Information:** A section for selecting a contact, including an 'Add New Contact / Family Member' section with fields for Title, First Name, MI, Last Name, Suffix, Gender, Phone Number, Ext, Date of Birth, and Relationship, and checkboxes for 'Full time student', 'Disabled', 'Incapable of self care', and 'Military per 2008 FMLA'.
- Relationship Type:** A section with radio buttons for 'Biological', 'Adopted/Adoptive', 'Dependent', 'Foster', 'In Loco Parentis', 'In-Law', 'Legal Ward', 'Of Domestic Partner', 'Step', and 'Next of Kin'.

At the bottom right of the form, there are buttons for 'Save and finish later' and 'Next'.

Employees

Create New Leave

- Leave Dates
- Missed Work Type

Leave Reason [Revisit Leave Reason](#)

Employee Health Condition [Revisit Employee Health Condition](#)

Leave Dates

Leave Dates

Start Date of Leave: * End Date of Leave: *

Last Day Worked: *

Estimated return to work (full duty): Actual return to work (full duty):

Leave Reason [Revisit Leave Reason](#)

Employee Health Condition [Revisit Employee Health Condition](#)

Leave Dates [Revisit Leave Dates](#)

Leave Type

Please select the Leave Type and follow the prompts. If the request is for an intermittent or reduced schedule leave, the schedule information must be completed. For all work absence types, enter dates for all enabled fields.

Leave Type

Continuous Leave
You will not return to work until after the end of your leave.

Intermittent Leave
You will continue working but will take days or portions of days off.

Expected amount of time off needed during intermittent leave:

Hour(s)

Time(s)

Every

Reduced Schedule
You will stay at work but reduce the number of hours or days worked each week.

Sun *	Mon *	Tue *	Wed *	Thu *	Fri *	Sat *
Hours	Hours	Hours	Hours	Hours	Hours	Hours
Minutes	Minutes	Minutes	Minutes	Minutes	Minutes	Minutes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and finish later](#) [Next](#)



Employees

Create New Leave

– Leave Summary & Confirmation

Leave Reason [Revisit Leave Reason](#)

Employee Health Condition [Revisit Employee Health Condition](#)

Leave Dates [Revisit Leave Dates](#)

Leave Type [Revisit Leave Type](#)

Leave Summary

Please review the details of this leave request. To make changes, use the revisit links above to return to any part of the leave request process. When complete, click Submit to proceed to the Leave Confirmation page. An acknowledgment packet with instructions about next steps to certify and approve the leave will be mailed to the employee within two business days.

Leave Summary

Hours Summary

Hours used:

Family Medical Leave
Long Term Disability

Leave Information

Leave id: 571206418067

Reason for leave request: Injury

Description of leave: An eligibility packet will be sent to you via mail. Please review the packet, complete the required forms, and return them promptly. Should you have any questions regarding company leave plans, please contact your leave administrator.

Leave type: Continuous

Requested leave start date: 01/17/2012

Requested leave end date: 01/23/2012

Estimated return to work date: 01/17/2012

Leave Confirmation

Your leave ID is 571206418067. Please refer to this ID for all future communications.

Leaves of Absence [Create New Leave Request](#)

Open Leaves

★ Time Off Requests can be made by clicking on an open leave.

Leave ID	Description	Reason	Start Date	End Date
571206418067	Injury	Employee Health Condition	01/17/2012	01/23/2012

- Note: Leaves entered with overlapping continuous dates will be saved as an Incomplete Leaves

i We are unable to process your request at this time. The leave request you are attempting to create has caused a conflict with an existing leave request. Please call the Service Center at (800) 111-1111 at your earliest convenience and reference leave ID 930728956813. Thank you.

Employees

Leave Summary

Employee Page

- Open Leaves
 - Click on Leave ID link
- Incomplete Leaves
 - Contact administrator to complete intake

Leaves of Absence		Create New Leave Request			
Open Leaves					
★ Time Off Requests can be made by clicking on an open leave.					
Leave ID	Description	Reason	Start Date	End Date	
571206418067	Injury	Employee Health Condition	01/17/2012	01/23/2012	
Incomplete Leaves					
Leave ID	Description	Reason	Start Date	End Date	
930728956813	injury	Employee Health Condition	01/17/2012	01/20/2012	continue...

- Leave Plan Balance Sheet
 - View overall usage as of today

Leave Plan Balance Sheet				
Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Federal Care of Service Member	26 wk	0	26	Family Injured Service Member
Company Personal	90 dd	0	90	Personal
Short Term Disability	182 cd	0	182	Employee Health Condition,Pregnancy/Maternity
NM Alternative Leave	14 dd	0	14	Alternate State Leave - Family,Alternate State Leave - Self
USERRA	5 yy	0	5	Emergency Active Duty,Enlistment,Reserve Duty
Family Medical Leave Act	12 wk	0.8	11.2	Adoption,Care for New Born,Employee Health Condition,Family Health Condition,Family Military Exigency,Foster Care,Pregnancy/Maternity,Work Related Illness/Injury
Long Term Disability	Unlimited	0.8		Employee Health Condition,Long Term Disability
Company Family Care	3 wk	0	3	Family Health Condition

Employees

Leave Detail

Available Actions

- Prior to Determination
 - Cancel Leave
- Change facts of leave (update leave details page)
- Change dates of Leave
- E-mail Leave Manager
- Print Leave Details page
- Submit request for Intermittent Time Off
- View Status
- View Notifications
 - sent to user logged in

Employee Summary | Change dates of leave | Change facts of leave | Cancel leave

Thomas Ciancia - Leave of Absence: #930728956813

Please review the information below regarding the employee's leave. If this is an open leave, you may cancel the leave (if not yet started) or change the leave dates under certain circumstances, applicable, you may also report intermittent time or confirm the employee's return to work date by clicking on the active (blue) links below.

[< go back to employee summary](#)

Date Received: 01/20/2012
Employee Health Condition: injury, (Open) [Cancel leave](#) [Change facts of leave](#)
Time Period: 01/17/2012 - 01/20/2012 [Change dates of leave](#)
Leave Type: Intermittent Leave
Leave Manager: Devin Mills, dmills@rgl.net
Available Actions: [Print leave details](#)

Hours Summary (as of 01/20/2012)

Hours used:		Hours available:	
Family Medical Leave Act	32	Family Medical Leave Act	448

Time Off Requests (as of 01/21/2012)

There are currently no time off requests to display. To request time off, enter the date you wish to request off and click **New Time Off Request** below.

Date of requested time off *

Leave Summary

Last Day Worked: 01/16/2012
Estimated partial return to work: not supplied
Actual partial return to work: not supplied
Estimated full duty return to work: not supplied
Actual full duty return to work: not supplied

From Date	To Date	Determination	Reason	Leave Type	Leave Plan(s)
01/17/2012	01/20/2012	Eligible		Intermittent Leave	Family Medical Leave Act

Forms and Notifications

 **Eligibility**
Sent to Kenneth Ames on 01/20/2012

All forms and notifications are in PDF format. If you do not have Adobe Acrobat Reader, you may download it by clicking the link below.



MY REPORTS



My Reports

Operational Reports

Available Actions

- Access granted by permission
- Create Report Subscription
 - Set recurrent report parameters
- Ad-hoc Report
 - Set one time report parameters

My Reports - Home

Access reports that give you the information you need to manage your employees' absences. Configure your Operational reports in the way that works best for you -- date ranges, leave reason, absence type and locations. Run ad hoc reports or schedule your preferred reports to run at regular intervals and receive notifications when they are available.

[New Report Subscription](#) [New Ad-Hoc Report](#) **Filter report list by**

Report Type: All

Active Reports Only

Ad-Hoc Reports

Name: Ad-hoc: Leave Status and Time Used Report, 2012-01-18	Expires: 02/01/2012	view details
Name: Ad-hoc: Leave Status and Time Used Report, 2012-01-12	Expires: 01/26/2012	view details

Scheduled Reports - Operational

Name: Daily Leave Status and Time Used Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Daily Summary Intermittent Leave Certification Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Daily Detailed Intermittent Leave Certification Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Monthly New Leaves Received Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details
Name: Monthly Leave Status and Time Used Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details
Name: Monthly Leave Status and Time Used Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details

Report Run History

Delivery Format: PDF
 Email Alerts: Yes, Send Notifications
 Next Run Status: Completed

Run Date	Download	Expires
01/18/2012	Ad-hoc_Leave Status and Time Used Report, 2012-01-18_20120118082114.pdf	02/01/2012

Report Details

Report Type: Leave Status and Time Used
 Start Date: 10/18/2011 12:00:00 AM
 End Date: 1/18/2012 12:00:00 AM
 Leave reason: - ALL -
 WorkType: - ALL -
 Location: - ALL -
 Visibility As: Kenneth Ames
 Visibility Option: Only selected person's direct reports
 Division: - ALL -
 Leave Status: - ALL -
 Schedule: Run Once on [01/18/2012].

My Reports

Subscription Report

Setting Report Types, Parameters, Recurrence

- Select Report Type
- Parameters
 - Set Start & End Dates
 - Leave Reason
 - Missed Work Type
 - Location
 - Visibility As
 - Visibility Options
 - Division
 - Leave Status (open/closed)
- Schedule Recurrence
- Confirmation

My Reports - Create New Report Subscription

Step 1: Select Report Type

Operational Reports

- Estimated RTW
Estimated RTW Report
- Closed Leave
Closed Leave Report
- Leave Status and Time Used
Leave Status and Time Used Report
- New Leaves Received
New Leaves Received Report
- Open Leave Inventory
Open Leave Inventory Report
- Intermittent Leave Certification
Intermittent Leave Certification Report

Step 2: Select Report Parameters & Format

Please select your parameters for the New Leaves Received report. All parameters are required.

Report Parameters

Date Window: Last Month

Leave reason: ALL

- ADOPT - Adoption
- ALTSTFAM - Alternate State Leave - Family
- ALTSTSELF - Alternate State Leave - Self
- BONEMARROW - Bone Marrow
- BIRTH - Care for New Born
- ACTIVEUDUTY - Emergency Active Duty

WorkType: ALL

- Continuous Leave
- Intermittent Leave
- Medical Only - Continuous, less than 8 days
- Medical Only - Intermittent
- Reduced Schedule Leave
- No Lost Time

Location: ALL

Visibility As: Kenneth Ames

Visibility Option: Only selected person's division

Division: ALL

Leave Status: ALL

Create New Report - Schedule Recurrence

Recurrence pattern

Day 20 of every 1 month(s)

The first Friday of every 1 month(s)

Daily

Weekly

Monthly

Yearly

Range of recurrence

Start: 1/20/2012

Create New Report - Confirmation

Report Summary

Ad-hoc: Leave Status and Time Used Report, 2012-01-20
Leave Status and Time Used

Run Once on [01/20/2012].

Report Format:
 Adobe PDF
 Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit

My Reports

Ad Hoc Report

Setting Report Types & Parameters

- Select Report Type
 - Set Start & End Dates
 - Leave Reason
 - Missed Work Type
 - Location
 - Visibility As
 - Visibility Options
 - Division
 - Leave Status (open/closed)
- Confirmation

My Reports - Create New Ad-Hoc Report

Step 1: Select Report Type

Operational Reports

- Estimated RTW
Estimated RTW Report
- Closed Leave
Closed Leave Report
- Leave Status and Time Used
Leave Status and Time Used Report
- New Leaves Received
New Leaves Received Report
- Open Leave Inventory
Open Leave Inventory Report
- Intermittent Leave Certification
Intermittent Leave Certification Report

Step 2: Select Report Parameters & Format

Please select your parameters for the Leave Status and Time Used report. All parameters are required.

Report Parameters

Start Date: 10/20/2011

End Date: 1/20/2012

Leave reason: ALL

- ADOPRT - Adoption
- ALTSTFAM - Alternate State Leave - Family
- ALTSTSELF - Alternate State Leave - Self
- BONEMARBROW - Bone Marrow
- BIRTH - Care for New Born
- ACTIVEDUTY - Emergency Active Duty

WorkType: ALL

- Continuous Leave
- Intermittent Leave
- Medical Only - Continuous, less than 8 days
- Medical Only - Intermittent
- Reduced Schedule Leave
- No Loss Time

Location: ALL

Visibility As: Kenneth Ames

Visibility Option: Only selected person's direct reports

Division: ALL

Leave Status: ALL

Create New Report - Confirmation

Report Summary

Ad-hoc: Leave Status and Time Used Report, 2012-01-20

Leave Status and Time Used

Run Once on [01/20/2012].

Report Format:

- Adobe PDF
- Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit



SITE ADMINISTRATOR TOOLS



Administrator Tools

Administrators' Tools - Home

- Access granted by permission
- Manage Users
 - Create non-roster users
 - Grant permissions for all users
 - **Reset Passwords**
- Employee Data Access (expanded visibility across employees)
 - Establish Peer Relationships
- Define SSO role groups (if applicable)

HOME EMPLOYEES MY REPORTS **ADMINISTRATORS' TOOLS**

[Employee Data Access](#) | [Manage Users](#) | [SSO Role Groups](#)

Administrators' Tools - Home

"Employee Data Access" provides tools to change user status (eg. active to inactive), grant administrative rights to another user, and provide unrestricted access to employee leave information. Administrators can also enable peer group visibility for a designated internal manager or HR.

"Manage Users" provides tools to grant or change access and roles for a third party user as well as a registered internal user. You can access these tools by clicking on the "Manage User" link above.

To expand access for internal users using the "Employee Data Access" tools, begin by entering the first name, last name, e-mail address or employee Id of the internal manager or HR in Find an Employee below. This searches all users on the eligibility file.

Find an Employee

Find:

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Administrator Tools

Manager Users

Create a Non-Roster User

- Click Manage Users
- Validate user has not already created
 - Find User
- Create New User
 - First Name
 - Last Name
 - Email
 - User Name
 - Password
- Click Create User

Employee Data Access | **Manage Users** | SSO Role Groups

Manage Users

The "Manage Users" tool enables an Administrator, to create and manage user accounts and grant specific access rights to a user account for an individual who is not on the eligibility file / third party user and grant them access rights and roles.

Here you can:

1. Create a new user account
2. Re-set pass-words for user
3. Activate or inactivate user account
4. Enable or remove user roles
 1. Grant administrative rights to another user
 2. Grant unrestricted access to employee leave information
 3. Grant full or read-only access

If you wish to change a user's role or access, enter the first name, last name, e-mail address or username to search for and password.

Find a User

Find:

[Create a new user >>](#)

1 results returned.

Tcherkassova, Farida
Username: FTcherkassova
Email: FTcherkassova@reedgroupdemo.com

Administrator Tools

Manager Users

Define/Manage Permissions/roles

- From the Create New User page OR
- Return to the page by
 - Click Manage Users
 - Find User
- Check the appropriate box(es) under Application Roles

The screenshot shows the 'Edit User' interface for Farida Tcherkassova. The page has a breadcrumb trail: Employee Data Access > Manage Users > Edit User > SSO Role Groups. The user's details are: Name: Farida Tcherkassova, Username: FTcherkassova, Email: FTcherkassova@reedgroupdemo.com. Below the details is a link to 'Select a different user' and a note: 'Use the sections and fields below in order to add or remove roles for this user, change or reset this user's password.'

The 'Application Roles' section is highlighted with an orange rounded rectangle. It contains a list of roles with checkboxes:

- User is Active (User may login)
- Self Service Admin
- Self Service Cancel Leave
- Self Service Determine Leave
- Self Service Edit Job Info
- Self Service Edit Personal Info
- Self Service Edit Work Schedule
- Self Service Employee Search
- Self Service Enter Leave
- Self Service Leave Change
- Self Service Manage Peer Relationships
- Self Service Manage Role Groups
- Self Service Manage Users
- Self Service Operational Reports
- Self Service ReadOnly
- Self Service Unrestricted Visibility
- Self Service View Leave Detail

The 'Manual Password Reset' section is also visible, with instructions to click 'copy to clipboard' and fields for 'Suggested Password: Mo24Xtd1', 'New Password', and 'Confirm Password', along with a 'Reset Password' button.

Administrator Tools

Manager Users

Reset Passwords

- From the Create New User page OR
- Return to the page by
 - Click Manage Users
 - Find User
- Enter New Password
- Confirm Password
- Click Reset Password
- Notify user of their new Password

The screenshot shows the 'Edit User' page for Farida Tcherkassova. The page has a navigation bar with 'Employee Data Access', 'Manage Users', 'Edit User', and 'SSO Role Groups'. Below the navigation bar, the user's details are listed: Name: Farida Tcherkassova, Username: FTcherkassova, and Email: FTcherkassova@reedgroupdemo.com. There is a link to '< Select a different user'. Below this, there is a section for 'Application Roles' with a list of checkboxes, including 'User is Active (User may login)' which is checked. To the right, the 'Manual Password Reset' section is highlighted with an orange border. It contains instructions on how to copy the suggested password and paste it into the password boxes. The suggested password is 'Mo24Xtd1'. There are input fields for 'New Password' and 'Confirm Password', and a 'Reset Password' button.

Administrator Tools

Employee Data Access

- Expand employee visibility
 - Establish Peer Relationships across Supervisors, HR, Global Users
 - User can see employees that report to another User

Administrators' Tools - Home

Employee Data Access | Manage Users | SSO Role Groups

"Employee Data Access" provides tools to change user status (eg. active to inactive), grant administrative rights to another user, and provide unrestricted access to employee leave information. Administrators can also enable peer group visibility for a designated internal manager or HR.

"Manage Users" provides tools to grant or change access and roles for a third party user as well as a registered internal user. You can access these tools by clicking on the "Manage User" link above.

To expand access for internal users using the "Employee Data Access" tools, begin by entering the first name, last name, e-mail address or employee id of the internal manager or HR in Find an Employee below. This searches all users on the eligibility file.

Find an Employee

Find: tch

1 results returned.

Tcherkassova, Farida
Employee Number: 98167
Email: FTcherkassova@reedgroupdemo.com

Farida Tcherkassova - Employee Data Access

Employee Data Access | View Employee Data Access | Manage Users | SSO Role Groups

Peer Relationships

Farida Tcherkassova
Employee Number: 98167
Email: FTcherkassova@reedgroupdemo.com

Done Add

Step 1 - Find an Employee Peer

Employee Data Access | View Employee Data Access | Find an Employee Peer | Manage Users | SSO Role Groups

Search for the employee you wish to add as a peer for the current employee. This may be another employee or general inbox (reporting group).

Farida Tcherkassova
Employee Number: 98167
Email: FTcherkassova@reedgroupdemo.com

Step 2 - Define Peer Visibility

Employee Data Access | View Employee Data Access | Find an Employee Peer | Define Peer Visibility | Manage Users | SSO Role Groups

Peer Visibility

Farida Tcherkassova
Employee Number: 98167
Email: FTcherkassova@reedgroupdemo.com

Kenneth Ames
Employee Number: 98589
Email: ReedDemo@ReedGroup.com

Farida Tcherkassova can manage Kenneth Ames

Kenneth Ames can manage Farida Tcherkassova

Farida Tcherkassova - Employee Data Access

Employee Data Access | View Employee Data Access | Manage Users | SSO Role Groups

Peer Relationships

Farida Tcherkassova
Employee Number: 98167
Email: FTcherkassova@reedgroupdemo.com

Kenneth Ames
Employee Number: 98589
Email: ReedDemo@ReedGroup.com

edit relationship

Done Add

Administrator Tools

Manage Single Sign On (SSO) Role Groups

- Role groups are used when SSO is in place for Administrator
- Administrator defines user permissions and passes those permissions through SSO

Employee Data Access | Manage Users | SSO Role Groups

Manage SSO Role Groups

Below is a list containing all configured role groups for Single Sign-On. Role Groups work with SSO in order to automatically provision permissions and roles for users logging in through single sign-on from an external site. Each of these role groups contains a fully inclusive list of all roles a user would receive when signing in with that role group profile, while any other roles would be removed if already granted.

Role group names must be unique and may not contain the following characters: >, <, and &

[Create a new role group >>](#)

Role Groups

Employee Data Access | Manage Users | SSO Role Groups

Create a new SSO Role Group

Use the sections and fields below in order to add or remove roles for this role group, change the role group description or remove this role group.

[< Cancel and go back to Role Groups](#)

Role Group Detail	Application Roles
<p>Role Group Name:</p> <input type="text"/>	<p>Use the checkboxes below in order to add or remove application roles for this role group.</p> <ul style="list-style-type: none"><input type="checkbox"/> Self Service Admin<input type="checkbox"/> Self Service Cancel Leave<input type="checkbox"/> Self Service Determine Leave<input type="checkbox"/> Self Service Edit Job Info<input type="checkbox"/> Self Service Edit Personal Info<input type="checkbox"/> Self Service Edit Work Schedule<input type="checkbox"/> Self Service Employee Search<input type="checkbox"/> Self Service Enter Leave<input type="checkbox"/> Self Service Leave Change<input type="checkbox"/> Self Service Manage Peer Relationships<input type="checkbox"/> Self Service Manage Role Groups<input type="checkbox"/> Self Service Manage Users<input type="checkbox"/> Self Service Operational Reports<input type="checkbox"/> Self Service ReadOnly<input type="checkbox"/> Self Service Unrestricted Visibility<input type="checkbox"/> Self Service View Leave Detail
<p>Description:</p> <input type="text"/>	<p>When you are finished, click Submit to save your changes.</p> <p><input type="button" value="Submit"/></p>