VSDP Employer Training

LeavePro™ Reference Manual

April 2015

Table of Contents

Accessing LeavePro^{tm}

- In this lesson, you will learn how to:
  - o Register as a new user in LeavePro^{tm}
  - o Log In to LeavePro^{tm}
  - o Change your Password

Register as a new user in LeavePro^{tm}

Go to : www.reedgroup.com/vsdp-claims

Click LeavePro^{tm} Self-Service Portal

You will be directed to the LeavePro^{TM} login page

Click **Register Here**

Register as a new user in LeavePro^{tm}

Register as a new user in LeavePro^{tm}

ReedGroup

New User Creation

Enter The fields below to create your user account.

Secure password tips:
Use at least 8 characters, containing at least one number, one upper case letter, and one lower case letter
Do not use the same **password** you have used with us previously.
Do not use dictionary words, your name, e-mail address, or other personal information that can be easily obtained.
Do not use the same password for multiple online accounts.

User Id

Password

Confirm Password

Correspondence Email

Confirm Email

cancel   **Next**

Supply a User ID, Password and Email to create a user

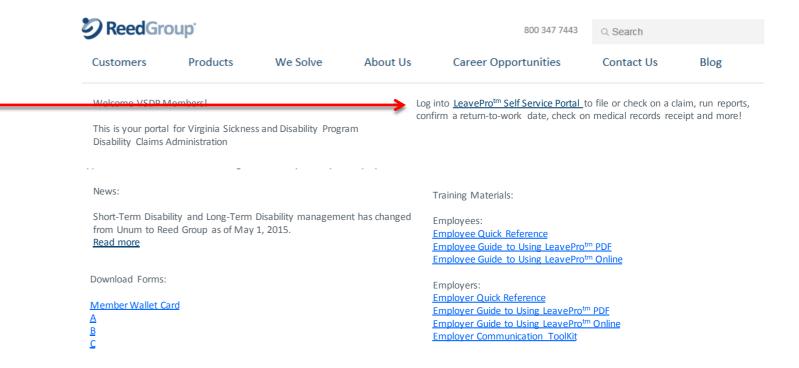© 2013 Reed Group Ltd., All Rights Reserved
Privacy Policy

Log In to LeavePro^{tm}

Go to : www.reedgroup.com/vsdp-claims,

Click LeavePro^{TM} Self-Service Portal

You will be directed to the LeavePro^{tm} login page

Enter your User ID and Password

Click **Log In**

Change your Password

Go to : www.reedgroup.com/vsdp-claims,

Click LeavePro Self-Service Portal

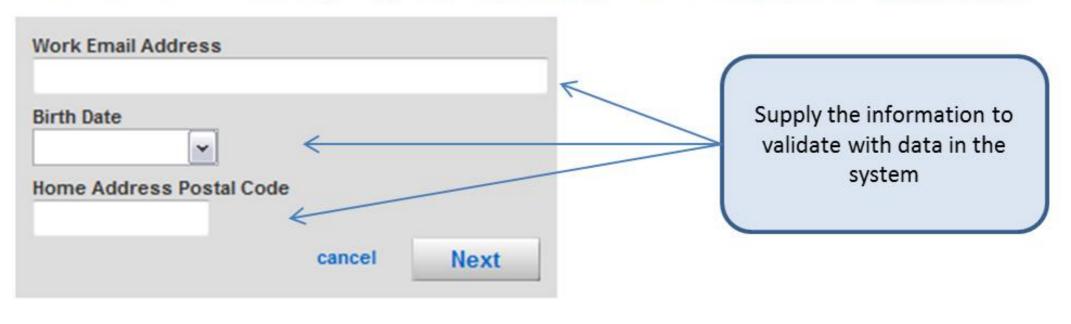You will be directed to the LeavePro^{tm} login page

Enter your User ID and Password

Click **Forgot your password?**
Or Click **Forget your User ID?** for help with your User ID

LeavePro^{TM} for Employers **>** Check on Disability Claims

- In this lesson, you will learn how to:
  - o Search for an employee
  - o View employee information
  - o View and print claim information
  - o Create new leave request
  - o Change dates of leave request
  - o Cancel leave request

Employer Home Page

- Click the **Employees** Tab for information about your employees

- Click the **My Reports** Tab to access reports

HOME   EMPLOYEES   MY REPORTS

My Home   Settings & Preferences   Site Help

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

4/22/2015

Search for an employee

Type any part of an employee's name

Click **Go**

Click the **employee** you are searching for

View employee information

The Employee Home page provides:
- Leaves of Absence
  - Open Leaves
  - Incomplete Leaves
- Job Information
- Personal Information
- Leave Plan Balance Sheet

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Alicia Sherwood: Employee Home

< Select a different employee

Leaves of Absence   Create New Leave Request

Open Leaves

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

Leave ID	Leave Title	Start Date	End Date
439866306607	Employee Health Condition - 6607	04/20/2015	05/31/2015

Incomplete Leaves

Leave ID	Leave Title		Start Date	End Date	
221001951925	1925				continue...
224087764563	4563				continue...

Personal Information

Name:	Alicia Sherwood
Email Address:	ASherwood@reedgroupdemo.com

Job Information

Employee #:	11145
Hire Date:	Thursday, August 12, 1999
Job Status:	Active
Job Title:	SALE REP
Work State:	CA
Hours Worked Last 12 Months:	1600
Work Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 UNITED STATES

Work Schedule:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition, Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

View and print claim information

Click the **Leave ID** you would like to view

Alicia Sherwood: Employee Home

< Select a different employee

Leaves of Absence   **Create New Leave Request**

Open Leaves

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

Leave ID	Leave Title	Start Date	End Date	
439866306607	Employee Health Condition - 6607	04/20/2015	05/31/2015	

Incomplete Leaves

Leave ID	Leave Title	Start Date	End Date	
221001951925	1925			continue...
224087764563	4563			continue...

Personal Information

Name:	Alicia Sherwood
Email Address:	ASherwood@reedgroupdemo.com

Job Information

Employee #:	11145
Hire Date:	Thursday, August 12, 1999
Job Status:	Active
Job Title:	SALE REP
Work State:	CA
Hours Worked Last 12 Months:	1600
Work Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 UNITED STATES

Work Schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition,Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

View and print claim information

View claim information:
- Date received
- Leave Title
- Time Period
- Leave Type
- Leave Schedule
- Hours Summary
  - As of this period
  - As of leave end
- Leave Summary
  - Last day worked
  - Estimated RTW
- Forms and Notifications

Print claim information:
Click **Print leave details**

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

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

Alicia Sherwood - Leave of Absence: #439866306607

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. If 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: 04/08/2015
Leave Title: Employee Health Condition - 6607, (Open)   Cancel leave   Change facts of leave
Time Period: 04/20/2015 - 05/31/2015   Change dates of leave
Leave Type: Continuous Leave
Available Actions: Print leave details

Leave Schedules

Continuous
4/20/2015 - 5/31/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Hours Summary (as of 04/20/2015)

Hours used:	Hours available:

Hours Summary (as of leave end 05/31/2015)

Hours used:	Hours available:

Leave Summary

Last Day Worked: 04/17/2015

Estimated partial return to work: not supplied
Actual partial return to work: not supplied
Estimated full duty return to work: 06/01/2015
Actual full duty return to work: not supplied

Forms and Notifications

There are currently no forms or notifications available for you to download online or you do not have permission to view this information. If you feel there are notifications or forms that should be here please contact your leave manager.

View and print claim information

The Leave Detail Report provides:
- Personal Information
- Employment Information
- Leave Information
- Leave Plan Details
- Leave Chronology

From your browser, select the print function to print the report to either paper or a PDF

Print Leave Detail Report: 439866306607

Personal Information:

Name: Alicia Sherwood
E-mail Address: ASherwood@reedgroupdemo.com

Employment Information:

Employee #: 11145
Hire Date: 8/12/1999
Status: Active

Title: SALE REP
Location:
Work Address: 10155 WESTMOOR DRIVE
Suite 210
Westminster, CO 80021
United States
Work State: California
Work Schedule:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Employment Contacts:

Jim Miller (Human Resources)	Mary Thompson (Supervisor)
Phone Number:	Phone Number: (303) 500-5678
Email Address: JMiller@reedgroup.com	Email Address: MThompson@reedgroupdemo.com

Leave Information:

Leave Reason: Employee Health Condition
Leave Title: Employee Health Condition - 6607
Leave Type: Continuous Leave
Leave Schedule:
Continuous
4/20/2015 - 5/31/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan(s):
Status: Open

Date Submitted: 04/08/2015
Initial Requested Start Date: 04/20/2015
Initial Requested End Date: 05/31/2015

Estimated RTW Date: 06/01/2015

Leave Plan Details:

Job Protected	Leave Plan	Time Used	Time Remaining

From	To	Determination	Leave Type	Leave Plan

Leave Chronology:

Date/Time	Event
04/08/2015 6:55 AM MDT	Self Service Intake completed, Assigned case manager

Create new leave request

Click
Create New Leave Request

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Alicia Sherwood: Employee Home

< Select a different employee

Leaves of Absence   **Create New Leave Request**

Personal Information

Name:	Alicia Sherwood
Email Address:	ASherwood@reedgroupdemo.com
Gender:	Female
Date of Birth:	Saturday, November 30, 1968
Marital Status:	Married
Correspondence Address:	11156 FIllmore Ave. Westminster, CO 80021 UNITED STATES
Phone Numbers:	Home: (303) 888-1234 Work: (303) 888-5678

Job Information

Employee #:	11145
Hire Date:	Thursday, August 12, 1999
Job Status:	Active
Job Title:	SALE REP
Work State:	CA
Hours Worked Last 12 Months:	1600
Work Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 UNITED STATES

Work Schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

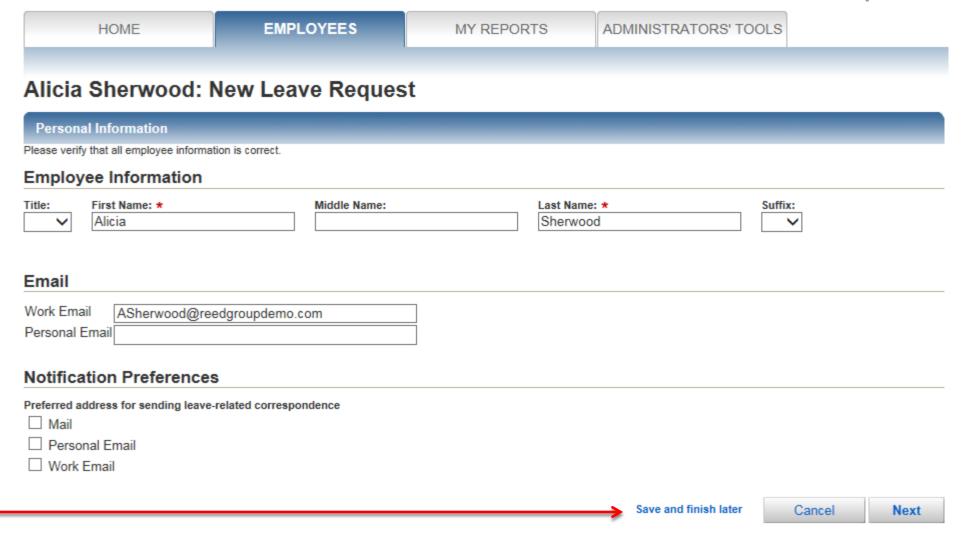| Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition,Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

Create new leave request

View Personal Information

Note: If anything appears incorrect either Navigator does not have correct information or employee requested an update with Reed Group. Please make sure Navigator is updated with employee information

Click **Next**
Or click **Cancel** to disregard leave request
Or click **Save and finish later** request

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Alicia Sherwood: New Leave Request

Personal Information
Please verify that all employee information is correct.

Employee Information

Title:	First Name: *	Middle Name:	Last Name: *	Suffix:
⌄	Alicia		Sherwood	⌄

Email

Work Email   ASherwood@reedgroupdemo.com
Personal Email

Notification Preferences

Preferred address for sending leave-related correspondence
☐ Mail
☐ Personal Email
☐ Work Email

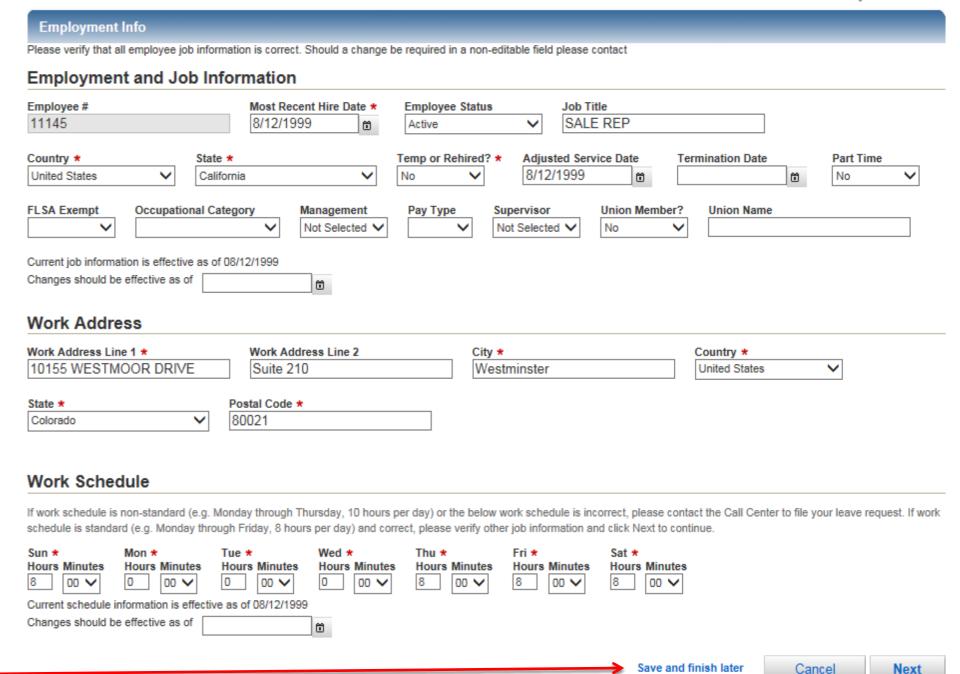Save and finish later   Cancel   Next

Create new leave request

View Employment and Job Information

Note: If anything appears incorrect either Navigator does not have correct information or employee requested an update with Reed Group. Please make sure Navigator is updated with employee information

You are also prompted for Health Care Provider information

Click **Next**
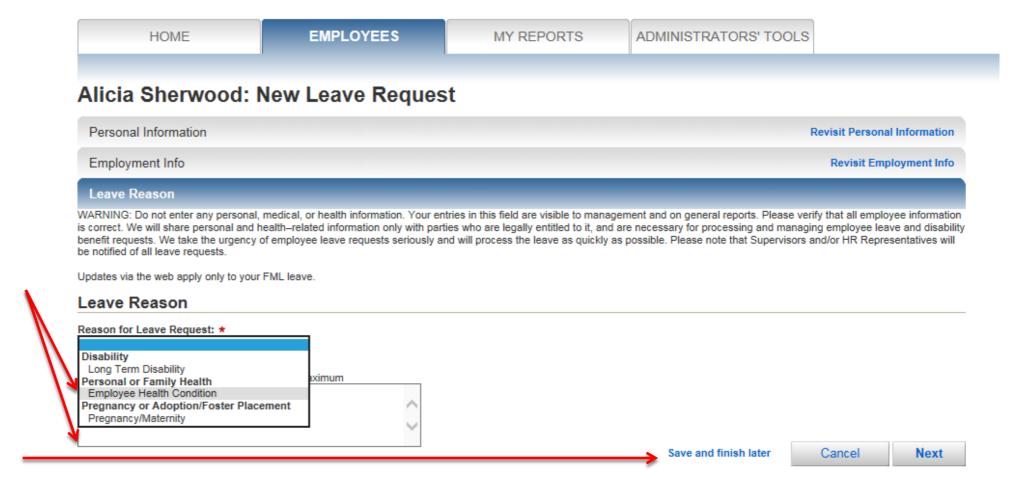Or click **Cancel** to disregard leave request
Or click **Save and finish later** request

Employment Info

Please verify that all employee job information is correct. Should a change be required in a non-editable field please contact

Employment and Job Information

Employee #	Most Recent Hire Date *	Employee Status	Job Title
11145	8/12/1999	Active	SALE REP

Country *	State *	Temp or Rehired? *	Adjusted Service Date	Termination Date	Part Time
United States	California	No	8/12/1999		No

FLSA Exempt	Occupational Category	Management	Pay Type	Supervisor	Union Member?	Union Name
		Not Selected		Not Selected	No	

Current job information is effective as of 08/12/1999
Changes should be effective as of

Work Address

Work Address Line 1 *	Work Address Line 2	City *	Country *
10155 WESTMOOR DRIVE	Suite 210	Westminster	United States

State *	Postal Code *
Colorado	80021

Work Schedule

If work schedule is non-standard (e.g. Monday through Thursday, 10 hours per day) or the below work schedule is incorrect, please contact the Call Center to file your leave request. If work schedule is standard (e.g. Monday through Friday, 8 hours per day) and correct, please verify other job information and click Next to continue.

| Sun * | | Mon * | | Tue * | | Wed * | | Thu * | | Fri * | | Sat * | |
Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes
8	00	0	00	0	00	0	00	8	00	8	00	8	00

Current schedule information is effective as of 08/12/1999
Changes should be effective as of

Save and finish later   Cancel   Next

Create new leave request

Select a **Leave Reason** and optional **brief description**

Note: Short-Term Disability is either "Employee Health Condition: or Pregnancy/Maternaty"

Do not request Long-Term Disability

Click **Next**
Or click **Cancel** to disregard leave request
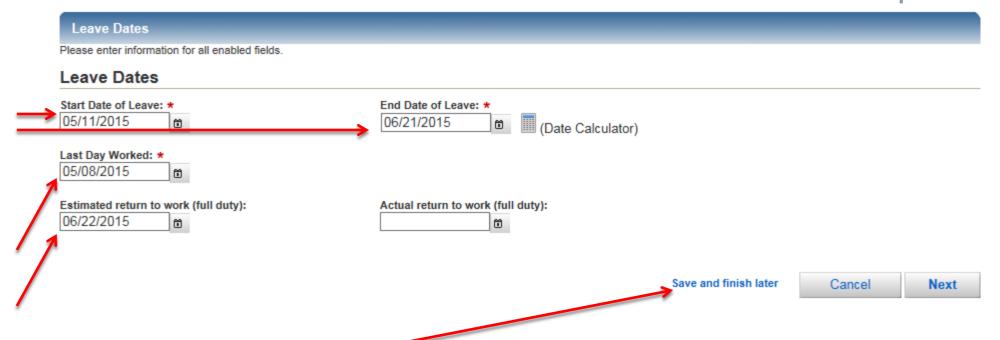Or click **Save and finish later** request

| HOME | **EMPLOYEES** | MY REPORTS | ADMINISTRATORS' TOOLS |

Alicia Sherwood: New Leave Request

Personal Information — **Revisit Personal Information**

Employment Info — **Revisit Employment Info**

Leave Reason

WARNING: Do not enter any personal, medical, or health information. Your entries in this field are visible to management and on general reports. Please verify that all employee information is correct. We will share personal and health–related information only with parties who are legally entitled to it, and are necessary for processing and managing employee leave and disability benefit requests. We take the urgency of employee leave requests seriously and will process the leave as quickly as possible. Please note that Supervisors and/or HR Representatives will be notified of all leave requests.

Updates via the web apply only to your FML leave.

Leave Reason

Reason for Leave Request: *

- **Disability**
  - Long Term Disability
- **Personal or Family Health**
  - Employee Health Condition
- **Pregnancy or Adoption/Foster Placement**
  - Pregnancy/Maternity

Save and finish later | Cancel | Next

Create new leave request

Enter Leave Dates

- Start Date

- End Date (use the Date Calculator to enter the number of weeks)

- Last Day Worked

- Estimated Return to Work (full duty)

Click **Next**

Or click **Cancel** to disregard leave request

Or click **Save and finish later** request

Leave Dates

Please enter information for all enabled fields.

Leave Dates

Start Date of Leave: ★
05/11/2015

End Date of Leave: ★
06/21/2015   (Date Calculator)

Last Day Worked: ★
05/08/2015

Estimated return to work (full duty):
06/22/2015

Actual return to work (full duty):

Save and finish later   Cancel   Next

Create new leave request

Enter Leave Type

- Continuous

- Reduced Schedule

- If Reduced Schedule, enter the number of hours by day

Click **Next**

Or click **Cancel** to disregard leave request

Or click **Save and finish later** request

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.

○ **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 Minutes	Hours Minutes	Hours Minutes	Hours Minutes	Hours Minutes	Hours Minutes	Hours Minutes

Save and finish later   Cancel   Next

Create new leave request

Verify all entries

- Personal Information
- Employment Info
- Leave Reason
- Leave Dates
- Leave Type
- Leave Summary

Alicia Sherwood: Finish Intake

Personal Information	**Revisit Personal Information**
Employment Info	**Revisit Employment Info**
Leave Reason	**Revisit Leave Reason**
Leave Dates	**Revisit Leave Dates**
Leave Type	**Revisit Leave Type**
Leave Summary	**Revisit Leave Summary**

Leave Confirmation

You have completed the leave intake process. Once you click submit an acknowledgement packet will be automatically generated, this letter will be mailed to you or you can click on your new leave and print the letter from this site. Please review all information and return completed forms promptly. Should you have any questions regarding your request, please call 1-800-111-1111.

Leave Confirmation

Your leave ID is **616502823813**. Please reference this number when contacting us regarding this leave.

Save and finish later   Cancel   **Submit**

Click **Next**

Or click **Cancel** to disregard leave request

Or click **Save and finish later** request

ReedGroup®

4/22/2015

Create new leave request

On the Employee Home page, you will see a confirmation that the leave has been requested.

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Your leave of absence has been successfully created. Your leave ID is 616502823813.

Alicia Sherwood: Employee Home

< Select a different employee

Leaves of Absence   **Create New Leave Request**

Open Leaves

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

Leave ID	Leave Title	Start Date	End Date
616502823813	Short Term Disability	05/11/2015	06/21/2015

Personal Information

Name:	Alicia Sherwood
Email Address:	ASherwood@reedgroupdemo.com
Gender:	Female
Date of Birth:	Saturday, November 30, 1968
Marital Status:	Married
Correspondence Address:	11156 FIllmore Ave. Westminster, CO 80021 UNITED STATES
Phone Numbers:	Home: (303) 888-1234 Work: (303) 888-5678

Job Information

Employee #:	11145
Hire Date:	Thursday, August 12, 1999
Job Status:	Active
Job Title:	SALE REP
Work State:	CA
Hours Worked Last 12 Months:	1600
Work Address:	10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 UNITED STATES

Work Schedule:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition,Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

Create new leave request

On the Leave of Absence page, the leave will have a determination of

"Pending Determination"

From here, the
Reed Group service center begins processing

See the

Short-Term Disability process for more information

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Employee Summary   Change dates of leave   Cancel leave

Alicia Sherwood - Leave of Absence: #616502823813

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: 04/01/2015
Leave Title: Short Term Disability   (Open)   **Cancel leave**
Time Period: 05/11/2015 - 06/21/2015   **Change dates of leave**
Leave Type: Continuous Leave
Available Actions: **Print leave details**

Leave Schedules

Continuous
5/11/2015 - 6/21/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Hours Summary (as of 05/11/2015)

Hours used: Long Term Disability	0	Hours available: Long Term Disability	N/A

Hours Summary (as of leave end 06/21/2015)

Hours used: Long Term Disability	0	Hours available: Long Term Disability	N/A

Leave Summary

Last Day Worked: 05/08/2015

Estimated partial return to work: not supplied
Actual partial return to work: not supplied
Estimated full duty return to work: 06/22/2015
Actual full duty return to work: not supplied

From Date	To Date	Determination	Reason	Leave Type	Leave Plan(s)
05/11/2015	06/21/2015	Pending Determination		Continuous Leave	Long Term Disability

Change dates of leave request

On the Leave of Absence page, click Change dates of leave

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS' TOOLS

Employee Summary   Change dates of leave   Cancel leave

Alicia Sherwood - Leave of Absence: #616502823813

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: 04/01/2015
Leave Title: Short Term Disability (Open) Cancel leave
Time Period: 05/11/2015 - 06/21/2015 Change dates of leave
Leave Type: Continuous Leave
Available Actions: Print leave details

Leave Schedules

Continuous
5/11/2015 - 6/21/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Hours Summary (as of 05/11/2015)

Hours used:		Hours available:	
Long Term Disability	0	Long Term Disability	N/A

Hours Summary (as of leave end 06/21/2015)

Hours used:		Hours available:	
Long Term Disability	0	Long Term Disability	N/A

Leave Summary

Last Day Worked: 05/08/2015

Estimated partial return to work: not supplied
Actual partial return to work: not supplied
Estimated full duty return to work: 06/22/2015
Actual full duty return to work: not supplied

From Date	To Date	Determination	Reason	Leave Type	Leave Plan(s)
05/11/2015	06/21/2015	Pending Determination		Continuous Leave	Long Term Disability

Forms and Notifications

There are currently no forms or notifications available for you to download online or you do not have permission to view this information. If you feel there are notifications or forms that should be here please contact your leave manager.

Change dates of leave request

On the Leave Change page, enter the updated

start dates

and end dates

Alicia Sherwood: Leave Change

Leave Change

Input the new leave dates.

Leave Change

Start date of leave: ★   End date of leave: ★   * Leave End Date cannot be earlier than current Requested End Date: 6/21/2015

5/11/2015   07/05/2015   (Date Calculator)

Leave Id: 616502823813

Reason for leave request: Continuous Leave

Leave type: Continuous Leave

Requested leave start date: 5/11/2015

Requested leave end date: 6/21/2015

Click **Next**

Cancel   Next

Or click **Cancel** to disregard request for change of leave dates

Change dates of leave request

On the Leave Summary page, verify the **leave change** is correct

Enter an optional **note or comment**

Leave Change   **Revisit Leave Change**

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.

Leave Summary

Hours Summary (as of 04/01/2015)

Hours used:		Hours available:
Long Term Disability	0	Long Term Disability

Leave Information

Leave Id: 616502823813

Reason for leave request: Short Term Disability

Leave type: Continuous Leave

Requested leave start date: 5/11/2015

Requested leave end date: 7/5/2015

Estimated return to work date (full duty): 6/22/2015

From Date	To Date	Determination	Work Type	Leave Plan(s)
05/11/2015	07/05/2015	Pending Determination	Continuous Leave	Long Term Disability

Notes or Comments

Click **Next**

Or click **Cancel** to disregard request for change of leave dates

Cancel   Next

4/22/2015

ReedGroup®

Cancel leave request

On the Leave of Absence page, click Cancel leave

Cancel leave request

On the Cancel Leave page, click the

Cancel Leave checkbox

to confirm request to cancel

| HOME | EMPLOYEES | MY REPORTS | ADMINISTRATORS' TOOLS |

Alicia Sherwood: Leave Cancel

Cancel Leave

The summary information regarding this leave is listed below. Please review this information and check the box indicating that you want to cancel the described leave, then click **Submit**.

If the box is not checked indicating you wish to cancel this leave, no action will be taken after clicking **Submit**.

Leave Summary

Hours Summary (as of 04/01/2015)

| Hours used: | Hours available: |

Leave Information

Leave Id: 618502823813
Reason for leave request: Short Term Disability
Leave type: Continuous Leave
Requested leave start date: 5/11/2015
Requested leave end date: 6/21/2015
Estimated return to work date (full duty): 6/22/2015

From Date	To Date	Determination	Work Type	Leave Plan(s)
05/11/2015	06/21/2015	Pending Determination	Continuous Leave	Long Term Disability

Cancel Leave

Yes, please cancel this leave of absence? ☐   < back to leave summary

Click **Submit**

Or click **Cancel** to disregard request for change of leave dates

| Cancel | Submit |

In this lesson, you will learn how to:

- Run Ad-Hoc reports (on demand)
- Run Report Subscriptions (recurring reports)
- Set report parameters:
  - Dates
  - Leave reason
  - Work Type
  - Location
  - Division
  - Visibility
- Choose a report file format: Excel, CSV, PDF

Accessing Reports

To create, run and view reports click the

My Reports tab

You can create new report **Subscription** or new **Ad-Hoc** reports

Reports that have already been run are listed. Click **view details** to view the report

If the report list is long, you may filter for certain report types

Ad-Hoc Reports > Select Report

An **Ad-Hoc** report runs only when you request it to run, e.g. on demand

Click the **circle** next to the report you'd like to run

Click **Next**

Or click **cancel** to select Parameters

HOME	EMPLOYEES	**MY REPORTS**

My Reports   Create New Report

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

○ **Notifications And Changes Summary**
Notifications And Changes Summary

○ **Notifications And Changes Detail**
Notifications And Changes Detail

○ **Employee Lost Days Summary**
Employee Lost Days Summary

○ **Exhausted Denied**
Exhausted Denied

○ **Restriction Accommodations Detail**
Restriction Accommodations Detail Report

○ **Registered Portal Users**
Registered Portal Users Report

cancel   **Next**

Ad-Hoc Reports > Select Filters

Several parameters are available for **Ad-Hoc** reports

Select Start and End Date

You may use Shift+Click to select a range of choices or Ctrl+Click to select multiple choices

- Leave reason
- Work Type
- Location
- Division

Select Visibility As and Visibility Option

- Only selected person's direct reports
- My own and my peer's direct reports
- All employees

Click **Submit**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME	EMPLOYEES	MY REPORTS

My Reports   Create New Report   Select Parameters

Create New Report - Select Parameters

Step 2: Select Report Parameters & Format

Please select your parameters for the **Closed Leave** report. All parameters are required.

Report Parameters

Start Date
03/02/2015

End Date
04/30/2015

Leave reason
- ALL -
EMPHEALTH - Employee Health Condition
LTD - Long Term Disability
PREGMATERN - Pregnancy/Maternity

WorkType
- ALL -
Continuous Leave
Intermittent Leave
Medical Only -- Continuous, less than 8 days
Medical Only -- Intermittent
Medical Restrictions

Location
- ALL -
Colorado

Visibility As
NaTasha Grimes

Visibility Option
Only selected person's direct reports
My own and my peers' direct reports
All employees

Division
- ALL -

cancel   Back   Submit

Ad-Hoc Reports > Select Format & email notification

Click **circle** to select Report Format

Format choices for **Ad-Hoc** reports are PDF and Comma Delimited (CSV; Excel)

Click the checkbox to be notified by email after the report completes

Click **Submit**

Or click **Back** to select parameters

Or click **cancel** to disregard Ad-Hoc report request

HOME	EMPLOYEES	**MY REPORTS**

My Reports   Create New Report   Select Parameters   Confirmation

Create New Report - Confirmation

Report Summary

Ad-hoc: Closed Leave Report, 2015-04-02
Closed Leave
Run Once on [04/02/2015].

Report Format:
○ Adobe PDF
○ Comma Delimited (Excel)

☑ Send me a notification by email after my report runs.

cancel   Back   Submit

34

Ad-Hoc Reports > Wait for Report to Run

A confirmation of your report request displays here

You may continue to use LeavePro[tm] or other computer tasks while the report runs

You will receive an email when report completes if you requested it

You can see that a report is still running if the Expire Date is "n/a"

To view complete reports, click **view details**.

HOME EMPLOYEES **MY REPORTS**

My Reports

✓ Your request for the following Ad-Hoc report, Ad-hoc: Closed Leave Report, 2015-04-02, has been received and will be processed in the order that it was received.

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   Go

☑ Active Reports Only

Ad-Hoc Reports

Name: Ad-hoc: Closed Leave Report, 2015-04-02   Expires: n/a   view details

Name: Ad-hoc: Estimated RTW Report, 2015-04-02   Expires: 04/16/2015   view details

Name: Ad-hoc: Estimated RTW Report, 2015-04-02   Expires: 04/16/2015   view details

Scheduled Reports - Operational

Name: Monthly Closed Leave Report   Report Date: 04/02/2015   Next Run Date: 05/02/2015   view details

35

Ad-Hoc Reports > View Report

When viewing details of a report, you see the parameters, delivery format, and email options that were selected.

Click **Schedule Copy** to run this report again with *different* parameters, delivery, or email options

Click **Run Now** to run this report again with the *same* parameters, delivery, or email options

Click the **report name** to open the report

Click **Deactivate** to remove this report completely

HOME	EMPLOYEES	MY REPORTS

My Reports   View Report Detail

View Report Detail

Ad-hoc: Closed Leave Report, 2015-04-02

| Schedule Copy | Run Now |

Report Run History

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

Run Date	Download	Expires
04/02/2015	Ad-hoc_ Closed Leave Report, 2015-04-02_20150402160603.pdf	04/16/2015

Report Details

Report Type:	Closed Leave
Start Date	3/2/2015 12:00:00 AM
End Date	4/2/2015 12:00:00 AM
Leave reason	- ALL -
WorkType	- ALL -
Location	- ALL -
Visibility As	NaTasha Grimes
Visibility Option	Only selected person's direct reports
Division	- ALL -
Schedule:	Run Once on [04/02/2015].

| Deactivate |

Report Subscription > Select Report

A **Report Subscription** runs recurrently into the future for the date window you select

Click the **circle** next to the report you'd like to run

Click **Next**

Or click **cancel** to disregard Ad-Hoc report request

| HOME | EMPLOYEES | MY REPORTS |

My Reports   Create New Report

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
- **Notifications And Changes Summary**
  Notifications And Changes Summary
- **Notifications And Changes Detail**
  Notifications And Changes Detail
- **Employee Lost Days Summary**
  Employee Lost Days Summary
- **Exhausted Denied**
  Exhausted Denied
- **ACA Supplemental Hours Summary**
  ACA Supplemental Hours Summary Report
- **Restriction Accommodations Detail**
  Restriction Accommodations Detail Report
- **Registered Portal Users**
  Registered Portal Users Report

cancel   **Next**

Report Subscription > Select Filters

Several parameters are available for **Report Subscriptions**

Select Date Window

- Yesterday
- Last week, month, quarter
- This week, month quarter

You may use Shift+Click to select a range of choices or Ctrl+Click to select multiple choices

- Leave reason

- Work Type

- Location

- Division

Select Visibility As and Visibility Option

- Only selected person's direct reports
- My own and my peer's direct reports
- All employees

Click **Continue**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME	EMPLOYEES	**MY REPORTS**

My Reports   Create New Report   Select Parameters

Create New Report - Select Parameters

Step 2: Select Report Parameters & Format

Please select your parameters for the **Closed Leave** report. All parameters are required.

Report Parameters

Date Window
| Last Week ▾ |

Leave reason
| - ALL -
EMPHEALTH - Employee Health Condition
LTD - Long Term Disability
PREGMATERN - Pregnancy/Maternity |

WorkType
| - ALL -
Continuous Leave
Intermittent Leave
Medical Only -- Continuous, less than 8 days
Medical Only -- Intermittent
Medical Restrictions |

Location
| - ALL -
Colorado |

Visibility As
| NaTasha Grimes ▾ |

Visibility Option
| Only selected person's direct reports
My own and my peers' direct reports   reports ▾
All employees |

Division
| - ALL - |

cancel   Back   Continue

Report Subscription > Schedule Recurrence

Select the recurrence pattern

- Daily, weekly, monthly or yearly
- Which days, weeks, day of month or month of year

Select the start and end dates of the recurrence

Click **Next**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME	EMPLOYEES	MY REPORTS	ADMINISTRATORS

My Reports   Create New Report   Select Parameters   Schedule Report

Create New Report - Schedule Recurrence

Recurrence pattern

Recur every 1 week(s) on:

- ○ Daily
- ● Weekly
- ○ Monthly
- ○ Yearly

☐ Sunday   ☐ Monday   ☐ Tuesday
☐ Wednesday   ☑ Thursday   ☐ Friday
☐ Saturday

Range of recurrence

Start: 4/2/2015

- ● No end date
- ○ End after: 0 occurrences
- ○ End by: 12/31/2015

cancel   Back   Next

Report Subscription > Select Format & email notification

Type a name for the report

Click **circle** to select Report Format

Format choices for **Report Subscriptions** are PDF and Comma Delimited (CSV; Excel)

Click the checkbox to be notified by email after the report completes

Click **Submit**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME	EMPLOYEES	MY REPORTS

My Reports	Create New Report	Select Parameters	Schedule Report	Confirmation

Create New Report - Confirmation

Report Summary

Subscription Name
Yearly Closed Leave Report

Closed Leave

Run Yearly: Every Apr 2.
Starting 04/02/2015, with no end date.

Report Format:
◯ Adobe PDF
◯ Comma Delimited (Excel)

☑ Send me a notification by email after my report runs.

cancel   [Back]   [Submit]

Report Subscription > Wait for Report to Run

A confirmation of your report request displays here

Your report will run at the next occurrence

Click **Schedule Copy** to run this report again with different parameters, deliver, or email options

Click **Run Now** to run this report again with the same parameters, deliver, or email options

You may continue to use LeavePro^{tm} or other computer tasks while the report runs

Click **Deactivate** to remove this report completely

.

HOME	EMPLOYEES	**MY REPORTS**	ADMINISTRATORS' TOOLS

My Reports   View Report Detail

Your report subscription, Yearly Closed Leave Report, has been created. Please review the details for this subscription below. You may view these subscription details again by clicking on the view details link on your My Reports page.

View Report Detail

Yearly Closed Leave Report

Schedule Copy	Run Now

Report Run History

Delivery Format: Csv
Email Alerts: Yes, Send Notifications
Next Run Status: Completed Scheduled Recurrence

Report Details

Report Type: Closed Leave
Date Range: LastWeek
Leave reason: EMPHEALTH - Employee Health Condition, LTD - Long Term Disability, PREGMATERN - Pregnancy/Maternity
WorkType: Medical Only -- Continuous, less than 8 days, Medical Restrictions
Location: - ALL -
Visibility As: NaTasha Grimes
Visibility Option: Only selected person's direct reports
Division: - ALL -
Schedule: Run Yearly: Every Apr 2.
Starting 04/02/2015, with no end date.

Deactivate

Report Subscription > Wait for Report to Run

Next Run Date tells you the next time the report is scheduled to run

To view complete reports, click **view details**

Report Subscription > View Report

Once a report runs, the report file will appear on the Report Detail screen.

HOME	EMPLOYEES	**MY REPORTS**	ADMINISTRATORS' TOOLS

My Reports   View Report Detail

View Report Detail

Yearly Closed Leave Report

[Schedule Copy]   [Run Now]

Report Run History

Delivery Format: Csv
Email Alerts: Yes, Send Notifications
Next Run Date: 04/02/2016
Next Run Status: Scheduled 04/02/2016

Run Date	Download	Expires
04/02/2015	Yearly Closed Leave Report_20150402174315.csv	04/16/2015

Report Details

Report Type:	Closed Leave
Date Range:	LastWeek
Leave reason	EMPHEALTH - Employee Health Condition, LTD - Long Term Disability, PREGMATERN - Pregnancy/Maternity
WorkType	Medical Only -- Continuous, less than 8 days, Medical Restrictions
Location	- ALL -
Visibility As	NaTasha Grimes
Visibility Option	Only selected person's direct reports
Division	- ALL -
Schedule:	Run Yearly: Every Apr 2. Starting 04/02/2015, with no end date.

[Deactivate]

Click the **report name** to open the report

Employer Reports

Daily Action Report	Shows start, end dates, effective days of pay (100/80/60) and if works compensation is involve. Acts as an advice-to-pay report for Short-Term Disability that employers can use to update respective local payroll systems.
Open Leave Inventory Report	For active employees during the leave period, this report shows all open leaves: leave number, location, reason, type, plan, status, denied reason, last day worked date, plan start & end, estimated RTW, time used and time remaining
Closed Leave Report	For active employees during the leave period, this report shows approved closed leaves: leave number, location, reason, type, approved/requested start and end, RTW, leave closed date, leave closed reason
Estimated RTW Report	For active employees during the leave period, this report shows approved leaves: leave number, location, reason, type, leave start and end, estimated RTW
Intermittent Leave Certification Report	For active employees during the leave period, this report shows all leave request data for intermittent leaves: leave number, location, plan, plan start and end, status, frequency & duration, hours requested & denied, and occurrence detail
Leave Status and Time Used Report	For active employees during the leave period, this report shows requests that have been completed (no partial or incomplete requests) leaves: leave number, location, reason, type, plan, status, denied reason, last day worked date, plan start & end, estimated RTW, time used and time remaining
New Leaves Received Report	For active employees during the leave period, this report shows all leave requests: leave number, location, reason, type, last day worked date, request start & end
Notification & Changes Summary Report	List of authorized time periods an employee is away from work: authorized leave plans, start / end date and status of plans, estimated RTW, time used, last day worked
Notification & Changes Detail Report	Detailed list including each day of authorized time periods an employee is away from work: authorized leave plans, start / end date and status of plans, estimated RTW, time used, last day worked
Exhausted Denied Report	Shows all leaves that are denied or completely exhausted: leave number, location, reason, type, plan, status, denied date, denied reason, last day worked date, leave received date, plan start & end, estimated RTW, time used, time remaining at end of report period, time remaining at end of leave

4/22/2015

Daily Action Report (DAR)

The Daily Action Report is a spreadsheet including the following columns. Employers can "subscribe" to the report in LeavePro™ :

- Employee ID {VNAV #}
- Employee First name
- Employee Last Name
- Agency Number
- Agency Name
- Leave ID {e.g. Claim Number}
- Atl Leave ID
- Policy Type

- Last Day Worked
- Claim Status
- Benefit Start Date
- Benefit End Date
- Est RTW Date
- Claim Close Date
- Effective Dates of Pay
- Rates of Pay

- Effective Dates of Pay
- Rates of Pay
- Effective Dates of Pay
- Rates of Pay
- Workers' Comp

	A	B	C	D	E	F	G	H	I	J
1	Employee ID	Employee First name	Employee Last Name	Agency Number	Agency Name	Leave ID	Atl Leave ID	Policy Type	Last Day Worked	Claim Status
2	V11100445	Paula	Williams	30506	Motor Vehicle Board	103783173		Plan 1	6/14/2015	Open
3	V05623040	Michael	Smith	30506	Motor Vehicle Board	103783174		Plan 1	6/10/2015	Open
4	V10676151	Bridget	Nappo	30506	Motor Vehicle Board	103783175		Plan 1	6/13/2015	Closed
5	V06346597	Bernie	Edgar	30506	Motor Vehicle Board	103783176		Plan 1	6/6/2015	Approved
6	V05213091	Maria	Brosky	30506	Motor Vehicle Board	103783177		Plan 1	5/10/2015	Approved

	K	L	M	N	O	P	Q	R	S	T	U
1	Benefit Start Date	Benefit End Date	Est RTW Date	Claim Close Date	Effective Dates of Pay	Rates of Pay	Effective Dates of Pay	Rates of Pay	Effective Dates of Pay	Rates of Pay	Workers' Comp
2	6/15/2015	7/15/2015	7/16/2015		6/15/2015-7/15/2015	`	8/11/2014-8/20/2014	80%	9/11/2014-8/20/2014	60%	Y
3	6/11/2015	7/11/2015	7/12/2015		6/1/2015-7/11/2016	100%		80%		60%	Y
4	5/1/2015	5/5/2015	5/6/2015	5/11/2015	5/1/2015-5/6/2017	100%		80%		60%	Y
5	6/7/2015	8/6/2015	8/7/2015		6/7/2015-8/7/2018	100%		80%		60%	N
6	5/11/2015	7/10/2015	7/11/2015		5/11/2015-7/11/2019	100%		80%		60%	N

Daily Action Report (DAR)

The Daily Action Report is a spreadsheet including the following columns. Employers who are designated to receive the DAR can "subscribe" to the report in LeavePro™:

- Employee ID {VNAV #}
- Employee First name
- Employee Last Name
- Agency Number
- Agency Name
- Leave ID {e.g. Claim Number}
- Atl Leave ID
- Policy Type

- Last Day Worked
- Claim Status
- Benefit Start Date
- Benefit End Date
- Est RTW Date
- Claim Close Date
- Effective Dates of Pay
- Rates of Pay

- Effective Dates of Pay
- Rates of Pay
- Effective Dates of Pay
- Rates of Pay
- Workers' Comp

D	E	F	G	H	I	J	K	L	M	N	O
Agency Number	Agency Name	Leave ID	Atl Leave ID	Policy Typ	Last Day Worked	Claim Status	Benefit Start Date	Benefit End Date	Est RTW Date	Claim Close Date	Effective Dates of Pay
30403	DEPT. GAME & INLAND FISHERIES	103783173		Plan 1	7/10/2014	Open	7/11/2014	8/20/2014	8/21/204		7/11/2014-8/20/2014

P	Q	R	S	T	U
Rates of Pay	Effective Dates of Pay	Rates of Pay	Effective Dates of Pay	Rates of Pay	Workers' Comp
100%	8/11/2014-8/20/2014	80%	9/11/2014-8/20/2014	60%	Y

Open Leave Inventory Report

This report lists leave and employee information for all leaves that are marked as open that fit into passed in parameters.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned

Open Leave Inventory Report

ReedDemo

Total Number of Participants: 6
Work Type: All
Leave Status: All

Leave Reason: All
Location: All
Division: All

Run by: demo1@rgl.net
Visibility as: Edmond Dantez
Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Plan	Plan Status	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Benefit Start Date	Plan End	Est. RTW	Time Used	Time Remaining
Bohlke, Luna 9849635 [2]																
57074125&422	UH50	WI	Employee Health Condition		Continuous	CA-FRA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	CT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	DC-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	FMLA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	ME-FML	Pending		09/13/2009	09/20/2009	09/14/2009		11/22/2009		88 hours	312 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	OR-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	RI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/13/2009		88 hours	432 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	STD	Pending		09/13/2009	09/20/2009	09/14/2009		02/26/2010		11 days	
57074125&422	UH50	WI	Employee Health Condition		Continuous	VT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	WA-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		09/27/2009		80 hours	0 hours
57074125&422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Denied	Exhausted	09/13/2009	09/20/2009	09/28/2009		12/31/2009		80 hours	0 hours
55578079&840	UH50	WI	Pregnancy / Maternity		Continuous	CA-FRA	Denied	Ineligble		09/21/2009	09/29/2009		12/17/2009		0 hours	480 hours
55578079&840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PDL	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	704 hours
55578079&840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PFL	Denied	Ineligble		09/21/2009	09/29/2009		12/17/2009		0 hours	240 hours
55578079&840	UH50	WI	Pregnancy / Maternity		Continuous	CT-FML	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	640 hours

Execution Time: 9/28/2009 3:34:59 PM

Page 1 of 5

Closed Leave Report

This report provides a list of employee and leave information for closed leaves.

Besides potential filters through report parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned
- The leave is not closed because of a systemic cancellation (user cancellations are included)

Closed Leave Report

ReedDemo

Report Period: 6/1/2009 – 9/28/2009
Total Number of Participants: 1
Work Type: All

Leave Reason: All
Location: All
Division: All

Run by: demo1@rgl.net
Visibility as: Edmond Dantez
Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Approved/ Requested Leave Start	Approved/ Requested Leave End	RTW Date	Leave Closed Date	Leave Closed Reason
Trakand, Elayne 981567 [3]										
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/05/2009	10/30/2009		09/23/2009	CANCELLED

Estimated RTW Report

This report provides a list of employee and leave information including the Return to Work date for completed and approved leaves that the user running the report is allowed to see.

Besides potential filters through parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned

Estimated RTW Report

ReedDemo

Report Period: 7/1/2009 - 11/27/2009
Total Number of Participants: 2
Work Type: All
Leave Status: All

Leave Reason: All
Location: All
Division: All

Run by: demo1@rgl.net
Visibility as: Edmond Dantez
Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Est. RTW	Leave Status	Leave Start Date	Leave End Date
Clementine, Lina 9849771 [2]									
972826485494	NJMB	WI	Employee Health Condition		Continuous	11/11/2009	Open	09/21/2009	11/11/2009
Trakand, Elayne 981567 [3]									
946027518888	NJMB	CA	Employee Health Condition		Continuous	11/27/2009	Open	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous	10/29/2009	Open	09/29/2009	10/29/2009

Intermittent Leave Certification Report

Lists out leave request data and employee information for all intermittent leaves that fit into passed in parameters.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned

Intermittent Leave Certification Report

Bolton, Suzanne

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
331003998580	98344		NY	Open	Family Health Condition	Child	FMLA	06/15/2011	10/20/2011	Approved	8.00 hours, N/A every 2 week(s) for Incapacity; 4.00 hours, N/A every 2 month(s) for Office Visit	20.00	20.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
5	06/16/2011	Incapacity	8.00	0.00	8.00	0.00
6	06/30/2011	Incapacity	8.00	0.00	8.00	0.00
7	06/21/2011	Office Visit	4.00	0.00	4.00	0.00

Clark, Ashley

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
883019307946	98235		IA	Closed	Employee Health Condition	Self	FMLA	07/15/2010	07/14/2011	Approved	8.00 hours, 3 time(s) every 1 month(s) for Incapacity	48.00	48.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
131	04/13/2011	Incapacity	8.00	0.00	8.00	0.00
132	04/26/2011	Incapacity	8.00	0.00	8.00	0.00
133	05/04/2011	Incapacity	8.00	0.00	8.00	0.00
134	05/17/2011	Incapacity	8.00	0.00	8.00	0.00
135	06/21/2011	Incapacity	8.00	0.00	8.00	0.00
136	06/10/2011	Incapacity	8.00	0.00	8.00	0.00

Jenner, John

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
253685536258	98368		CO	Closed	Employee Health Condition	Self	FMLA	07/01/2010	06/30/2011	Approved	8.00 hours, N/A every 3 month(s) for Incapacity	56.00	56.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
42	04/06/2011	Incapacity	8.00	0.00	8.00	0.00
43	04/19/2011	Incapacity	8.00	0.00	8.00	0.00
45	05/26/2011	Incapacity	8.00	0.00	8.00	0.00
46	06/08/2011	Incapacity	8.00	0.00	8.00	0.00
47	06/22/2011	Incapacity	8.00	0.00	8.00	0.00
48	05/09/2011	Incapacity	8.00	0.00	8.00	0.00
49	04/28/2011	Incapacity	8.00	0.00	8.00	0.00

Leave Status and Time Used Report

This report lists the leaves, plans and usage time for leaves that fall within the in parameters passed.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned
- Only takes requests that have been completed in the system into consideration
- Partial and incomplete system entries are not considered
- Considers closed leaves between start/end date parameters if the leave is closed.

Leave Status and Time Used Report
ReedDemo

Report Period: 6/28/2009 - 9/28/2009
Total Number of Participants: 6
Work Type: All
Leave Status: All

Run by: demo1@rgl.net
Visibility as: Edmond Dantez
Visibility Option: Only selected person's direct reports

Leave Reason: All
Location: All
Division: All

Leave No.	Location	Work State	Leave Reason	Type	Plan	Leave Status	Plan Status	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Benefit Start Date	Plan End	Est. RTW	Time Used	Time Remaining
Bohlke, Luna 9849635 [2]																
570741256422	UH50	WI	Employee Health Condition	Continuous	CA-FRA	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CA-FRA	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CT-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	01/04/2010		02/26/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CT-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	DC-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	01/04/2010		02/26/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	DC-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	FMLA	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	FMLA	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	ME-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	11/23/2009		02/26/2010		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	ME-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		11/22/2009		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	OR-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	OR-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	RI-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	12/14/2009		02/26/2010		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	RI-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/13/2009		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	STD	Open	Pending		09/13/2009	09/20/2009	09/14/2009		02/26/2010		11 days	
570741256422	UH50	WI	Employee Health Condition	Continuous	VT-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	VT-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours

New Leaves Received Report

This report lists information for leaves that were opened between the passed in start and end dates from the parameter list.

Besides potential filters through parameters above, the report automatically filters on the following:

- Requested Start date of the leave must be within the range of valid job from/thru dates for the employee

New Leaves Received Report

ReedDemo

Report Period: 6/1/2009 - 9/28/2009
Total Number of Participants: 6
Work Type: All
Leave Status: All

Run by: demo1@rgl.net
Visibility as: Edmond Dantez
Visibility Option: Only selected person's direct reports

Leave Reason: All
Location: All
Division: All

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Last Day Worked Date	Leave Received Date	Requested Leave Start	Requested Leave End
Bohlke, Luna 9849635 [2]									
570741256422	UH50	WI	Employee Health Condition		Continuous	09/13/2009	09/20/2009	09/14/2009	02/26/2010
555780799840	UH50	WI	Pregnancy / Maternity		Continuous		09/21/2009	09/29/2009	12/17/2009
Broadhead, Robinette 989410 [1]									
191567017795	CTAA	RI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
Burrow, Marikas 9849979 [1]									
557588993867	CTAA	WI	Employee Health Condition		Continuous	09/23/2009	09/24/2009	09/24/2009	10/15/2009
Clementine, Lina 9849771 [2]									
972826485494	NJMB	WI	Employee Health Condition		Continuous	09/20/2009	09/25/2009	09/21/2009	11/11/2009
206105963822	NJMB	WI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
Cullen, Carlisle 989162 [1]									
834324538164	CTAA	CA	Employee Health Condition		Continuous	09/13/2009	09/23/2009	09/14/2009	11/27/2009
Hale, Jasper 989410 [1]									
750689580542	B020	RI	Employee Health Condition		Continuous		09/21/2009	09/23/2009	10/23/2009
Trakand, Elayne 981567 [3]									
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/02/2009	09/23/2009	10/05/2009	10/30/2009
946027518888	NJMB	CA	Employee Health Condition		Continuous	09/11/2009	09/23/2009	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous		09/23/2009	09/29/2009	10/29/2009

Notification & Changes Summary Report

This report lists information about the authorized time periods an employee is away from work. It identifies the leave plans the employee is authorized to use while away, the start and end dates of those leave plans, and the status of the leave plans. Records marked as T (Today) indicate the Start Date, End Date, or RTW Date is the current date.

Data Element	Definition
Recordtype	New , Changed, Today or null
FirstName	Employees First Name
LastName	Employees Last Name
EmployeeNumber	Employees Employee Number
LeaveIDExternal	The Reed system identifier for this leave
OrganizationName	From the client roster
WorkState	Employee's work state
AbsenceReason	The reason for the absence
LeaveType	Intermittent, Continuous, Reduced, Med Restriction No Lost Time
PlanName	The leave plan covering the lost time
OpenDate	The date the case was opened
CaseStatus	The current case status; open, closed, denied etc
AuthStatus	Approved, Denied, Pending
AuthFromDate	Authorization From Date
AuthThruDate	Authorization Through Date
DenialReason	Reason plan was denied
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
EstimatedFullRTW	Estimated return to work date (full duty)
ActualFullRTW	Actual return to work date (full duty)
TimeUsed	Hours lost on this leave plan so far on this absence only.
LastDayWorked	Last Day Worked
UnionName	From the client roster
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

Notification & Changes Detail Report

This report includes the lost time hours for every date covered by any leave plan . There will be multiple rows, one for each plan active for any part of that date. All statuses (Pending, Approved, Denied) are included in the report. The data included will be for the date range specified by the user. New and Changed data outside that range will also be shown for the leaves included in the report.

Data Element	Definition
Recordtype	New , Changed, or null
FirstName	
MiddleName	
LastName	
EmployeeNumber	From the client roster
LeaveID	The Reed system identifier for this leave
LeaveIdExternal	
EmployeeNumber	From the client roster
LostTimeDate	mm/dd/yyyy format
PlanName	The leave plan covering the lost time – there will be a row for each plan applicable for the day or part of day. There can be several leave plans active on the same day.
HoursLost	Decimal(5,2)
AuthStatus	Denied, Pending, Approved
IntermittentOccurenceType	Office Visit, Incapacity
Start Time	This is not a field tracked in LeavePro™
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

Exhausted Denied Report

This report includes all leaves that are denied or completely exhausted, sorted by employee.

Exhausted Denied Report

ReedDemo

Report Period: 10/1/2013 - 10/31/2013
Total Number of Participants: 5
Work Type: All

Run by: ReedDemo@ReedGroup.com
Visibility as: Kenneth Ames
Visibility Option: All employees

Leave Reason: All
Location: All
Division: All

Leave No.	Location	Work State	Leave Reason	Type	Plan	Plan Status	Denied Auth Status Date	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Plan End	Est. RTW	Time Used	Time Remaining as of End of Report Period	Time Remaining as of End of Leave
Amutavi, Sarah 98588 [3]																
808911370740		OR	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
808911370740		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
Beaupre, Matthew 98581 [2]																
245080444656		OR	Employee Health Condition	Continuous	ADA	Denied	2013-07-05	Nonconcurrent	07/02/2013	07/05/2013	07/03/2013	02/28/2014		0	0	0
245080444656		OR	Employee Health Condition	Continuous	FMLA	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	09/24/2013		480	0	0
245080444656		OR	Employee Health Condition	Continuous	FMLA	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	09/25/2013	02/28/2014		0	0	0
245080444656		OR	Employee Health Condition	Continuous	OFLA-SHC	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	09/24/2013		480	0	0
245080444656		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	09/25/2013	02/28/2014		0	0	0
Breen, George 98552 [1]																
936997483876		CA	Workplace Accommodations	No Lost Time	ADA	Approved	2013-08-21		07/31/2013	08/21/2013	08/01/2013	09/30/2013		0	0	0
936997483876		CA	Workplace Accommodations	No Lost Time	ADA	Denied	2013-08-21	Certification Not Returned	07/31/2013	08/21/2013	10/01/2013	11/11/2013		0	0	0
Lenehan, Michael 98330 [1]																
634548296060		AZ	Employee Health Condition	Continuous	FMLA	Approved	2013-09-24		09/24/2013	09/24/2013	09/24/2013	09/27/2013		32	448	448
634548296060		AZ	Employee Health Condition	Continuous	FMLA	Denied	2013-09-24	Medical information incomplete	09/24/2013	09/24/2013	09/28/2013	10/07/2013		0	448	448
Mano, Michael 98306 [1]																
598917574647		MD	Employee Health Condition	Continuous	FMLA	Pending			02/28/2013	07/18/2013	03/01/2013	05/23/2013	10/01/2013	480	0	0
598917574647		MD	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	02/28/2013	07/18/2013	05/24/2013	10/01/2013	10/01/2013	0	0	0

Restriction Accommodations Detail Report

This report is on Restrictions data so that employees with ADA, LTD or STD leaves and employment restrictions can be managed. Given that a client uses the Restrictions Module and/or the ADA, Disability, LTD Modules then information is present a report.

Restriction Accommodations Detail
ReedDemo

Report Period: 01/01/2015 - 02/19/2015
Total Number of Participants: 5
Leave Type: All
Leave Status: All

Location: All
Division: All

Run by: kzappolo@reedgroup.com
Visibility as:
Visibility Option: All employees

Employee Name	Leave No.	Employee ID	Location	Location Name	Division Org Code	Division Org Name	Work State	Leave Reason	L
Fratini, Kevin 98436									
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Gregory, Sean 98417									
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.