MyLeave User Guide

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

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

Login Page

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

Registration

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

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

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

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

Note: Passwords are case sensitive.
My Leave

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

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

**Upload Documents**

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

**Account Balances** – This table displays the maximum time allowed under each regulation/policy, time used against each regulation/policy, time pending approval, remaining time available under each regulation/policy, and if you have used all the allotted time under a regulation/policy the date of exhaust.
Absence History – A comprehensive list of your leave activity. From here you can review the status of past, present and future leaves.

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

Request Leave or Add Dates/Request Extension

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

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

Step #1: Leave Type

The first step in requesting a leave is to select the reason for your absence.
Step #2: Leave Dates

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

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

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

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

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

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

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

Step #4: Confirmation

This final screen allows you to review the information you have submitted for approval. Review the information carefully and click the Previous button to return to any screens and correct errors. Once all information is entered correctly, click the Submit button to confirm the leave.
The leave will show up as Waiting for Review under Absence History. In the example, one date of intermittent leave was entered, therefore one date appears with the status Waiting for Review.

Absence History

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Absence Begin/End</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medical Leave (Self)</td>
<td>03/26/2015 to 03/26/2015</td>
<td>8.00 hrs</td>
<td>Waiting for Review</td>
</tr>
</tbody>
</table>

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

View/Print Forms

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

VIEW/PRINT FORMS

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

Settings/Preferences

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

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

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

Current Password

New Password

Verify Password

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

Email Address
support@qkerja.com

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

Your Time Zone
Pacific - PT