Reporting an Intermittent Absence

Once you are logged-in to the Employee Portal, locate the Cases field on your dashboard. Select “Enter Time” to report an intermittent absence.

Select the Case Number you are reporting intermittent time for. Then select “Next”.

Enter the amount of time utilized on each specific date. (standard time) and the type of leave, episode or appointment.

You can enter additional comments pertaining to your leave in the ‘additional comments’ field.

Then select “Next”.

You can review the requested time and either submit the Request for review or go back and edit the request. Once ready to submit, select ‘Submit’.

CONGRATULATIONS, you have submitted intermittent time for review. You will now receive an email confirming the submission of time.