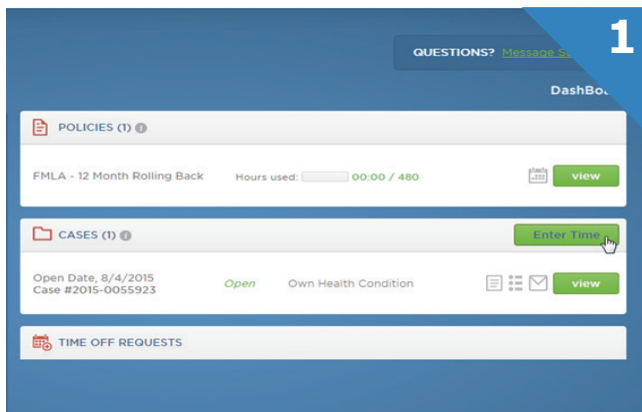


# EMPLOYEE PORTAL

https://timeoff.careworksabsence.com



1

QUESTIONS? Message S...

Dashboard

POLICIES (1)

FMLA - 12 Month Rolling Back Hours used: 00:00 / 480 view

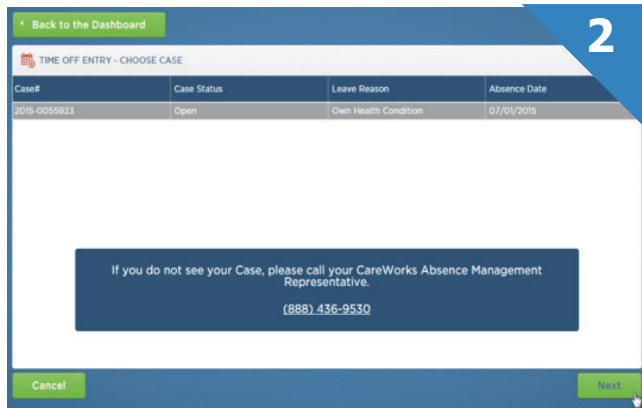
CASES (1) Enter Time

Open Date, 8/4/2015 Case #2015-0055923 Open Own Health Condition view

TIME OFF REQUESTS

## 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



2

Back to the Dashboard

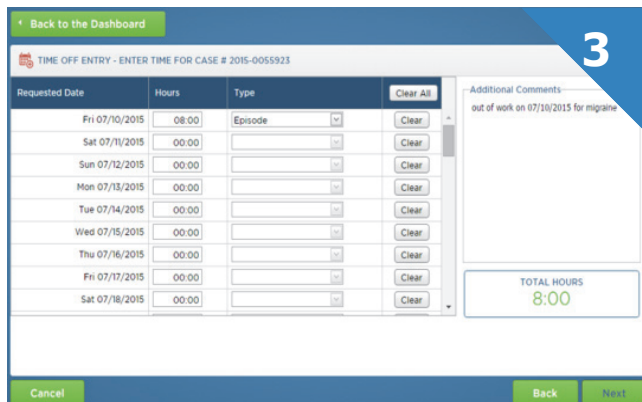
TIME OFF ENTRY - CHOOSE CASE

Case#	Case Status	Leave Reason	Absence Date
2015-0055923	Open	Own Health Condition	07/01/2015

If you do not see your Case, please call your CareWorks Absence Management Representative.  
(888) 436-9530

Cancel Next

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



3

Back to the Dashboard

TIME OFF ENTRY - ENTER TIME FOR CASE # 2015-0055923

Requested Date	Hours	Type	Clear All
Fri 07/10/2015	08:00	Episode	Clear
Sat 07/11/2015	00:00		Clear
Sun 07/12/2015	00:00		Clear
Mon 07/13/2015	00:00		Clear
Tue 07/14/2015	00:00		Clear
Wed 07/15/2015	00:00		Clear
Thu 07/16/2015	00:00		Clear
Fri 07/17/2015	00:00		Clear
Sat 07/18/2015	00:00		Clear

Additional Comments  
out of work on 07/10/2015 for migraine

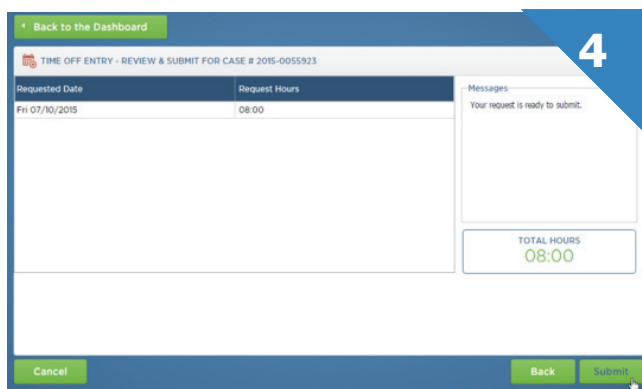
TOTAL HOURS  
8:00

Cancel Back 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”



4

Back to the Dashboard

TIME OFF ENTRY - REVIEW & SUBMIT FOR CASE # 2015-0055923

Requested Date	Request Hours
Fri 07/10/2015	08:00

Messages  
Your request is ready to submit.

TOTAL HOURS  
08:00

Cancel Back Submit

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.