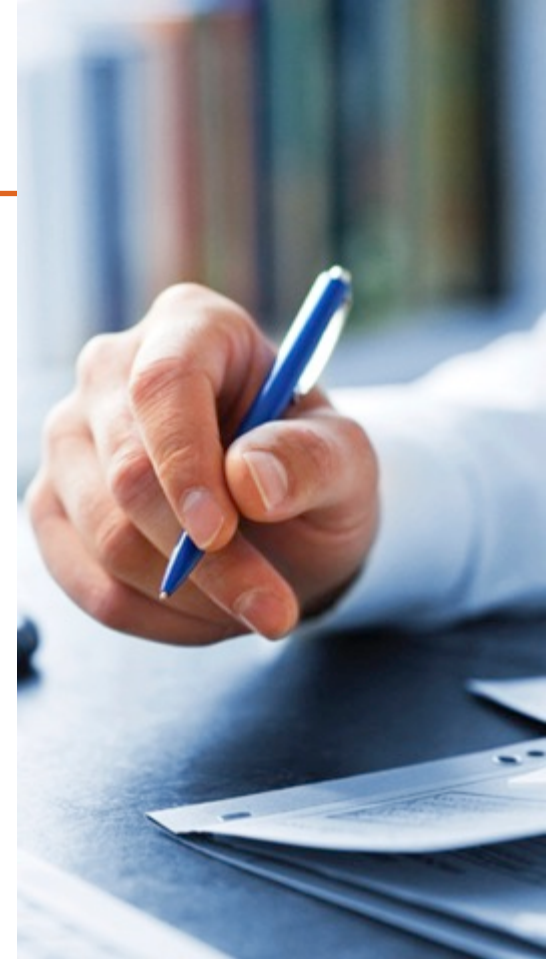




Overview

Once you log in to FMLASource.com you can:

1. Run reports for your department
2. Run reports for individual employees
3. Review protected/unprotected tracking
4. Review employees returning to work
5. Review closed claims



First step...log in!

If it is your first time using the website you will need to register. Do this by clicking the blue register link below the log in. You will need your home zip code and employee ID. Then, you can create your own user ID and password.

ComPsych Corporation - FMLA Source

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

FMLASource®

Log In

LOG IN

User Name

Password

Log In

[Register](#)

[I forgot my username](#)

[I forgot my password](#)

[Español](#)

ComPsych®
Learn more about how [FMLA administration](#) can be

Welcome to FMLASource®

FMLASource is a ComPsych Corporation company that specializes in reviewing, approving, processing and tracking

Windows taskbar: Start, Search, Task View, File Explorer, Google Chrome, Firefox, Outlook, Edge, Photoshop

System tray: 3:35 PM, 7/31/2019

After you have logged in...

Once you have logged in, scroll down the page and click on “Generate Reports”.

This will bring you to the page where you will be able to run a report for your employees.

NOTE: The employees you have access to is determined by Memorial Healthcare.

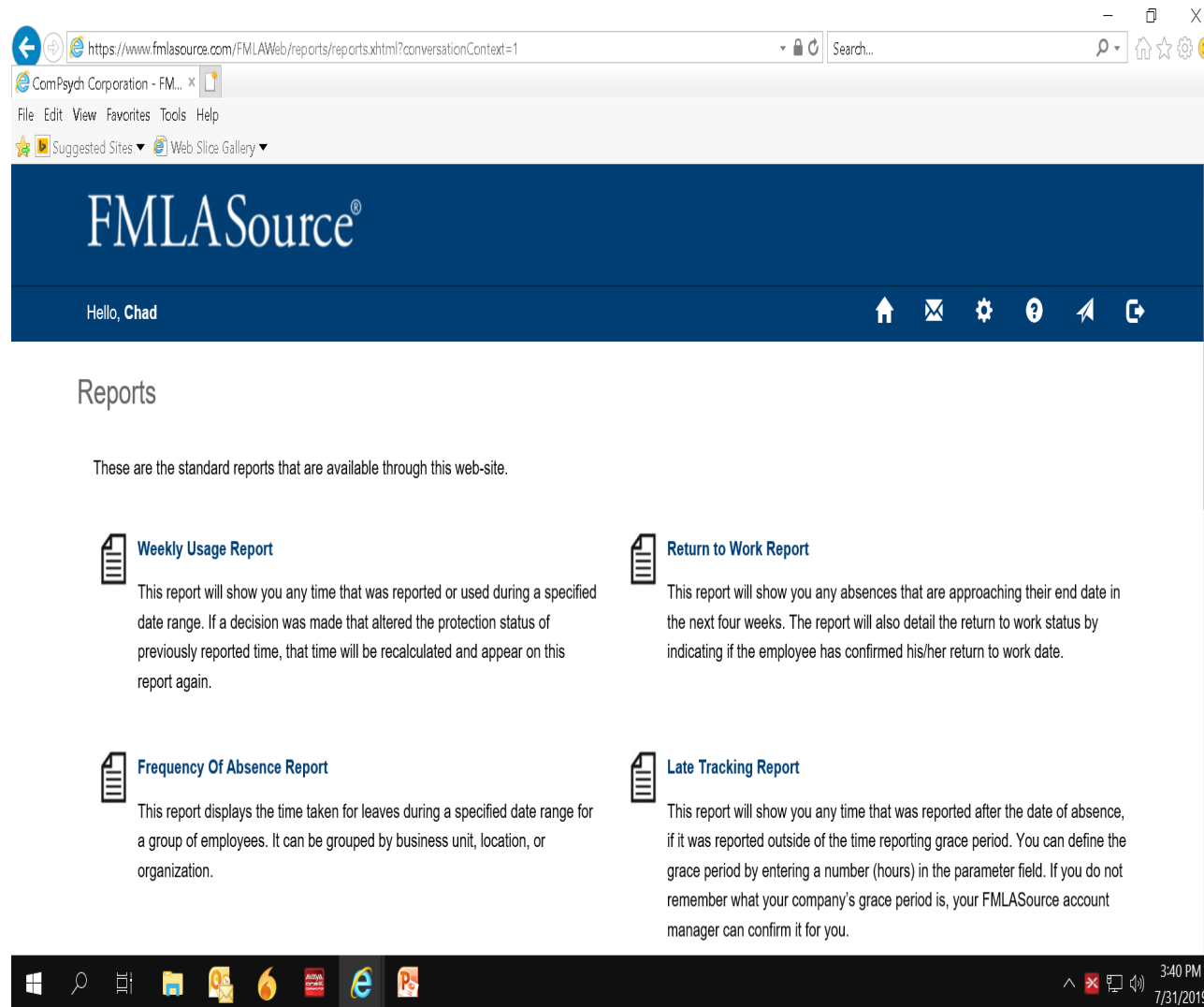
The screenshot shows a web browser window displaying a dashboard for FMLA management. The browser's address bar shows the URL: <https://www.fmlasource.com/FMLAWeb/employeeSelection/employeeSelection.xhtml?conversationContext=1>. The dashboard is titled "My Dashboard" and includes a language selector for "Español". Below the title, there are sections for "My Absences", "Actions", and "Reports". In the "My Absences" section, there are two buttons: "Add New Leave" (with a calendar icon and a plus sign) and "View Leave Requests" (with a calendar icon and a magnifying glass). In the "Actions" section, there is a button labeled "Work on Behalf of..." with a person icon and a question mark. In the "Reports" section, there is a button labeled "Generate Reports" with a document icon. A large blue arrow points to the "Generate Reports" button. The Windows taskbar at the bottom shows the time as 3:38 PM on 7/31/2019.

Let's Get Started!

This is your reports page. Each report will show you different types of information.

You can run reports for up to three months of data. If you need data beyond a three month period, please reach out to HR and they will request the report from FMLASource.**

**There is one exception! You will see.



The screenshot shows a web browser window displaying the FMLASource website. The address bar shows the URL: <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The browser tab is titled "ComPsych Corporation - FML...". The website header is dark blue with the "FMLASource" logo in white. Below the logo, it says "Hello, Chad". The main content area is titled "Reports" and contains the text: "These are the standard reports that are available through this web-site." There are four report cards, each with a document icon and a title:

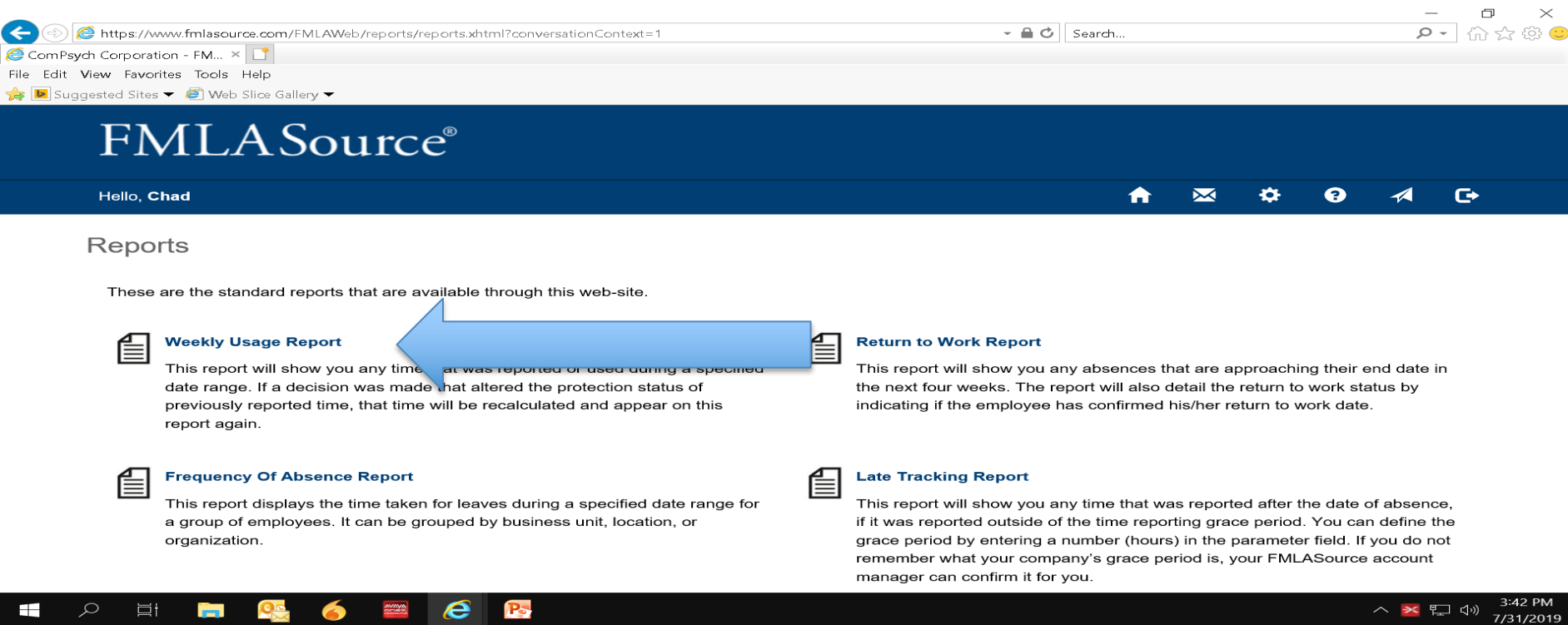
- Weekly Usage Report**: This report will show you any time that was reported or used during a specified date range. If a decision was made that altered the protection status of previously reported time, that time will be recalculated and appear on this report again.
- Return to Work Report**: This report will show you any absences that are approaching their end date in the next four weeks. The report will also detail the return to work status by indicating if the employee has confirmed his/her return to work date.
- Frequency Of Absence Report**: This report displays the time taken for leaves during a specified date range for a group of employees. It can be grouped by business unit, location, or organization.
- Late Tracking Report**: This report will show you any time that was reported after the date of absence, if it was reported outside of the time reporting grace period. You can define the grace period by entering a number (hours) in the parameter field. If you do not remember what your company's grace period is, your FMLASource account manager can confirm it for you.

The Windows taskbar is visible at the bottom of the screenshot, showing the Start button, search icon, task view icon, and several application icons (File Explorer, Edge, Photoshop, etc.). The system tray shows the time as 3:40 PM on 7/31/2019.

Who has reported time? Is it protected?

The Weekly Usage Report will show you who has reported time to FMLASource, how much time they have reported, and if that time is protected, or not protected. This report will also show you how much time the employees have available to them, as of the running of this report.

Remember, this report will show ALL employees you have access to.



The screenshot shows a web browser window displaying the FMLASource website. The browser's address bar shows the URL: <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The website header includes the FMLASource logo and a personalized greeting: "Hello, Chad". Below the header, the "Reports" section is visible, listing four report types:

- Weekly Usage Report**: This report will show you any time that was reported or used during a specified date range. If a decision was made that altered the protection status of previously reported time, that time will be recalculated and appear on this report again.
- Return to Work Report**: This report will show you any absences that are approaching their end date in the next four weeks. The report will also detail the return to work status by indicating if the employee has confirmed his/her return to work date.
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A large blue arrow is drawn over the image, pointing from the right towards the "Weekly Usage Report" link.

What if I have more than one unit?

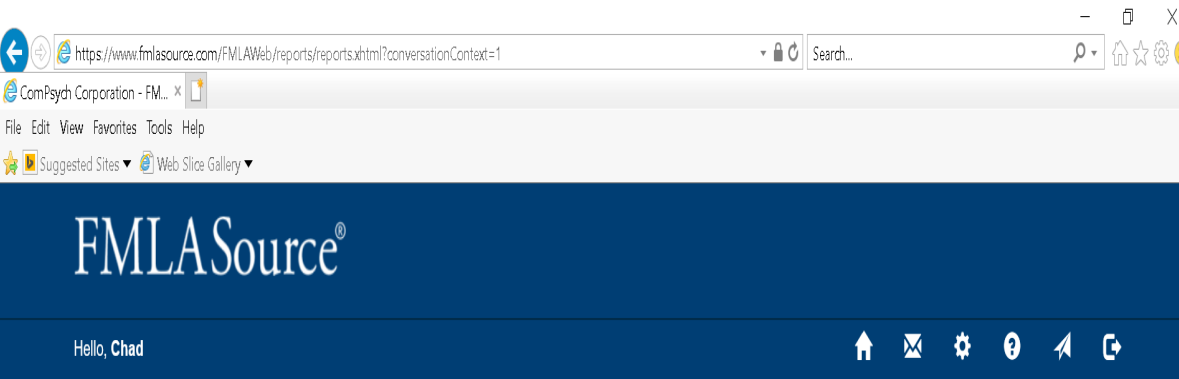
The screenshot shows a web browser window displaying the FMLA Source website. The browser's address bar shows the URL: <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The website header includes the FMLA Source logo and a personalized greeting: "Hello, Chad". Below the header, the "Reports" section lists four standard reports available through the site:

- Weekly Usage Report**: This report will show you any time that was reported or used during a specified date range. If a decision was made that altered the protection status of previously reported time, that time will be recalculated and appear on this report again.
- Return to Work Report**: This report will show you any absences that are approaching their end date in the next four weeks. The report will also detail the return to work status by indicating if the employee has confirmed his/her return to work date.
- Frequency Of Absence Report**: This report displays the time taken for leaves during a specified date range for a group of employees. It can be grouped by business unit, location, or organization. (A blue arrow points to this report.)
- Late Tracking Report**: This report will show you any time that was reported after the date of absence, if it was reported outside of the time reporting grace period. You can define the grace period by entering a number (hours) in the parameter field. If you do not remember what your company's grace period is, your FMLASource account manager can confirm it for you.

The Windows taskbar at the bottom of the screenshot shows the time as 3:45 PM on 7/31/2019.

If you manager more than one business unit, as designated by Memorial, and you want to focus on information for ONE of your units, you can run the Frequency of Absence Report. This is a great tool to determine who has requested, or had a decision made on a leave.

Who's coming back?

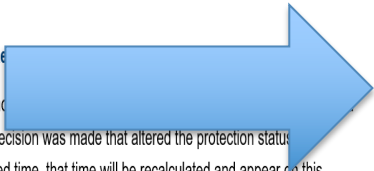


Reports

These are the standard reports that are available through this web-site.

Weekly Usage Report

This report will show you any absences that are approaching their end date in the next four weeks. If a decision was made that altered the protection status previously reported time, that time will be recalculated and appear on this report again.



Return to Work Report

This report will show you any absences that are approaching their end date in the next four weeks. The report will also detail the return to work status by indicating if the employee has confirmed his/her return to work date.

Frequency Of Absence Report

This report displays the time taken for leaves during a specified date range for a group of employees. It can be grouped by business unit, location, or organization.

Late Tracking Report

This report will show you any time that was reported after the date of absence, if it was reported outside of the time reporting grace period. You can define the grace period by entering a number (hours) in the parameter field. If you do not remember what your company's grace period is, your FMLASource account manager can confirm it for you.

FMLASource send out up to 3 reminders for your employee to return to work. On the Return to Work Report, you can see who is supposed to be returning and if they have responded to our outreach.

If the employee's claim states "End of Leave Confirmed" the employee is planning on returning at the end of the leave.

NOTE: This does not mean they have been medically cleared; this just means the employee is planning on returning.



Are employee's reporting on time??

Memorial requires employee's to track intermittent time with 24 hours of their absence. Did your employee follow this policy? Is the time protected? You can run the Late Tracking Report to review which of your employees are following policy.

The screenshot shows a web browser window displaying the FMLASource website. The browser's address bar shows the URL: <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The website header features the FMLASource logo and a personalized greeting: "Hello, Chad". Below the header, the "Reports" section is visible, containing a list of report types with their descriptions:

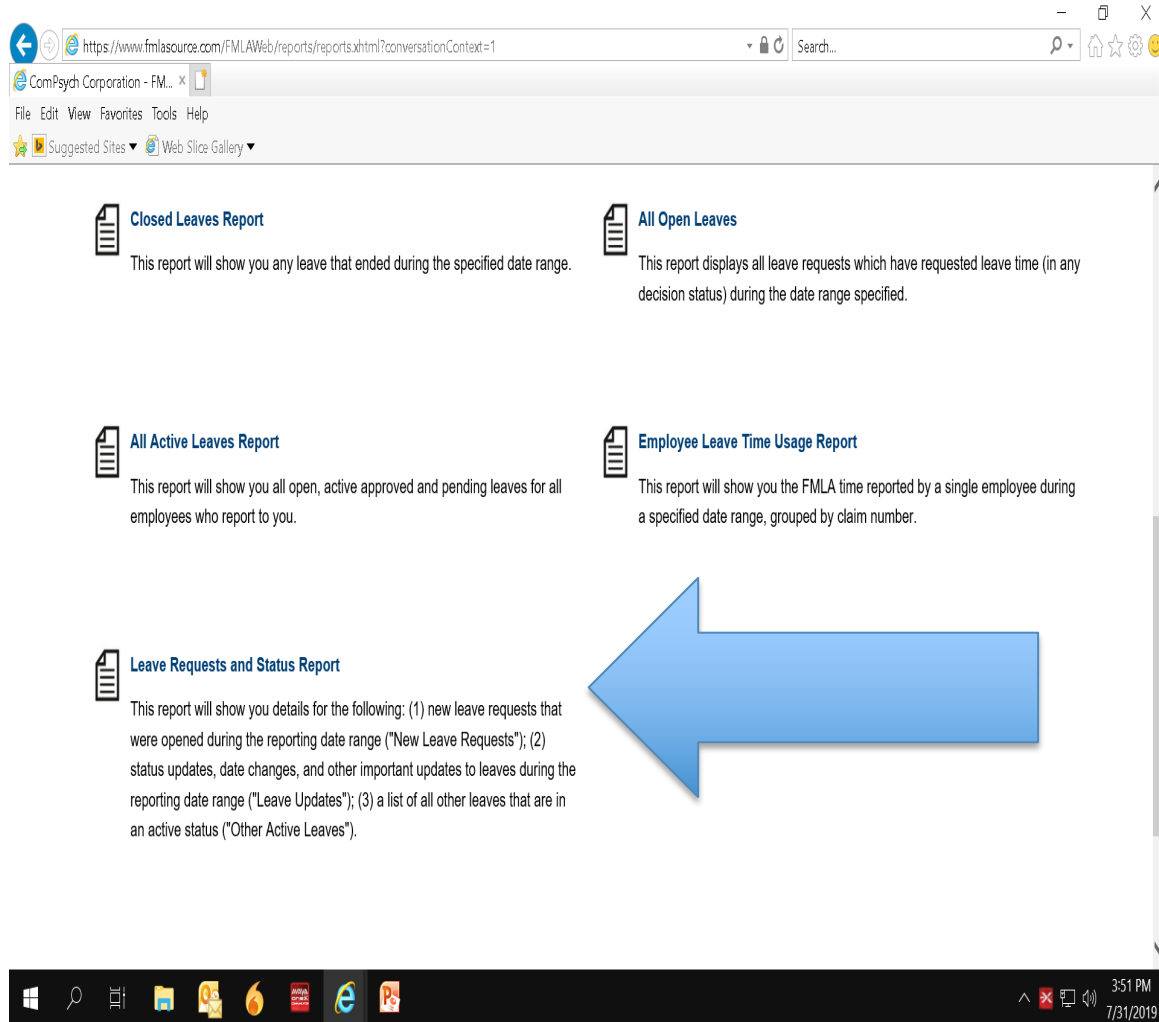
- Weekly Usage Report**: This report will show you any time that was reported or used during a specified date range. If a decision was made that altered the protection status of previously reported time, that time will be recalculated and appear on this report again.
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Who has made a request? What is the decision?

Did my employee request a leave? They said it was approved, but how can I check?

Run the Leave Requests and Status Report. This report will show you all new requests, decisions that have been made AND all open leave for the date range you run the report for.

This is a great tool for checking on approval status, and to see who has an open claim.



The screenshot shows a web browser window with the URL <https://www.fmlasource.com/FMLAWeb/reports/reports.shtml?conversationContext=1>. The browser title is "ComPsych Corporation - FML...". The page displays five report options, each with a document icon and a brief description:

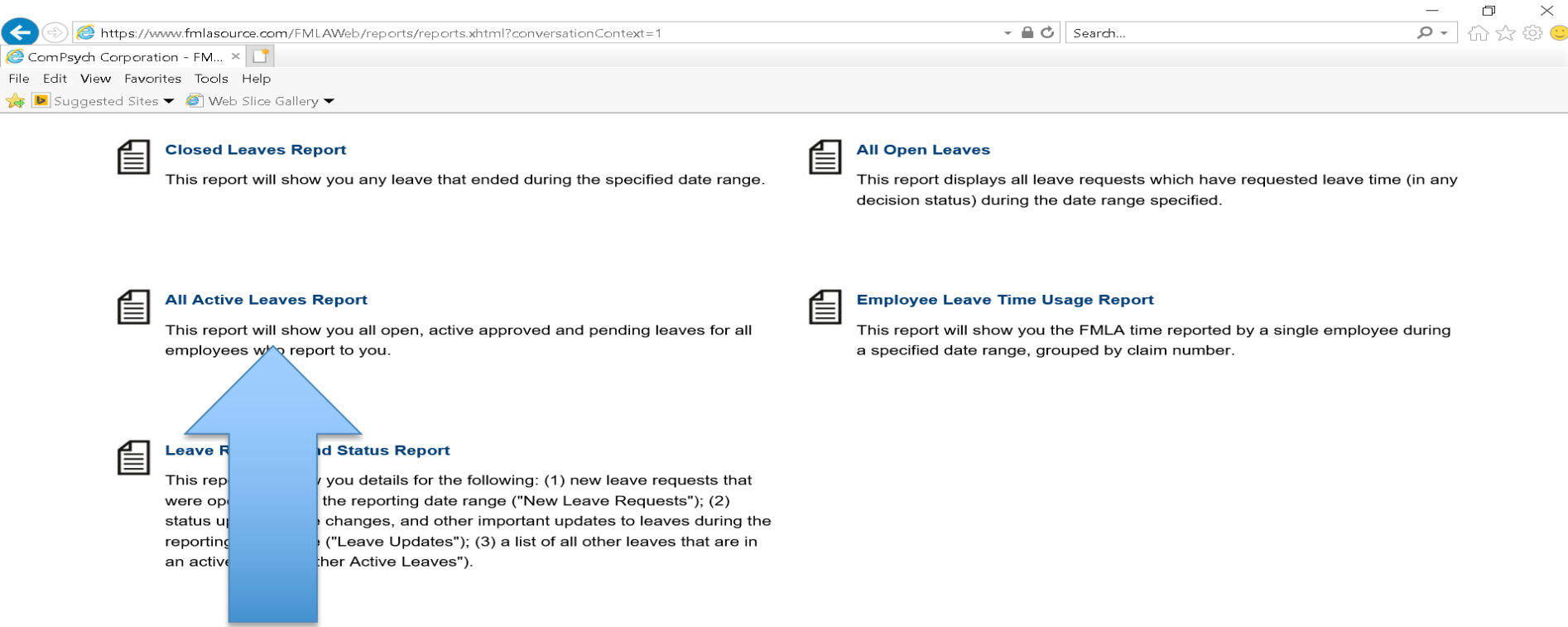
- Closed Leaves Report**: This report will show you any leave that ended during the specified date range.
- All Open Leaves**: This report displays all leave requests which have requested leave time (in any decision status) during the date range specified.
- All Active Leaves Report**: This report will show you all open, active approved and pending leaves for all employees who report to you.
- Employee Leave Time Usage Report**: This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
- Leave Requests and Status Report**: This report will show you details for the following: (1) new leave requests that were opened during the reporting date range ("New Leave Requests"); (2) status updates, date changes, and other important updates to leaves during the reporting date range ("Leave Updates"); (3) a list of all other leaves that are in an active status ("Other Active Leaves").

A large blue arrow points from the right side of the page towards the "Leave Requests and Status Report" option.

I just want to know who has an approved leave!!

If you just want to know who in your unit has an approved leave, the all active leave report is your go to report.

This will show you only those employees that have an approved leave OR a leave that is still in requested status.



The screenshot shows a web browser window with the URL <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are links for Suggested Sites and Web Slice Gallery. The main content area displays five report options, each with a document icon and a title:

- Closed Leaves Report**: This report will show you any leave that ended during the specified date range.
- All Open Leaves**: This report displays all leave requests which have requested leave time (in any decision status) during the date range specified.
- All Active Leaves Report**: This report will show you all open, active approved and pending leaves for all employees who report to you. (A large blue arrow points to this report.)
- Employee Leave Time Usage Report**: This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
- Leave Request and Status Report**: This report will show you details for the following: (1) new leave requests that were open during the reporting date range ("New Leave Requests"); (2) status updates, changes, and other important updates to leaves during the reporting date range ("Leave Updates"); (3) a list of all other leaves that are in an active status during the reporting date range ("Other Active Leaves").

I just want to see one employee's record...

The screenshot shows a web browser window with the URL <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The browser's address bar and menu bar are visible. Below the browser, there is a list of report options, each with a document icon and a title:

- Closed Leaves Report**: This report will show you any leave that ended during the specified date range.
- All Open Leaves**: This report displays all leave requests which have requested leave time (in any decision status) during the date range specified.
- All Active Leaves Report**: This report will show you any leave that is currently active for the specified employee.
- Employee Leave Time Usage Report**: This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
- Leave Requests and Status Report**: This report will show you details for the following: (1) new leave requests that were opened during the reporting date range ("New Leave Requests"); (2) status updates, date changes, and other important updates to leaves during the reporting date range ("Leave Updates"); (3) a list of all other leaves that are in an active status ("Other Active Leaves").

A large blue arrow points from the "All Active Leaves Report" to the "Employee Leave Time Usage Report".

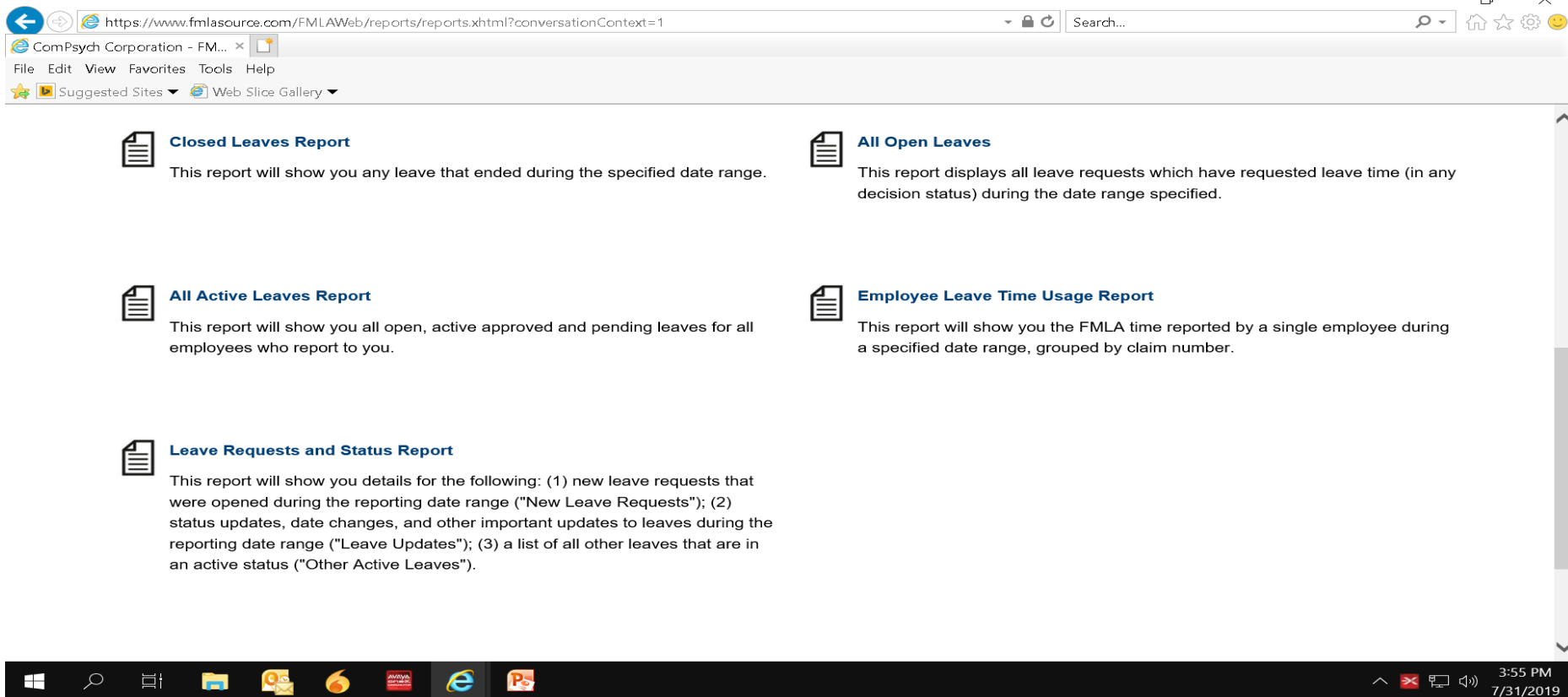
Do you have a meeting with an employee about attendance? Need to know if your employee is reporting all their time.

The Employee Leave Time Usage Report is the **ONE REPORT** you can run for up to a year for one employee only.

This tool is vital in knowing what days have been reported, are protected, and not protected for your one employee.

Do you like a little extra knowledge?

The All Open Leaves report contains a LOT of knowledge. It also seems like this would be the report to run if you just want to know who has an open and approved leave. Remember, ALL ACTIVE LEAVES REPORT shoes you that. The ALL OPEN LEAVES shows any leave that was open, no matter what the decision. It has a lot of knowledge, but may not be an every day report to run.



The screenshot shows a web browser window with the URL <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The browser's address bar and menu are visible. Below the browser window, a list of reports is displayed, each with a document icon and a title:

- Closed Leaves Report**: This report will show you any leave that ended during the specified date range.
- All Open Leaves**: This report displays all leave requests which have requested leave time (in any decision status) during the date range specified.
- All Active Leaves Report**: This report will show you all open, active approved and pending leaves for all employees who report to you.
- Employee Leave Time Usage Report**: This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
- Leave Requests and Status Report**: This report will show you details for the following: (1) new leave requests that were opened during the reporting date range ("New Leave Requests"); (2) status updates, date changes, and other important updates to leaves during the reporting date range ("Leave Updates"); (3) a list of all other leaves that are in an active status ("Other Active Leaves").

Who's leave has ended?

Finally, the last report is the Closed Leaves Report.

This report will show you just what the name suggests, those employees whose leave has been closed. That means it is no longer active and no longer offers FMLA protection.

The screenshot shows a web browser window with the URL <https://www.fmlasource.com/FMLAWeb/reports/reports.xhtml?conversationContext=1>. The page displays several report options:

- Closed Leaves Report**: This report will show you any leave that ended during the specified date range.
- All Open Leaves**: This report displays all leave requests which have requested leave time (in any decision status) during the date range specified.
- All Active Leaves Report**: This report will show you all active leaves for all employees who report to...
- Employee Leave Time Usage Report**: This report will show you the FMLA time reported by a single employee during a specified date range, grouped by claim number.
- Leave Requests and Status**: This report will show you... (1) new leave requests that were opened during the reporting date range ("Leave Requests"); (2) status updates, date changes, and updates to leaves during the reporting date range ("Leave Updates"); and (3) all other leaves that are in an active status ("Other Active Leaves").

A large blue arrow points from the bottom center towards the 'Closed Leaves Report' title.

Questions?

If you have any questions about reporting, or a general question about one of your employees, please contact FMLASource. We are happy to answer any questions you may have.

fmlacenter@fmlasource.com

844-242-6747