

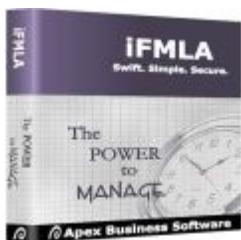


11711 N Meridian ST STE 760
Carmel, IN 46032
(317) 225-4415

Summary and Screen Shots of iFMLA

iFMLA takes control of intermittent leave and ongoing medical conditions. It provides powerful reports, accrual management, e-mailed reminders, mail merge, and document storage for all types of extended leave including FML, work comp, STD, LTD, and CFRA.

iFMLA allows you to concurrently track each day of leave against multiple types. A simple Web interface allows supervisors to report intermittent leave and view quota balances for their employees. It also allows employees to submit requests and start the FML approval process. Weekly payroll imports are also supported.



Screen Shots
Web Self-Service
Employee Screen
Leaves of Absence
Leave Matrix
Report Builder

AT A GLANCE

- Manage intermittent leave
- Track available Federal FMLA
- Track STD and state FML
- Check employee qualification
- Record requests for FMLA
- Document reasons for denial
- Document mandated records
- Run scheduling wizards
- Pop-up reminders for FMLA
- Create dozens of FMLA reports
- Promote FMLA best practices
- Safeguard private information
- Calculate quotas automatically
- Supports unlimited Users
- Imports from payroll
- Generates letters
- Built on an open SQL dB

Find more information and screen shots at <http://ihrsoftware.com/iFMLA.aspx>

Web Self-Service for Managers

Web Self-Service for Managers enables managers to look up leave quotas for subordinates and report absence that counts against pre-approved intermittent leave.

Enter the date and hours off, and click SUBMIT.

Employee: [Chandler, Ana](#)
Date:
Hours of Leave:
Authorized Leave: [Approved for Continuous \(2/3/2010 to 2/5/2010\)](#)

Leave Summary for FMLA Year 3/18/2010 to 3/18/2011

	Annualized Accrual	Used Rolling	Scheduled	Available
FMLA	480.00	0		480.00

No future leave has been scheduled.

Leave Detail before 3/18/2010

Date	Hours	Type of Leave
2/5/2010 Fri	5.00	Other Paid Leave
2/4/2010 Thu	5.00	Other Paid Leave
2/3/2010 Wed	5.00	Other Paid Leave
11/19/2009 Thu	5.00	Unpaid Leave
7/3/2009 Fri	5.00	Other Paid Leave

Web Self-Service for Employees

Web Self-Service for Employees enables your employees to initiate the FML process. Initial documents like FML rights and company policy manuals can be posted.

>>> Request Family Medical Leave

Fill out the request below and click SUBMIT.

Current Leave Summary as of 3/18/2010

	Annualized Accrual	Carryover		Used YTD	Accumulated	Scheduled
		2009	Earned YTD			
FMLA	60.00			0	60.00	

Why are you requesting leave?

When is the first day that you expect to be absent?

When do you expect to return?

I expect to return

I expect to remain on leave for about weeks

I am medically certified to take time off as needed until

Please attach any medical certifications or relevant medical documents.
[MedicalCertificationScan.tif](#)

Please provide any other relevant information.

After submitting your request, a member of our benefits team will contact you.

iFMLA Employee Screen

The Employee Screen provides instant access to an employee's file. The Employee Window allows you to quickly access leave balances and notes.

Dallas Acosta

General Contact Personal Info Timecards **Leave** Notes and More

Leave Summary as of 1/5/2010

	Available Hrs	Accumulated	Annualized Accrual Hrs	Used 2009/2010/Rolling	Scheduled
FMLA	480.00	480.00	480.00 (480.00 Annually)		
STD				32.00	32.00
CFRA	456.00	456.00	480.00 (480.00 Annually)	24.00	24.00
PDL	432.00	432.00	480.00 (480.00 Annually)	48.00	48.00

Show <All Types of Leave> Entries before 1/6/2010 Show earned and denied leave

Leave, Entries before 1/6/2010

Date	Requested	Type	Used	Earned	Accumulated	Note
2008-07-23		PTO		20.00	20.00	Earns 20 hrs A
2008-09-26 to 10-01	9/29/2008	FMLA, Unpaid Leave	32.50			
2009-01-01		Sick Leave		24.00	24.00	Earns 24 hrs A
2009-02-05 to 02-10	2/9/2009	STD, PDL, Paid PFL...	32.00			
2009-04-23 to 04-24	4/28/2009	PDL, PTO	16.00			
2009-07-22 to 07-24	7/25/2009	CFRA, Other Paid Le...	24.00			
2009-07-23		PTO		20.00	24.00	Earns 20 hrs A
2009-11-02 to 11-06	11/6/2009	CFRA, PDL, Sick Le...	40.00			Denied.
2010-01-01		Sick Leave		24.00	48.00	Earns 24 hrs A

Currently approved for intermittent leave for an ongoing condition that should be recertified 1/ 5/2010

Notes & Communications Incomplete Tasks

Date	Regarding	Note
10/9/2009		requested IME
2/11/2009	Warning	TeleFutura Network television stations; Galavisión, the country'...
11/6/2008	Warning	Part of Personalized Search is the Search History feature, whic...

Folder... Help... Print... Refresh Delete Apply Close

iFMLA Leave Of Absence (Continuous)

Use the Leave of Absence window to manage large blocks of leave. Track authorization/certification dates.

The screenshot shows the 'Leave of Absence' window for a continuous leave request. The 'Departing Employee' is 'Lawson, Cesar' and the request is for '1/29/2010'. The 'Reason / Qualifying Event' is '<Unspecified>'. The status is 'Approved by Dallas Acosta on 1/5/2010 for Continuous'. The 'Covering Employee' is '<Unspecified>'. The 'Hours Used Each Day' table shows two blocks of leave: one from 2009-11-15 to 12-15 (23 days, 8.00 hrs/day, 184.00 hrs total, PTO, FMLA, PDL) and another from 2010-01-25 to 01-29 (5 days, 8.00 hrs/day, 40.00 hrs total, Sick Leave, FMLA). The 'Authorization' section shows 'Expected Departure' as 1/5/2010, 'Expected Return' as 1/5/2010, and 'Authorization Expires' as 11/14/2010. The 'Medical Certification' section shows 'First Certified' and 'Last Certified' as 1/5/2010, and 'End Date' as 1/5/2010. The 'Payroll Reconciliation' section shows 'Pay Began', 'Pay Ended', and 'Reconciled' as 1/5/2010. There is a 'Note' field and buttons for 'Write Letter...', 'Print...', 'Help...', 'Apply', and 'Close'.

Period	Days	Hrs/Day	Hrs	Types
2009-11-15 to 12-15	23	8.00	184.00	PTO, FMLA, PDL
2010-01-25 to 01-29	5	8.00	40.00	Sick Leave, FMLA

iFMLA Leave Of Absence (Intermittent)

Use the Leave of Absence screen to record advanced types of leave (FMLA, workman's comp) that run concurrently with basic types of leave (vacation, PTO). Click the Totals tab to view available leave and see when FMLA will run out.

The screenshot shows the 'Leave of Absence' window for an intermittent leave request. The 'Departing Employee' is 'Acosta, Dallas' and the request is for '7/25/2009'. The 'Reason / Qualifying Event' is '<Unspecified>'. The status is 'Approved by Dallas Acosta on 1/5/2010 for Intermittent'. The 'Covering Employee' is '<Unspecified>'. The 'Hours Used Each Day' table shows three days of leave: 2009-07-22 (Wed), 2009-07-23 (Thu), and 2009-07-24 (Fri), each for 8.00 hours, with the type 'Other Paid Leave' and concurrent types 'CFRA'. There is a '*' symbol next to the last row. The 'Total Hours' is 24.00. There is a 'Note' field and buttons for 'Write Letter...', 'Print...', 'Help...', 'Apply', and 'Close'.

Day	Hours	Type	Concurrent Types of Leave
2009-07-22 Wed	8.00	Other Paid Leave	CFRA
2009-07-23 Thu	8.00	Other Paid Leave	CFRA
2009-07-24 Fri	8.00	Other Paid Leave	CFRA

iFMLA Leave Matrix (Quotas)

The Leave Matrix totals available leave by type and quickly summarizes used leave and tardiness. Click **Open** to open an individual and access his leave, time sheets, and FMLA.

Leave Matrix

Show employees where [Status = Active](#)

Available Leave | Summarize Used Leave | List Used Leave | Leave Analysis

Available Leave as of Today

		PTO	Sick Leave	FMLA	CFRA	PDL	Paid PFL
▶ Acosta, Dallas	Open...	24.00	48.00	480.00	456.00	432.00	208.00
Alexander, Tamara	Open...	35.00	13.00	460.00	455.00	480.00	195.00
Bass, Leon	Open...	-20.00	-32.00	456.00	464.00	424.00	232.00
Bates, Jeanette	Open...	5.00	38.00	420.00	450.00	455.00	225.00
Beach, Sheryl	Open...	16.00	8.00	424.00	424.00	440.00	232.00
Berg, Michael	Open...	10.00	23.00	440.00	480.00	480.00	185.00
Boone, Ginger	Open...	-20.00	48.00	460.00	470.00	465.00	240.00
Booth, Crystal	Open...	-8.00		384.00	456.00	456.00	216.00
Bray, Lena	Open...	20.00	-88.00	392.00	440.00	392.00	224.00
Burch, Courtney	Open...	20.00	48.00	460.00	480.00	480.00	230.00
Butler, Shannon	Open...	10.00	38.00	480.00	465.00	465.00	210.00
Cantrell, Eunice	Open...	10.00	48.00	460.00	470.00	465.00	230.00
Carter, Cesar	Open...	-36.00	32.00	432.00	464.00	472.00	240.00
Casey, Benjamin	Open...	20.00	-16.00	480.00	440.00	456.00	240.00
Casey, June	Open...	5.00	28.00	480.00	465.00	460.00	220.00
Chandler, Ana	Open...	-390.00	13.00	265.00	255.00	460.00	215.00
Clements, Leroy	Open...	25.00	23.00	445.00	450.00	470.00	220.00
Clemons, Andrea	Open...	40.00	28.00	480.00	475.00	465.00	230.00

Help... | Print... | Refresh | OK

iFMLA Report Builder

The Report Builder provides an easy and flexible interface for customizing reports and memorizing report settings.

