

# My Leavetech Connect Portal



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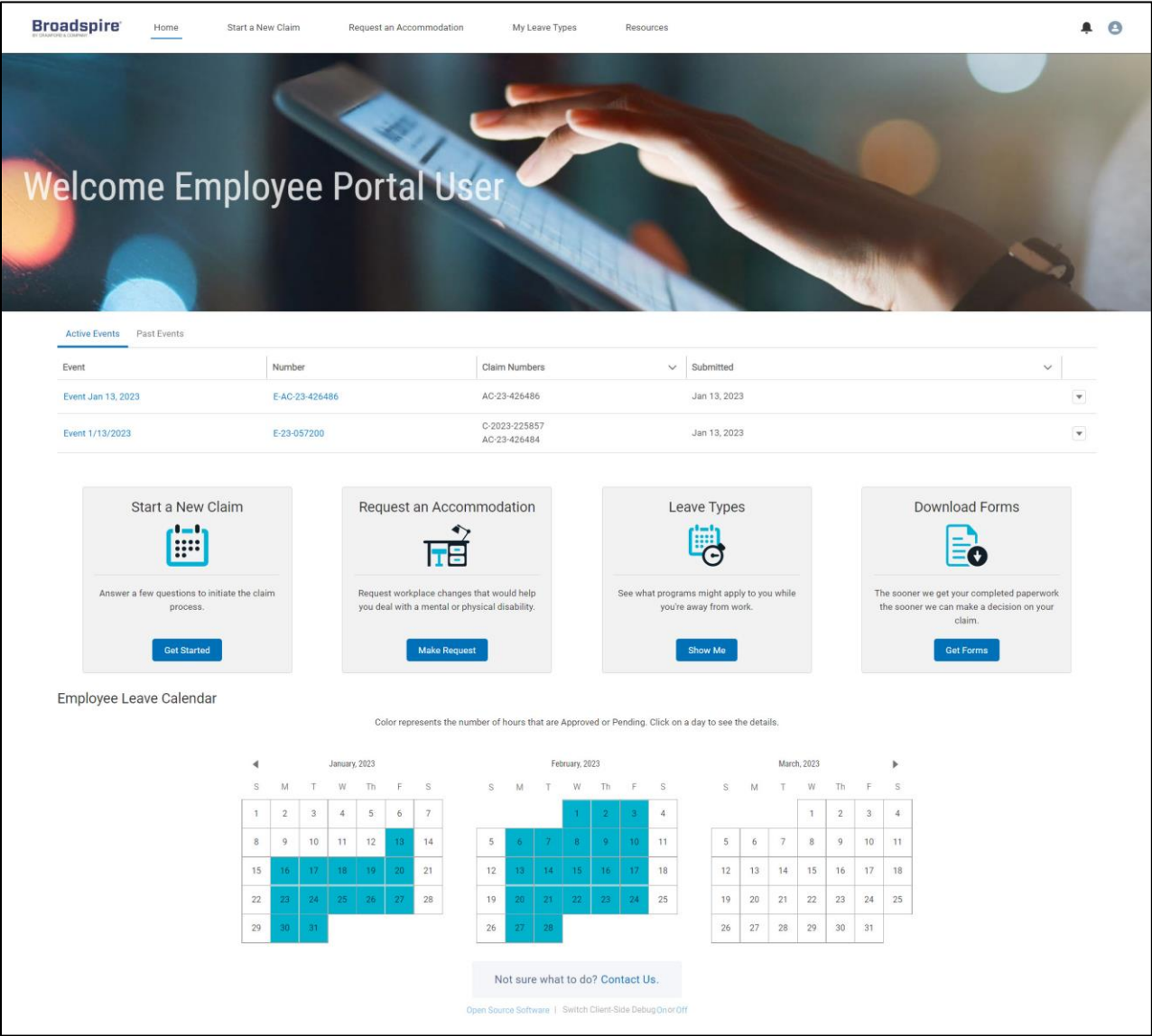
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# Employee Dashboard

When assigned the Portal Role 'Employee' you will arrive at Employee Dashboard with the following features:



## Navigation Bar

Allows quick navigation to key activities that align with the claim action tiles.

## Welcome Banner

Displays a standard, pre-configured greeting for the user.

## Event Component

Provides quick links to the employee's open and closed claims, organized by Event. This section displays summary information from the Claims component.

## Action Tiles

Displays tiles to help the employee navigate quickly to key activities. In addition to tiles that correspond to the top-level navigation, this section includes a tile for downloading claim-related forms.

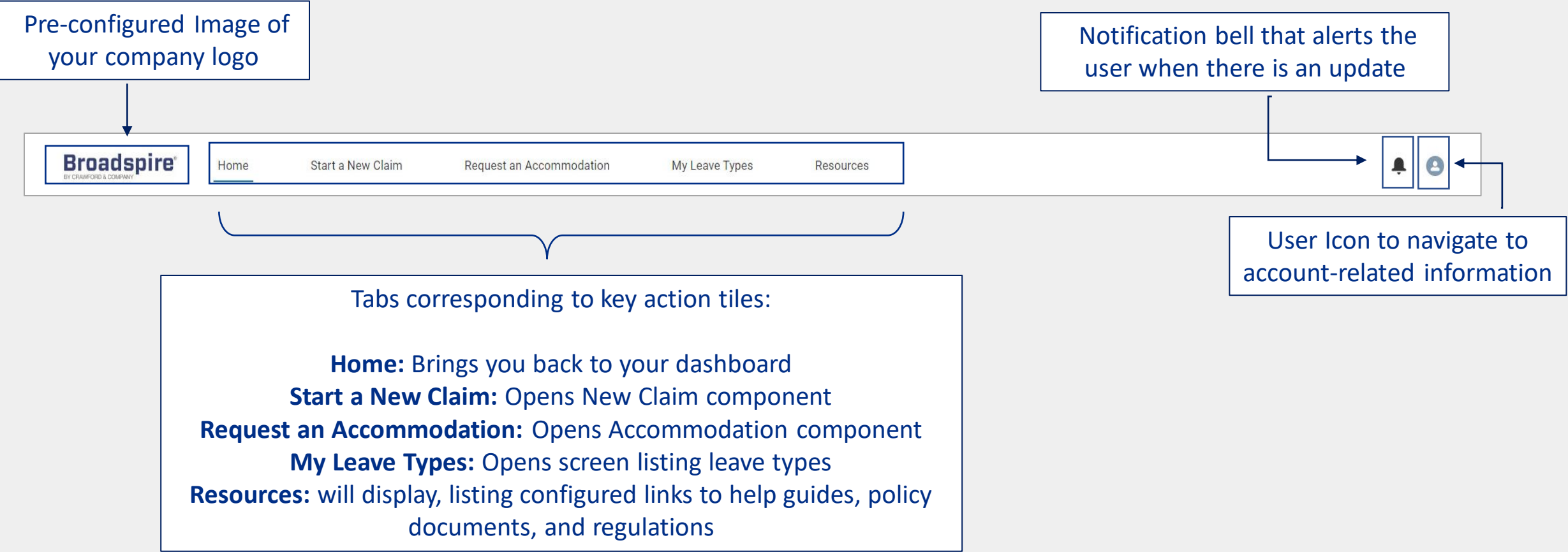
## Employee Leave Calendar

Calendar indicating claim days in blue. Clicking on the day will open a list of claims related to that day.

## Help Button

Displays pre-configured information and links (phone, email, etc.) for requesting assistance

# Navigation Bar



# Active or Past Events

Displays the Event Name, Event Number, Claim Number and Submitted date associated to a claim which provide quick links to the claim. Additionally, the drop-down list to the right provides a list of actions that quickly navigate you to the claim with certain components already expanded.

Event	Number	Claim Numbers	Submitted
<a href="#">Event Jan 13, 2023</a>	<a href="#">E-AC-23-426486</a>	AC-23-426486	Jan 13, 2023
<a href="#">Event 1/13/2023</a>	<a href="#">E-23-057200</a>	C-2023-225857 AC-23-426484	Jan 13, 2023

- 1. View Details
- 2. Add Forms
- 3. Payments
- 4. Add Time
- Report Return to Work

- (1) View Details – opens claim with the **Claims** component expanded.
- (2) Add Forms – opens claim with the **Documents** component expanded.
- (3) Payments – opens claim with the **Payments** component expanded.
- (4) Add Time – opens claim with the **Absence Time Requested** component expanded.

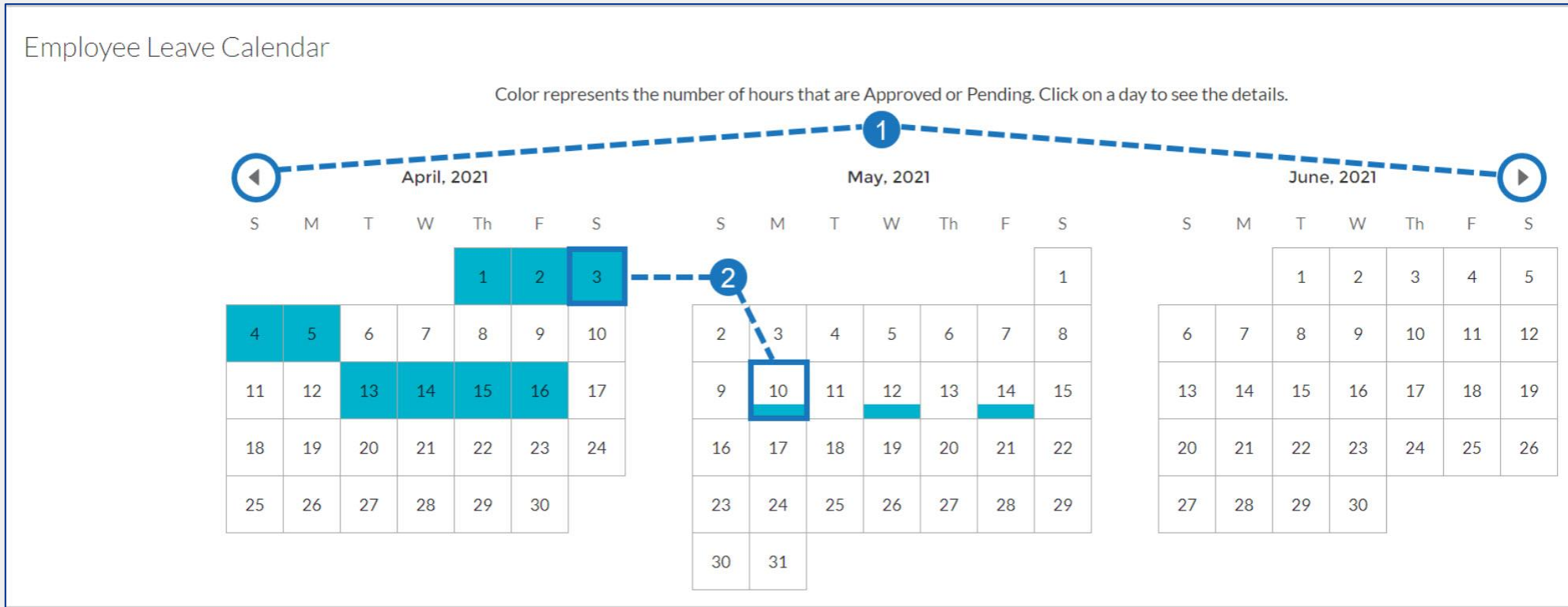
# Employee Leave Calendar

- (1) Navigate between months by clicking the left and right arrows
- (2) The amount of color contained within the calendar date box represents the amount of time off requested with a **Pending** or **Approved** status as a percentage of the employee's daily work schedule.

An example for an employee whose daily work schedule is 8 hours:

- On a day where they have 2 hours 25% of the box will be filled
- On a day where they have 8 hours of leave 100% of the box will be filled.

**Note:** if there is a disability claim on a calendar date, the box will automatically display as 100% filled.



# Employee Leave Calendar

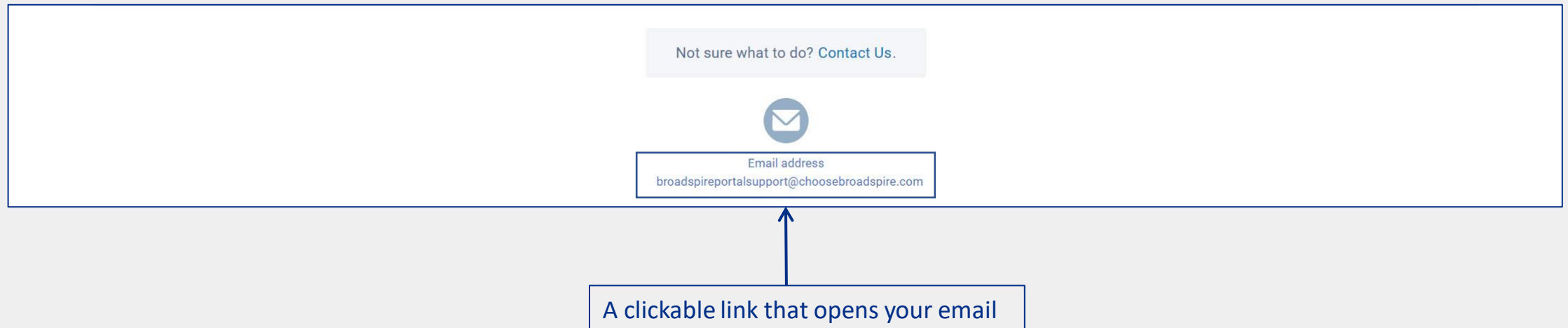
- (1) Click on a date to display Employee Leave details for that date.
- (2) You'll see a list of the events corresponding to time off requested for that day (with Status of 'Pending' or 'Approved'), along with summary information and links. (If there is no leave with Status of 'Pending' or 'Approved' for that date, the detail will display the message 'No Claims.') Click on the Event Name link or the Event Number link to go directly to the corresponding Event Details screen.

Event Name	Event Number	Claim Type	Absence Time Requested
Car Accident	E-21-000212	Short Term Disability	
Car Accident	E-21-000212	Absence	8

# Help Button

At the bottom of each screen, is a help button. When clicked an email address to our portal support team will display. The portal support team can assist you with any portal related issues.

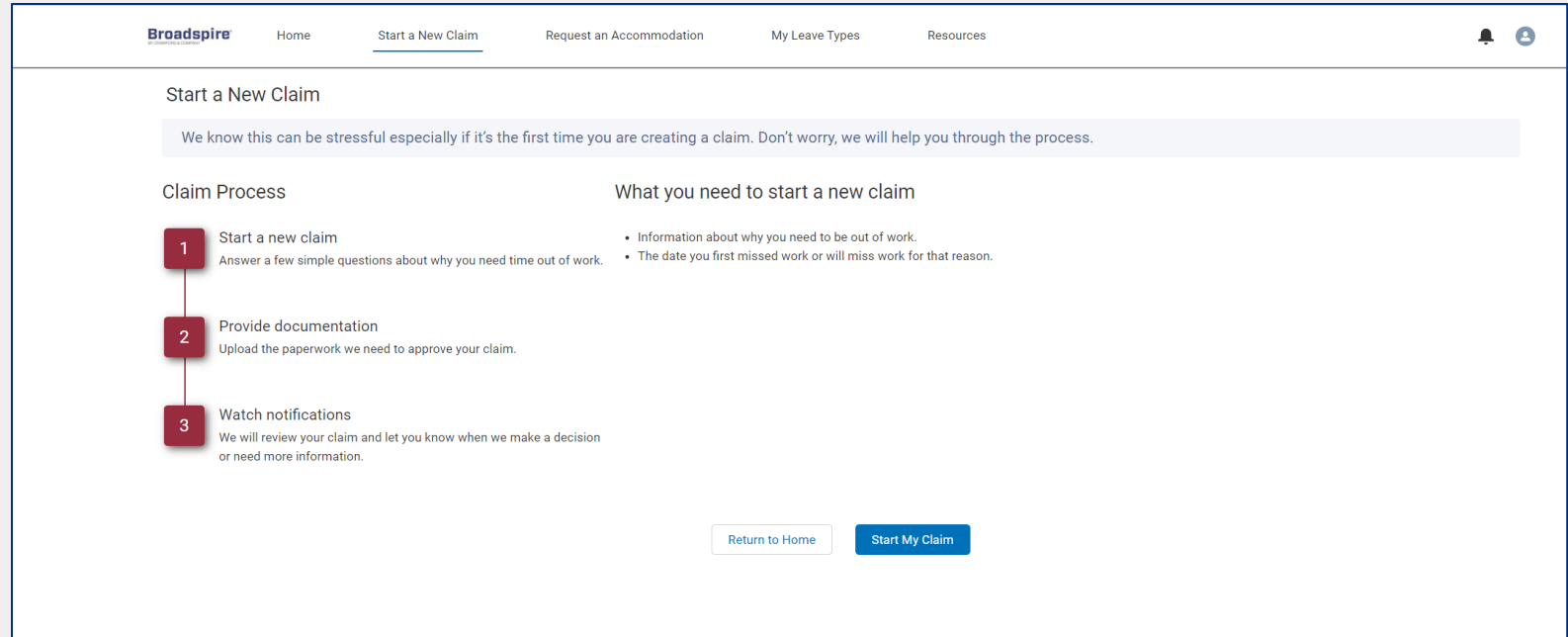
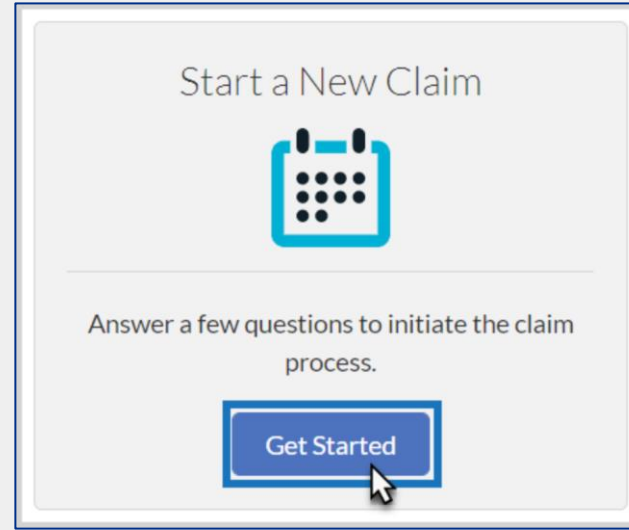
\* The portal support team can not assist with any claim related questions



# Start a New Claim

(1) On the Employee dashboard, click **Get Started** in the tile labeled Start a New Claim or click **Start a New Claim** from the top-level navigation.

(2) The **Start a New Claim** screen summarizes what to expect during the claim process and informs the employee about key information needed to begin. Click **Start My Claim**.





# Start a New Claim

(1) On the Employee dashboard, click **Get Started** in the tile labeled Start a New Claim or click **Start a New Claim** from the top-level navigation.

(2) The **Start a New Claim** screen summarizes what to expect during the claim process and informs the employee about key information needed to begin. Click **Start My Claim**.

(3) The next several screens guide the employee through the process of creating a claim, asking only for information relevant to the specific benefits available to them. Click **Submit** to submit the claim.

**Broadspire** Home Start a New Claim Request an Accommodation My Leave Types Resources

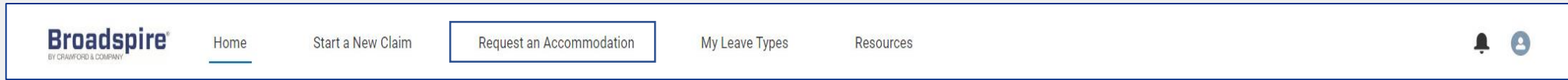
### Start a New Claim

Almost done! Make sure everything is correct before you click Submit.

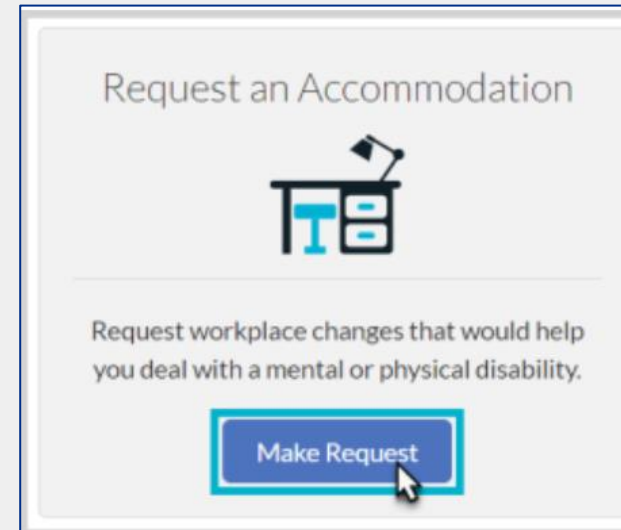
Name	Employee Portal User Testperson
Event Nickname	Test Claim
Available Claim Types	Absence, Accommodations, Short Term Disability
Identified Claim Types	Absence <a href="#">Edit</a>
Why do you need to be out of work?	Employees Own Illness or Injury <a href="#">Edit</a>
What type of leave are you requesting?	Intermittent <a href="#">Edit</a>
Start date	3/1/2023 <a href="#">Edit</a>
End date (actual or estimated)	6/30/2023 <a href="#">Edit</a>

\*= required

[Previous](#) [Submit](#)



**(1)** In the tile called Request an Accommodation, click Make Request or click Request an Accommodation in the top-level navigation



**(2)** On the next screen, you can link the new accommodation request to an existing claim event, if applicable. After making the appropriate selection, click Next.

This is a screenshot of the 'Request an Accommodation' form. The title 'Request an Accommodation' is at the top left. Below it, the user's name is listed as 'Betty Sue Employee'. The main content area contains a question: 'We noticed you already have an event. Is this claim connected to an existing event?'. Below the question is a light blue informational box with text: 'Please combine all connected claims in the same event. For example, all claims associated with a pregnancy should be linked together. All claims associated with back surgery should be linked together.' Below this box are two radio button options: 'EOI - 1' (which is unselected) and 'No' (which is selected). A legend below the options indicates that an asterisk (\*) denotes a required field. At the bottom of the form is a blue 'Next' button with a mouse cursor clicking on it.

# Request an Accommodation

**(3)** On the next screen, enter details about the request. Note that all fields except for End Date are mandatory (marked with an asterisk). Also, in our example, we did not link the request to an existing event, so we are prompted to Enter an event nickname. The Event Nickname will also display in the left-hand sidebar (1). When finished entering information, click Submit Request (2).

### Request an Accommodation

Event Nickname  
Back Injury

Make your accommodation request by answering the small list of questions shown below.

Pick a nickname for your request that you'll remember the next time you log in. For example: Schedule change, Work at home

\* Enter an event nickname  
Back Injury

When will you need an accommodation?

\* Start Date  
Apr 6, 2021

End Date

\* Which of the following are difficult for you because of a disability? (Check all that apply)

- Breathing
- Learning
- Reading
- Sitting
- Standing
- Walking
- Talking
- Concentrating
- Hearing
- Manual Tasks
- Communicating with others
- Other

\* Describe your job limitations.  
Lower back pain; can sit no longer than 1 hr at a time

\* Which of these are you asking your employer to help you with?

- Equipment
- Accessible Materials
- Changes to the Workplace
- Job Restructuring
- Leaves as an Accommodation
- Work at Home
- Modified Work Schedule
- Reassignment
- Other

\* Tell us more about the accommodation(s) you are asking for.  
sit/stand desk

Submit Request

**(4)** You'll be brought to a confirmation screen, summarizing the request made and what to expect next in the claim process. Navigate back to the employee dashboard by clicking Return to Home. (Or, click Home in the top-level navigation.)

### Request an Accommodation

Completed step: Request a new accommodation

Your accommodation request has been submitted:

[Back Injury](#)

Requested:

- Equipment
- Accessible Materials
- Changes to the Workplace
- Job Restructuring
- Leaves as an Accommodation
- Work at Home
- Modified Work Schedule
- Reassignment
- Other

Your next step: Provide documentation

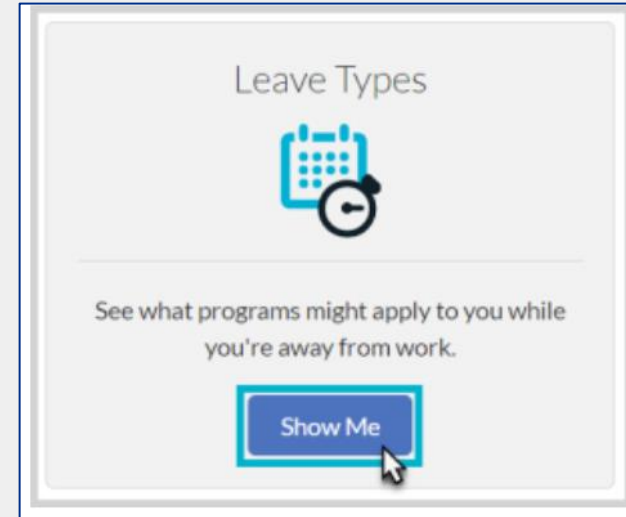
Your request is being reviewed to determine which, if any, documents are necessary. Please give us 24 hours. Refer to your home page for any outstanding items. The required documents will also be mailed to your address on file.

[Return to Home](#)

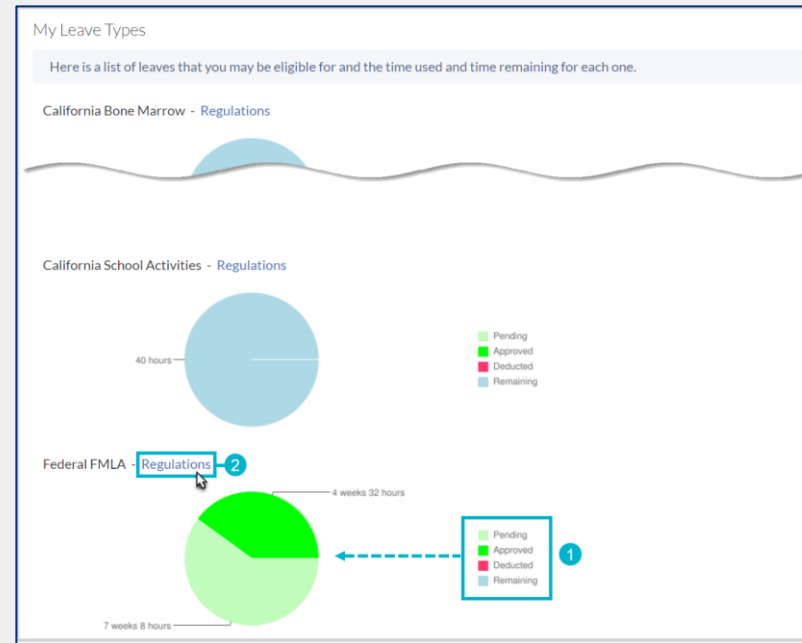
### Accommodation Process

- 1** Request a new accommodation  
Answer a few simple questions about why you need an accommodation.
- 2** Provide documentation  
Upload the paperwork we need to approve your accommodation.
- 3** Watch notifications  
We will review your request and let you know when we make a decision or need more information.

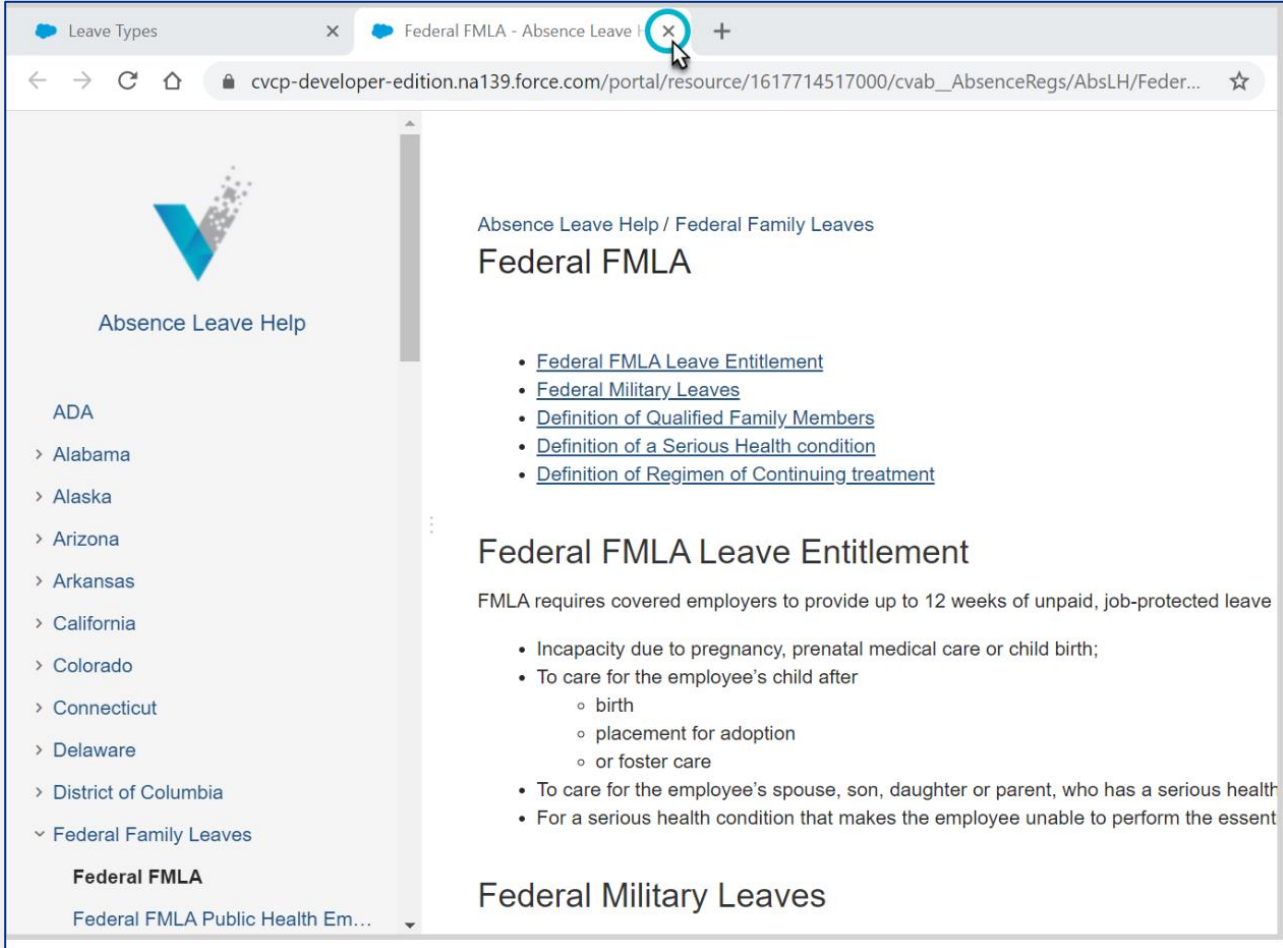
(1) In the tile called **Leave Types**, click **Show Me** or click **My Leave Types** in the top-level navigation.



(2) On the My Leave Types screen, you'll see a list of the Absence leave types for which the employee may be eligible. Each eligible leave displays a pie chart showing the time pending, approved, deducted, and remaining for the employee under that specific leave (1). Click on a Regulations link to open a new window displaying detailed information about that leave type (2).



(3) Close the **Absence Leave Help** window when finished reading the regulation detail.

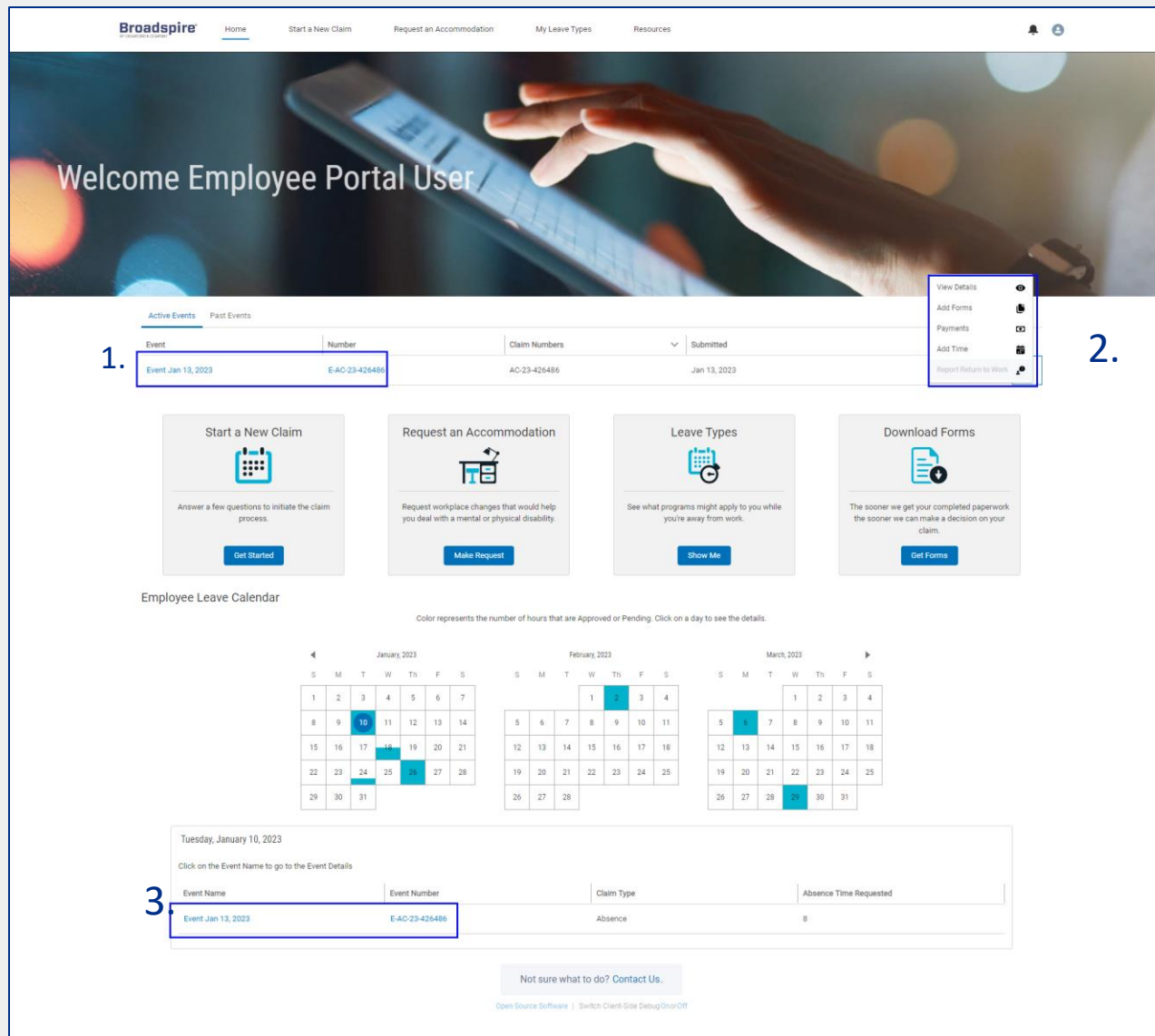


# Event Details

The Event Details screen is the one-stop shop for accessing important information relating to a particular event.

You can access the event details page by clicking any of the following links located on the home page:

- (1) Event or Event Number link located in the event component
- (2) One of the drop-down selections from drop down menu on the event component
- (3) Event Name or Event Number located in the Employee Leave Calendar



# Viewing Claim Component

With the claims component is expanded you will see a tile for each claim associated with the event displaying key details about the claim. The table below describes the different headings.

<b>Claim Type</b>	Type of claim (Absence/ Disability)
<b>Claim Number</b>	Unique number that is generated when a claim is submitted. (AC) = Absence Claim (C) = Disability Claim
<b>Submitted Date</b>	Claim Submitted date
<b>Documentation</b>	<ul style="list-style-type: none"> <li><b>No value</b> (blank) - default when a claim is created.</li> <li><b>Available</b> - indicates documents are available in the Documentation component.</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li><b>In Process</b> - default when a claim is created.</li> <li><b>Complete</b> - indicates the claim has any status other than 'Pending'.</li> </ul>
<b>Claim Status</b>	The <b>Status</b> of the claim (e.g., 'Open', 'Pending', 'Incomplete').
<b>Date of Disability</b>	Start date of the claim
<b>Through Date</b>	End date of the claim

The screenshot shows the Broadspire Employee Portal interface. The user is logged in as 'Employee Portal User Testperson'. The main content area displays a 'Claims (2)' section with two claim entries:

Claim Type	Claim Number	Submitted Date	Documentation	Review	Claim Status	Date of Disability	Through Date
Short Term Disability	C-2023-225976	Jan 15, 2023		Complete	Open	Dec 1, 2022	Feb 28, 2023
Absence	AC-23-426854	Jan 15, 2023	Available	Complete	Open	Dec 1, 2022	Feb 22, 2023

Below the claims table, there are expandable sections for 'Absence Time Requested', 'Documentation (1)', 'Payments (4)', and 'Report Return to Work'. A 'Return to Home' button is located at the bottom of the claims section.



# Viewing Claim Component

Clicking the arrow to the left of the claim type will open the detail view of each claim. The table below provide information on each detail:

Disability Claims	
<b>Benefit Claimed Number</b>	Unique number associated to the benefit.
<b>Cause of Disability</b>	Indicates <b>Illness</b> or <b>Injury</b>
<b>Benefit Start Date</b>	Date the disability benefit starts
<b>Benefit Claimed Status</b>	Status of the Claim ( Approved, Pending, Denied)

Absence Claims	
<b>Reason</b>	Reason for the claim (Employee Own Illness/Injury, Bonding, Care of Family Member, Pregnancy...)
<b>Leave Type</b>	Indicates <b>Intermittent</b> or <b>Continuous</b>
<b>Return to work date</b>	Date the employee returns to work
<b>Absence Type</b>	Indicates the type of absence that is being used
<b>Start Date</b>	Start date to the absence
<b>End Date</b>	End date to the absence
<b>Duration</b>	How long the absence lasted
<b>Status</b>	Status of the absence

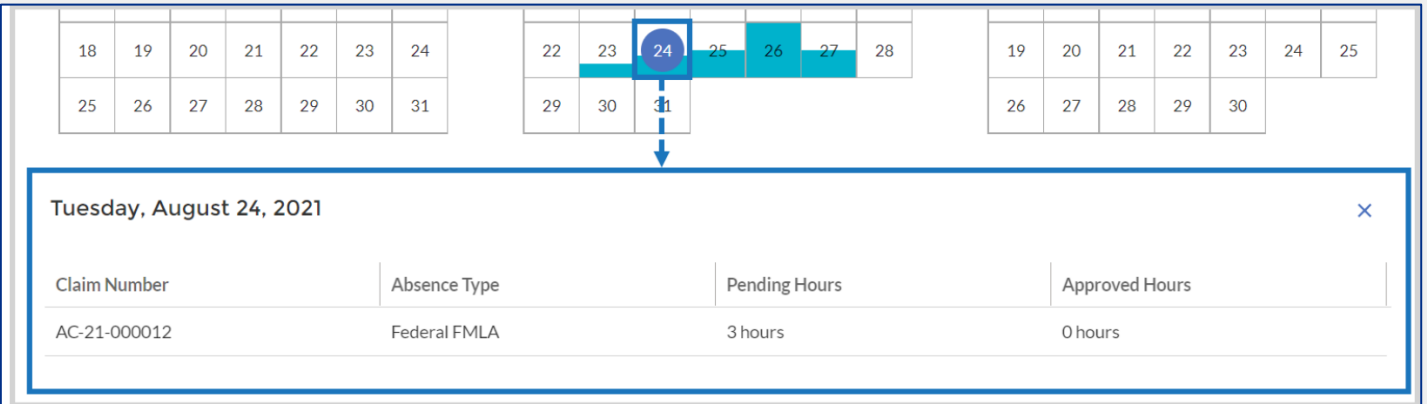
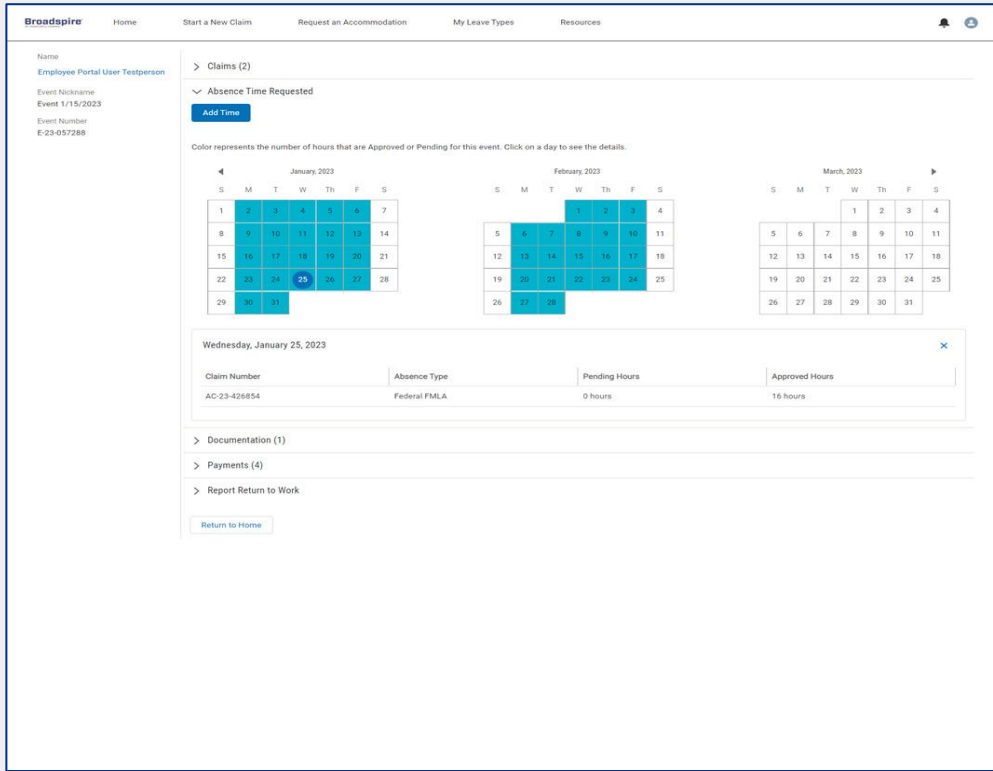
The screenshot shows the Broadspire user interface. At the top, there are navigation links: Home, Start a New Claim, Request an Accommodation, My Leave Types, and Resources. On the left, a sidebar shows the user's name 'Employee Portal User Testperson' and event details: 'Event Nickname: Event 1/15/2023' and 'Event Number: E:23-057288'. The main content area is titled 'Claims (2)' and contains two expandable claim cards. The first card is for 'Short Term Disability' (Claim Number: C-2023-225976, Submitted Date: Jan 15, 2023, Status: Open). It shows a 'Benefit Claimed Number' of BC-2023-277744, a 'Cause of Disability' of 'Illness', a 'Benefit Start Date' of Dec 8, 2022, and a 'Benefit Claimed Status' of 'Approved'. The second card is for 'Absence' (Claim Number: AC-23-426854, Submitted Date: Jan 15, 2023, Status: Open). It shows a 'Reason' of 'Employees Own Illness or Injury', a 'Leave Type' of 'Continuous', and a 'Return to work date'. Below this, a table lists specific absence types: ADA (Feb 23, 2023 - Feb 28, 2023, 32 hours, Pending), Federal FMLA (Dec 1, 2022 - Feb 22, 2023, 12 weeks, Approved), Federal FMLA (Dec 1, 2022 - Feb 28, 2023, 12 weeks 32 hours, Approved), and Federal FMLA (Feb 23, 2023 - Feb 28, 2023, 32 hours, Exhausted). At the bottom of the claim detail view, there are expandable sections for 'Absence Time Requested', 'Documentation (1)', 'Payments (4)', and 'Report Return to Work'. A 'Return to Home' button is located at the bottom left of the main content area.

# Viewing Absence Time Requested

In the expanded Absence Time Requested component, you'll see an interactive calendar displaying all the time off requested.

In the expanded Absence Time Requested component, you'll see an interactive calendar displaying all the time off requested.

Click on a date to display a list of the Absence claims corresponding to time off requested for that day (with **Status** of 'Pending' or 'Approved'). If there is no leave with **Status** of 'Pending' or 'Approved' for that date, the detail will display the message 'No Claims.'



Located above the interactive calendar is a button labeled Add Time. Click the Add Time button to request additional time off.

▼ Absence Time Requested

Add Time

Color represents the number of hours that are Approved or Pending for this event. Click on a day to see the details.

July, 2021      August, 2021      September, 2021

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4

- (1) In the **Add Time** pop-up window, use the left and right arrows to navigate between months
- (2) Hover over a date to see summary information regarding requested and available leave time
- (3) If a full day of leave (based on the employee's daily work schedule) on a certain day, it will display as dark grey and will not be selectable
- (4) If a partial day of leave has already been requested, it will display as half grey and will be selectable
- (5) Click on one or more selectable calendar dates to add time

### Add Time

Pick the dates you are requesting:

August 2021      September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1						7				1	2	3	4
8						14	5	6	7	8	9	10	11
15						21	12	13	14	15	16	17	18
22						28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday:  
• already requested 2 hours for Intermittent  
• schedule is 8 hours

1: Navigation arrows between months  
2: Hover over a date to see summary information  
3: Dark grey date (not selectable)  
4: Half grey date (selectable)  
5: Click on a selectable date

# How to Add Time

- (1) For each calendar date selected, a corresponding row will appear below the calendar.
- (2) In the **Duration** column, enter the amount of leave being requested for each day. If requesting a full day of leave, you can check **All Day** as a shortcut.
- (3) To request the same amount of leave for all selected dates, you can enter the **Duration** for one date, and click the corresponding **Copy** button to apply that duration to all selected dates.
- (4) When finished, click **Submit**.

### Add Time

Pick the dates you are requesting:

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	All Day?	Duration?	Actions
Sep 6, 2021	<input type="checkbox"/>	4 h 0 m <span style="border: 1px solid #007bff; padding: 2px;">2</span>	<input style="border: 1px solid #007bff; padding: 2px;" type="button" value="Copy"/> <span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px;">3</span>
Sep 7, 2021	<input type="checkbox"/>	4 h 0 m	<input type="button" value="Copy"/>
Sep 8, 2021	<input type="checkbox"/>	4 h 0 m	<input type="button" value="Copy"/>

4

You will return to the **Event Detail** screen, where the calendar in the expanded **Absence Time Requested** component will now display the leave you just added.

▼ Absence Time Requested

Add Time

Color represents the number of hours that are Approved or Pending for this event. Click on a day to see the details.

July, 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

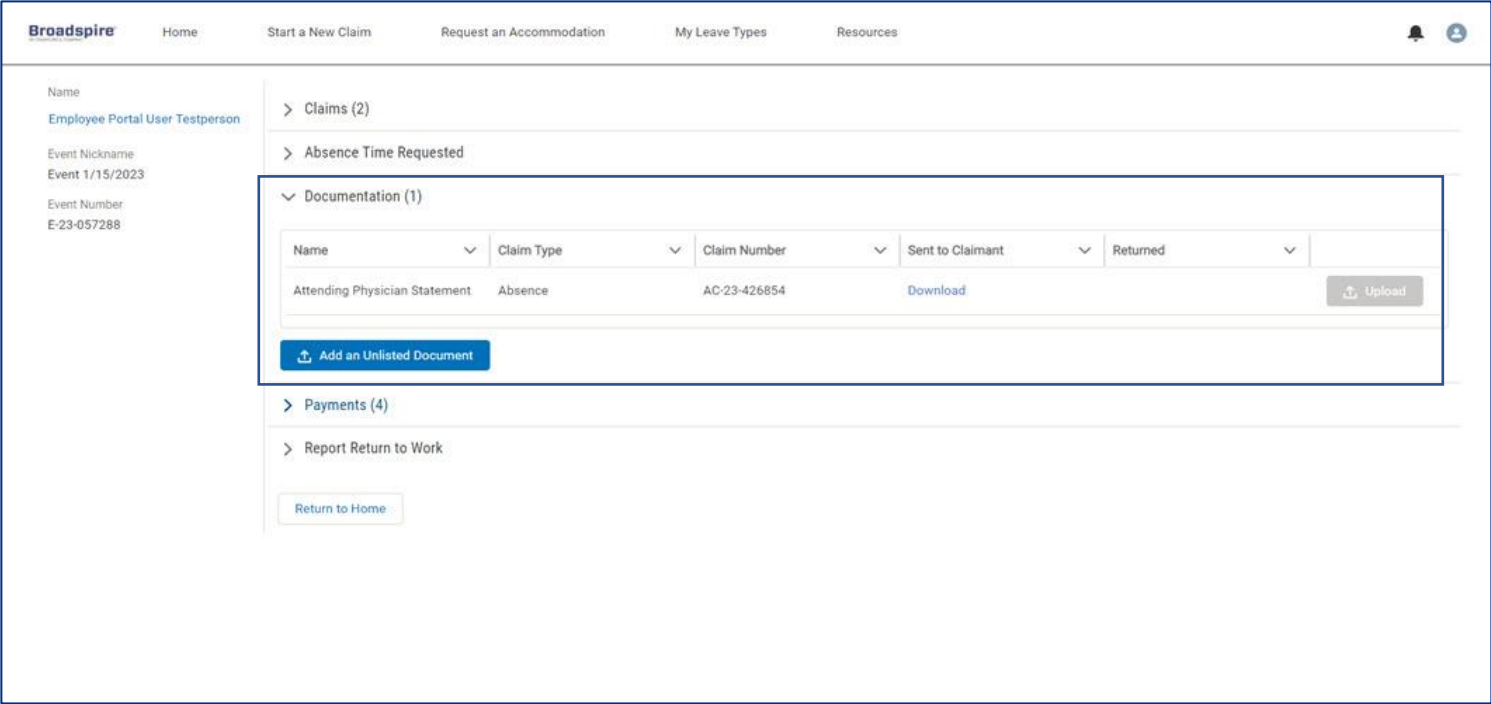
August, 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September, 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Viewing Claim Documents

On the **Event Details** screen, click the arrow next to the **Documentation** component to expand it.

*Note that the number in parenthesis beside the component name indicates the total number of records contained in that component.*



# Uploading Claim Documents

(1) Click the corresponding **Upload** button for the document you wish to upload. (Keep in mind that this button will be enabled for a document once it has been downloaded (i.e., the **Sent to Claimant Field** displays a date link).

Documentation (5)				
Name	Claim Type	Sent to Claimant	Returned	
Approval Letter	Absence (AC-20-000147)	Apr 20, 2021		<a href="#">Upload</a>

(2) In the **Upload Document** pop-up window, click **Upload Files**, and follow the prompts to locate and select the appropriate document. (You can also drag and drop the file directly from your file management application into the pop-up window.)

### Upload Document

Document Name

Claim Type

Before you add a form, we recommend:

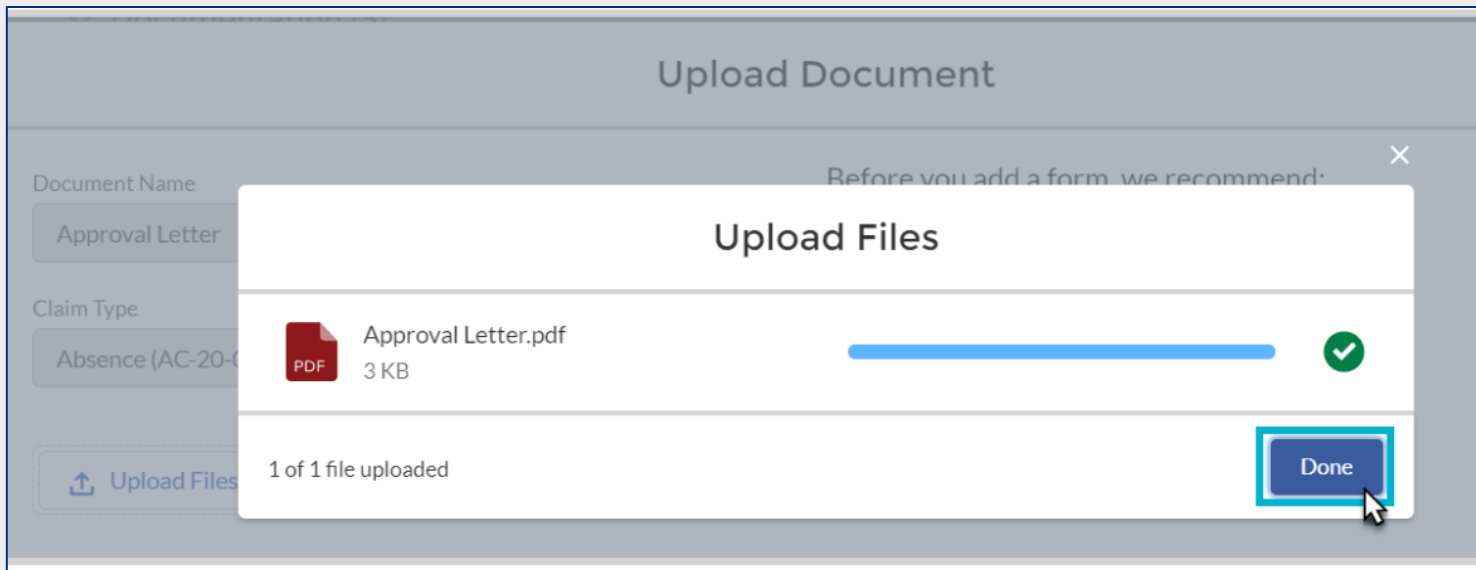
- The form is fully completed and legible
- The form is signed

Upload Files

Or drop files

# Uploading Claim Documents

(3) An Upload Files dialog box will appear, displaying summary information about the document, and an upload status progress bar. When the upload is complete, a checkmark will appear, and the Done button will be activated. Click Done.



(4) On the **Event Details** screen, a link with a value of today's date will now display in the **Returned** column. (You can click this link to download a copy of the document uploaded on that date.)

Documentation (5)				
Name	Claim Type	Sent to Claimant	Returned	
Approval Letter	Absence (AC-20-000147)	Download	Apr 20, 2021	Upload



# Viewing Payments

On the **Event Details** screen, click the arrow next to the **Payments** component to expand it.

In the expanded **Payments** component, you'll see a table listing each of the payments relating to claims associated with the Event. **Note:** payments will only appear in the table if they have a **Status** of 'Processed' or 'Released'. For each payment, the following fields will display:

- Payment Date** - this is the Payment Issue Date.
- Payment Amount** - this is the Net Payment Amount.
- Payment Status** - values will equal 'Processed' or 'Released'

The screenshot shows the Broadspire user interface. At the top, there is a navigation bar with the logo and links for Home, Start a New Claim, Request an Accommodation, My Leave Types, and Resources. On the left side, there is a sidebar with the user's name 'Employee Portal User Testperson' and event details: Event Nickname 'Event 1/15/2023' and Event Number 'E-23-057288'. The main content area is titled 'Claims (2)' and contains two claim entries:

Claim Type	Claim Number	Submitted Date	Documentation	Review	Claim Status	Date of Disability	Through Date
Short Term Disability	C-2023-225976	Jan 15, 2023		Complete	Open	Dec 1, 2022	Feb 28, 2023
Absence	AC-23-426854	Jan 15, 2023	Available	Complete	Open	Dec 1, 2022	Feb 22, 2023

Below the claims, there are sections for 'Absence Time Requested' and 'Documentation (1)'. The 'Payments (4)' section is expanded and shows a table of payment records:

Payment Date	Payment Amount	Payment Status
Jan 4, 2023	\$975.87	Processed
Dec 28, 2022	\$975.87	Processed
Dec 21, 2022	\$975.87	Processed
Dec 14, 2022	\$975.87	Processed

At the bottom of the main content area, there is a 'Report Return to Work' section with a 'Return to Home' button.