

Absence Tracker Employee Self Service Guide

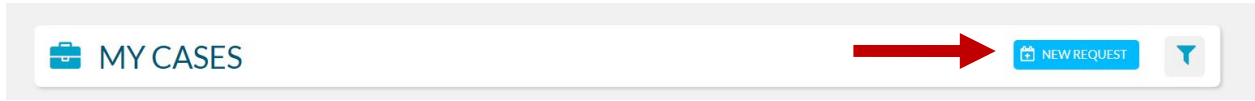
Step 1: Go to wideorbit.ess-absencetracker.com employee self service website and register your account. For the best experience please use Chrome as a web browser. You may also access the website via your tablet or mobile phone and create a webapp on your home screen for easy access.

The image displays two screenshots of the AbsenceTracker website interface. The top screenshot shows the login page with the AbsenceTracker logo at the top. Below the logo is a login form with fields for email (yomna.morsy@tristargroup.net) and password. A checkbox is checked, indicating agreement to the site's Terms and Conditions. A blue 'LOGIN' button is present. A red arrow points to the 'Register New Account' link below the login button. The bottom screenshot shows the 'REGISTER A NEW ACCOUNT' page. It features a 'Work Email' input field, a paragraph of instructions, and two buttons: 'CANCEL' and 'REGISTER ACCOUNT'. Both screenshots have a footer with '© 2018 | Powered by AbsenceSoft'.

Step 2: Follow the instructions that were emailed to you on how to create your account and password

Step 3: Log on to your employee self service account using your new logins. Go to wideorbit.ess-absencetracker.com

Step 4: Under My Cases select “ New Request”



Step 5: Review your personal information. If you require alternate contact information during your leave please check “Do you require alternate contact info for this case?” and enter your alternate contact information then press “Confirm and Continue”

NEW LEAVE REQUEST MORSY, YOMNA, ADEL | #000000

1. Personal Info 2. Case Request 3. Out of Office Details 4. Duration 5. Submit Request

Review Personal Info

First Name: Yomna Last Name: Morsy

Email Address: yomna.morsy@tristargroup.net Phone Number: [Empty]

Street Address: 4323 Spectrum Apt. Suite, Etc. (Optional): [Empty]

City: Irvine Country: United States State: California Zip Code: 92618

ⓘ If you need to update any personal information, please contact your HR administrator.

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

CONFIRM AND CONTINUE

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

Enter Alternate Contact Info

Email Address: [Empty] Phone Number: [Empty]

Street Address: [Empty] Apt. Suite, Etc. (Optional): [Empty]

Country: Select a Countr State: Select a State City: [Empty] Zip Code: [Empty]

CONFIRM AND CONTINUE

Step 6: Select the reason for your leave and enter the requested information. Press “Confirm and Continue”.

For Adoption/Foster Care

Enter the type of relationship, The child’s first and last name and date of birth.

Note: If the child’s name and date of birth are unknown, enter any name and date of birth and when the information becomes available your assigned absence specialist will update the information for you.

Enter a brief description if you would like to include specific details about your case.

The screenshot shows a web form titled "Reason for Case" with a progress bar at the top. The progress bar has five steps: 1. Personal Info (checked), 2. Case Request (active), 3. Out of Office Details, 4. Duration, and 5. Submit Request. The form contains several sections:

- Reason for Case:** A row of buttons for selecting a reason. "ADOPTION/FOSTER CARE" is selected and highlighted in blue. Other buttons include "BONDING", "EMPLOYEE HEALTH CONDITION", "FAMILY HEALTH CONDITION", "PREGNANCY/MATERNITY", "MILITARY", and "OTHER".
- Relationship:** A dropdown menu with "Adopted Child" selected.
- Existing Contact:** A dropdown menu with "Select Existing Contact" selected.
- First Name:** Text input field containing "Adam".
- Last Name:** Text input field containing "Morsy".
- Date Of Birth:** Text input field containing "03/19/2008".
- Case Details:** A section with the heading "Please provide a description:" and a large text area containing the placeholder text "Enter description details here...".
- CONFIRM AND CONTINUE:** A blue button at the bottom right of the form.

For Bonding

Select the type of relationship you have with the child you will be bonding with. Enter the child's first and last name. If unknown, enter any name and your assigned absence specialist will be able to update this information later after your child is born. Enter the child's date of birth. If the child has not yet been born enter the expected delivery date. Enter a brief description if you would like to include specific details about your case.

1. Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Submit Request

Reason for Case

ADOPTION/FOSTER CARE	BONDING	EMPLOYEE HEALTH CONDITION	FAMILY HEALTH CONDITION	PREGNANCY/MATERNITY	MILITARY	OTHER
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Relationship Existing Contact

Select Contact Type Select Existing Contact

First Name Last Name Date Of Birth

Case Details

Please provide a description:

Enter description details here...

CONFIRM AND CONTINUE

For Your Own Serious Health Condition

Select whether or not it is a work related illness or injury. Enter a brief description if you would like to include specific details about your case.

The screenshot shows a web form with a progress bar at the top containing five steps: 1. Personal Info (checked), 2. Case Request (highlighted), 3. Out of Office Details, 4. Duration, and 5. Submit Request. The main section is titled 'Reason for Case' and contains several buttons: ADOPTION/FOSTER CARE, BONDING, EMPLOYEE HEALTH CONDITION (selected), FAMILY HEALTH CONDITION, PREGNANCY/MATERNITY, MILITARY, and OTHER. Below this is a 'Case Details' section with a text input field labeled 'Enter description details here...' and a 'Is this work related?' section with 'YES' and 'NO' buttons. A 'CONFIRM AND CONTINUE' button is located at the bottom right.

For Caring for a Family Member with a Serious Health Condition

Select the type of relationship you have with the family member you are caring for. Enter their first and last name and their date of birth. Enter a brief description if you would like to include specific details about your case.

The screenshot shows a web form with a progress bar at the top containing five steps: 1. Personal Info (checked), 2. Case Request (highlighted), 3. Out of Office Details, 4. Duration, and 5. Submit Request. The main section is titled 'Reason for Case' and contains several buttons: ADOPTION/FOSTER CARE, BONDING, EMPLOYEE HEALTH CONDITION, FAMILY HEALTH CONDITION (selected), PREGNANCY/MATERNITY, MILITARY, and OTHER. Below this is a 'Relationship' section with a dropdown menu labeled 'Select Contact Type' and an 'Existing Contact' section with a dropdown menu labeled 'Select Existing Contact'. Underneath are three input fields: 'First Name' with the value 'Adam', 'Last Name' with the value 'Morsy', and 'Date Of Birth' with the value '04/02/1954'. Below this is a 'Case Details' section with a text input field labeled 'Enter description details here...' and a 'CONFIRM AND CONTINUE' button at the bottom right.

For Pregnancy/Maternity

Enter either your “expected delivery date” or your “actual delivery date”. If you will be going on bonding leave after your pregnancy disability ends (6 to 8 weeks post partum) select “yes” under “Use Bonding?”. Enter your tentative bonding dates. If your bonding leave dates change your assigned absence specialist will be able to update them later. Select whether or not you are having any medical complications. Enter a brief description if you would like to include specific details about your case.

1. Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Submit Request

Reason for Case

ADOPTION/FOSTER CARE	BONDING	EMPLOYEE HEALTH CONDITION	FAMILY HEALTH CONDITION	PREGNANCY/MATERNITY	MILITARY	OTHER
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Expected Delivery Date: 04/02/2018 Actual Delivery Date: Use Bonding? YES NO Medical Complication? YES NO

Bonding Start Date: 05/14/2019 Bonding End Date: 06/24/2018

Case Details

Please provide a description:

Enter description details here...

CONFIRM AND CONTINUE

Military Leave

Select the type of military leave you will be going on. If you will be caring for an injured servicemember, going to a military ceremony or on qualifying exigency please select the type of relationship and enter the first name, last name and the date of birth. Enter a brief description if you would like to include specific details about your case.

Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Submit Request

Reason for Case

ADOPTION/FOSTER CARE BONDING EMPLOYEE HEALTH CONDITION FAMILY HEALTH CONDITION PREGNANCY/MATERNITY **MILITARY** OTHER

Select One:

Active Duty (Self) **Care for Injured Servicemember** Ceremony Qualifying Exigency Reserve Training

Relationship Existing Contact

Select Contact Type Select Existing Contact

First Name Last Name Date Of Birth

Adam Smith 04/02/1954

Case Details

Please provide a description:

Enter description details here...

CONFIRM AND CONTINUE

Other Types of Leaves

This section is mostly reserved for employees requesting personal leave. If TRISTAR tracks any additional leave types for your employer they will show under here. Please enter the reason for your request in the case details section.

✓ Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Submit Request

Reason for Case

ADOPTION/FOSTER CARE	BONDING	EMPLOYEE HEALTH CONDITION	FAMILY HEALTH CONDITION	PREGNANCY/MATERNITY	MILITARY	OTHER
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Select One:

Personal

Case Details

Please provide a description:

Enter description details here...

CONFIRM AND CONTINUE

Step 7: Select type of leave and press “Confirm and Continue”

Consecutive time off is a block of time where you will not be present at work. Choose consecutive leave if you will be requesting a period of leave time without returning to work at all during your leave.

Intermittent time off should be requested if you require small increments of time off from work periodically to attend appointments with your healthcare provider or to treat a condition that may periodically prohibit you from working.

Reduced time off should be requested if you are asking to take leave, but may still be able to work fewer hours each day.

The screenshot shows a progress bar at the top with five steps: Personal Info, Case Request, 3. Out of Office Details (highlighted with a green arrow), 4. Duration, and 5. Submit Request. Below the progress bar, the title 'Out of Office Details' is displayed. There are three buttons: 'CONSECUTIVE' (highlighted in dark blue), 'INTERMITTENT', and 'REDUCED'. Below the buttons, a paragraph explains: 'Consecutive time off is a block of time where you will not be present at work. Choose consecutive leave if you will be requesting a period of leave time without returning to work at all during your leave.' A blue 'CONFIRM AND CONTINUE' button is located in the bottom right corner.

Step 8: Enter your requested leave start and end date

The screenshot shows a progress bar at the top with five steps: Personal Info, Case Request, Out of Office Details, 4. Duration (highlighted with a green arrow), and 5. Submit Request. Below the progress bar, the title 'Duration of Request' is displayed. There is a date range input field showing '04/02/2018' followed by 'TO' and '04/30/2018'. A blue 'CONFIRM AND CONTINUE' button is located in the bottom right corner.

Step 9: Confirm the details of your leave are correct and select “Submit Request”

Personal Info Case Request Out of Office Details Duration 5. Submit Request

Confirm Request Details

First Name: Yomna Last Name: Morsy

Email Address: yomna.morsy@tristargroup.net Phone Number: [Empty]

Absence Reason: Bonding Description: [Empty]

Case Type: Consecutive Duration: 04/02/2018 TO 05/13/2018

[SUBMIT REQUEST](#)

Step 10: Once your leave has been successfully submitted you will receive a confirmation with your assigned case reference number. Your assigned Absence Specialist will be in touch with you within two business days.

NEW LEAVE REQUEST

Leave Request Successfully Submitted

CASE # 2078764571

Your request has successfully been submitted and will be reviewed by your case manager. You can view your case details at any time on the "My Cases" page.

[ADD A NEW REQUEST](#) [CLOSE AND VIEW CASES](#)

Once your case has been completed you can click on “My Cases” you will be able to see the details of your leave request. You may use the Employee Self Service Website to check on the status of your leave and send TRISTAR any requested documents.