

WELCOME TO THE EMPLOYEE CENTER!

Please use the following instructions to create your Employee Center account.

1. Open a browser of your choice (e.g., Google Chrome, Microsoft Edge, Internet Explorer)
2. Click or copy and paste this link into the address bar:
<https://employeecenter.fmlamanager.com>
3. Once at the Employee Center site, click the "Create Account" button.
 - a. Email Address – Enter your email address on record with your company.
 - b. Enter the company code provided by your Administrator: **43A006**
 - c. Create and confirm your password
 - d. Check your email for the one-time-password (OTP)
 - i. The subject of the email is "Employee Center Assistance"
 - ii. Please check your spam or trash folders if you don't see it in your inbox
 - e. Enter the OTP code on the screen
 - f. You should see a "Success!" message
 - g. Re-enter your email and password to log in
 - h. Welcome to the Employee Center Dashboard!

Important! As a valued customer, we'd like to make sure you receive communications from your HR administrator. To ensure the emails continue to reach your inbox, please add fmlamanager@t.jjkeller.com to your address book.

EXPLORING THE DASHBOARD

Card 1

Personal Information: If your profile information needs updating, please contact your HR Administrator.

FMLA Company Information: If your company has FMLA information to share, you will find links to download these files here.

Card 2

Messages: Message links from your FMLA Leave Administrator display here. A link takes you to a specific leave request for any required actions that you may need to take.

Card 3

The segmented graph displays your FMLA leave remaining for qualifying reasons such as federal 12-weeks, state, and additional programs. The information updates according to your leave time balance.

MY LEAVE PAGE

My Pending Requests: Leave requests submitted to your administrator appear here until the requests are processed. Note: you are only able to delete or edit any unsubmitted leave requests. Once submitted, you will need to communicate any changes to your administrator.

My Leave History: Leave requests processed by your administrator appear here. Expand the record(s) to view the leave details, status changes, scheduled leave dates, communications between you and your administrator, and the admin's contact information.

HOW TO SUBMIT A LEAVE REQUEST

Step 1: Select a Leave Reason

Select from the list of federally qualifying reasons that most closely matches your situation. Also, feel free to add a note to your administrator describing your need for leave.

Step 2: Schedule Leave

If you know the days you will need time off, select the dates on the calendar. If you do not know the days you will need time off at this time, proceed to Step 3.

Step 3: Schedule Leave Time

Enter hours and minutes cumulatively or individually. Hours entered must be between 0 and 24. Minutes entered must be between 0 and 59.

Step 4: Review & Submit Request

Review the information you entered for accuracy. Submit the request to your administrator or Save it to Edit and Submit later.

We hope you find the Employee Center useful in tracking and communicating your FMLA leave with your administrator.

Sincerely,

The FMLA Manager Team