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# W O R K

## C A R T A R

The website offers around-the-clock access to leave-tracking and other frequently requested information. It provides tools and information designed to help employees with submitting, tracking and managing leaves in a convenient and easy-to-navigate format.

## F a c t :

### W o r k o n B e h a l f :

- Click the Work on Behalf of link and use the employee ID or Employee Last Name to look up the employee.
- Once in the employee profile, you can:
  - Open a new claim
  - Track intermittent leave time and usage
  - View the past 12 months of leave usage
  - Request an extension to approved leave
  - Confirm return to work date
  - Confirm delivery or placement details
  - Update health care provider Information

### O - D a R :

- Click Generate Reports to access the suite of reports
- Designated contacts can run standard reports with real-time data:
  - Weekly leave report
  - Weekly usage report
  - Return to work report
  - Individual employee usage report
- Additional report types can be viewed or downloaded. They can be run for a specific employee, business unit or location.

## G S a :

### R e g i s t e r a a -

- Go to
- Click Register
- Enter and ZIP code
- Enter a Username (must be 6 characters and no spaces, e.g., joesmith) and password
- Answer the other questions as accurately as possible