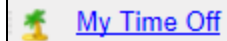


EmpCenter Create a New ACT Case Job Aid

Creating a New ACT Case in EmpCenter

This job aid will assist users with entering a new ACT case in EmpCenter. The Absence Compliance Tracker (ACT) is designed to automatically manage federal and state leaves. Employees and case managers are able to enter new leave cases into ACT. This guide will walk employees through this process.

1. Login to **EmpCenter**.



2. Select **My Time Off** under the Schedules box.

3. Click on **Create New Request**.



4. Click on the **Continue** button in the section for FMLA and/or State Leave Absences.

FMLA and/or State Leave Absences

Reason for Leave:

- My Serious Health Condition
- Serious Health Condition of Family Member (Spouse, Child or Parent)
- Parental Care (Birth, Adoption, Foster Care Placement)
- Military - Service Member Family Leave
- Military - Veteran Family Leave
- Military - Exigency Family Leave

Continue

5. Enter your **Estimated Start Date** and **Estimated End Date**.

Estimated Start Date	Estimated End Date
09/01/2015	09/30/2015

6. Use the drop down to choose the **Reason** for the leave.

Reason

I'm pregnant or need time off to deliver my baby

I'm donating bone marrow or an organ

I have another health condition (not pregnancy-related)

I need time to bond with a new child

I need time to complete an adoption or foster child placement

I need time off because

I need time off due to

I have a family member

I, or someone else, have been the victim of a crime

I need time off for a teacher-related leave

I need leave for some other reason

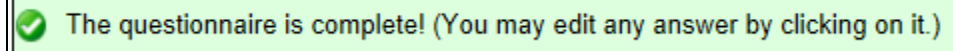
Continue to additional questions

Discard request

7. Click on **Continue to additional questions**

(located at the lower left of the screen).

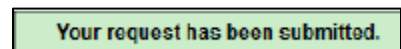
8. Continue to answer all remaining questions. When the questionnaire is complete, you will see a message indicating this.



9. When you are finished, click the **Submit Request** link at the bottom of the screen.



10. A message indicating that the leave was successfully submitted will appear.



11. The new case is now created and waiting for action by a case manager.

<div>Current Past</div>			
Type	Start Date ▲	End Date	Status
Leave - Pregnancy and Childbirth	09/01/2015	09/01/2015	Pending
Time off - Sick TOR	09/08/2015	09/08/2015	Approved