

Website Guide

Convenient Access to Online Tools and Resources

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.

Features:

- · Open a new leave request
- · Check eligibility for leave
- View medical certifications and copies of all letters and related attachments
- · Track intermittent leave time and usage
- · Email FMLA Source directly
- Find answers to frequently asked questions about FMLA regulations

Manage active/open leave:

- · Check status of leave
- · Request an extension to approved leave
- · Confirm return to work date
- · Confirm delivery or placement details
- Update health care provider information

Get Started:

Register as a first-time user on

- Go to <u>www.fmlasource.com</u>
- Click "Register"(see pictures below)
- Enter your Rocket Number (R000XXXXX) and Home ZIP code
- Select yourself a username (must be 6 characters and no spaces, e.g., joesmith) and password
- · Answer the other questions as accurately as possible
- You will be able to submit a leave request after you register

Registration - Step 1 c	of 3
Employee Number	ROCKET NUMBER HERE
Postal Code	HOME ZIP CODE HERE
	Work, Home or Alternate postal (ZIP) code
	Next

FMLASource[®]

Log In



Welcome to FMLASource®

FMLASource is a ComPsych Corporation company that specializes in reviewing, approving, processing and tracking FMLA leave requests with the oversight of expert legal staff. FMLASource helps assure compliance with state and federal law, consistency in processing and coordination, and facilitates communication to supervisors, managers, HR and employees.

FMLASource is pleased to provide an easy and convenient online way to request, track and manage family and medical leave.

LOG IN
User Name
Password
Log In
Register
I forgot my username
I forgot my password
Español
ComPsych [®]
Learn more about how FMLA administration can be
integrated with EAP, Work-Life and wellness to manage time off and improve employee productivity.

Copyright © 2020 ComPsych Corporation. All rights reserved. This information is for educational purposes only.

ComPsych complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.



Requesting a New Family/Medical Leave of Absence

Requesting a new leave can be done via phone or online.

- Online you will need to click on "Request New Leave of Absence".
- The website will prompt a series of questions to complete the leave request.

My Absences	
Dashboard	
Request New Leave of Absence	Report Absences for Intermittent Leave

Tracking Intermittent Time

My Absences	
Dashboard	
Request New Leave of Absence	Report Absences for Intermittent Leave

- Once logged in, click on "Report Absences for Intermittent Leave"
- Select the Leave Request # / Description for the absence
- Indicate if call off for a Treatment or Episode of Incapacity
- Enter the date of FMLA intermittent absence
- Enter the number of hours / minutes
- Click Submit
- Please remember to report sick time to payroll (API, TimeClock and Leave Report) and follow departmental call off procedures

Report Time	
Leave Request # - Description	Please select 🗸
Absence Reason	Please select V
	Treatment 9 Episode 9
Leave Date	mm/dd/yyyy
Hours	0
Minutes	0
I confirm that these (more)	
Submit	

Copyright © 2020 ComPsych Corporation. All rights reserved. This information is for educational purposes only.

ComPsych complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.



Checking your Leave Status

You have the options of viewing Current Status, Recently Closed Claim, or your Historical Claims on file

My Dashboard		
★ Current Leaves	Recently Closed Leaves	All Leaves
ld #: 3198290	There Are No Absences Matching This Criteria	Show All
Reason: Employee's Serious Health Condition		
Initial Requested Dates: 10/01/20 - 03/01/21		

Click on the "Id #" to step into the claim for additional claim status details

Frequency: Intermittent	
Certification Required:	Yes
Intermittent Information:	On an intermittent basis for up to 1 treatment(s) or appointment(s) per month lasting up to 1 day(s) per treatment/appointment and for up to 2 episodic incapacitation(s) per month lasting up to 1 day(s) per episode
Report Time	
Decision (Approved: November 2	, 2020 - July 1, 2021)
Leave Plans:	FMLA
Decision Reason:	End of Leave Approaching
Action Required Details:	Your approved leave is approaching its expiration. Please update your request.
Request Extension	
Frequency: Continuous	
Certification Required:	Yes
Decision (Approved: October 1, 2	020 - November 1, 2020)
Leave Plans:	FMLA
FMLA Source contact in	fo:

Phone 1-833-955-3388, Fax 1-877-309-0218 or 312-660-1065 or FMLACenter@fmlasource.com