Managing Leave Details - MANAGER

Use this job aid to provide guidance in managing employee and claims searches, viewing employees who are off work for leave and reporting claims for employees.

Reminder(s):

- Managing leave may seem routine, however it is not routine to the employees in your care.
- When your associate returns to work, please ensure to enter the return promptly to avoid any pay issue.

1

Viewing the Landing Page

Log in to HR Central using your Luxottica employee ID and password.

In the self-service menu, select My Leave.

The Landing page includes these dashboards:

Claims Search

Use this to search for employee claims (ones you have access to see).

Employee Search

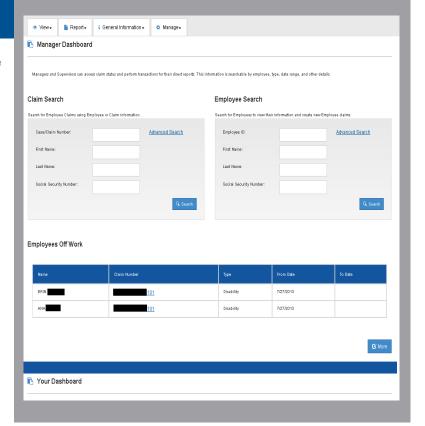
Use this to search an for a specific employee to report claims (that you have access).

Employees Off Work

This will provide a list of all employees that report directly to you and are currently out on disability and/or leave. Drill down into a specific employee claim through the hyperlink.

Your Dashboard

These are the same dashboards used by all employees.







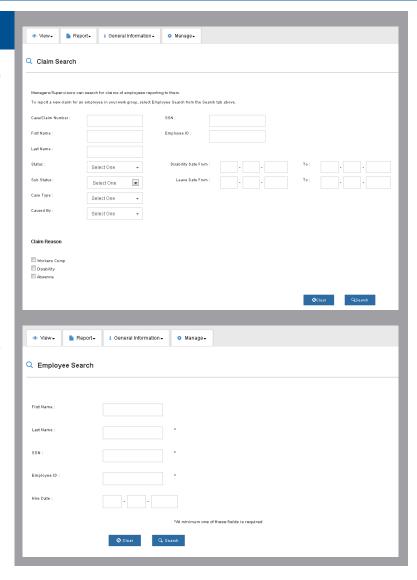
2 Claims Search

You can use two ways to search and view employee claims.

First, you can search claims for employees who report to you by using the filters, such as:

Case/Claim Number Employee ID Last Name First Name

From the Landing page, under **Employee Search**, you can use **Advanced Search** to look up claims by the employee name.







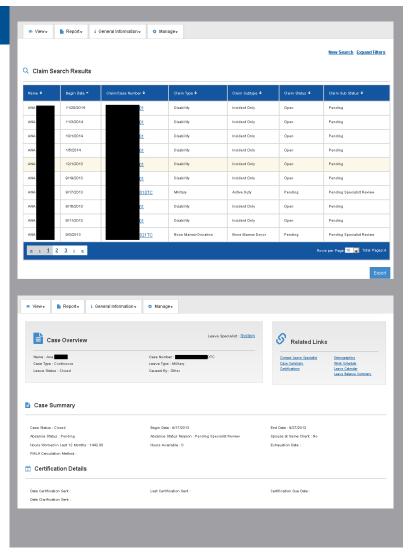
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Claims Search Results

Following the employee search results (whether from dashboard or menu), you will get a list of employee claims based upon your search criteria.

To view the claim detail, select the **Claim** link.

This is an example of the detailed claims screen.





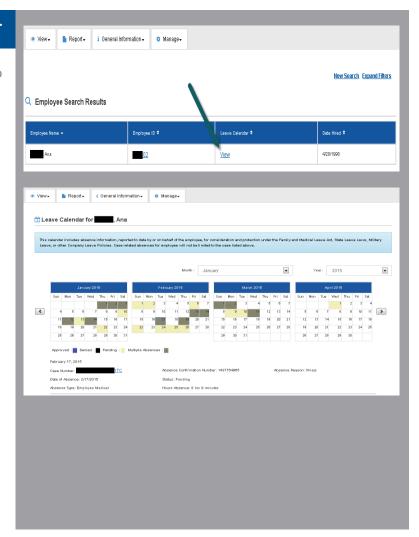


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View My Employees Leave Calendar

From the **Leave Calendar**, you can highlight days to see information regarding the leave or select the claim link to view in-depth details.

When you select the **View** link, you will be routed to the employee leave calendar.







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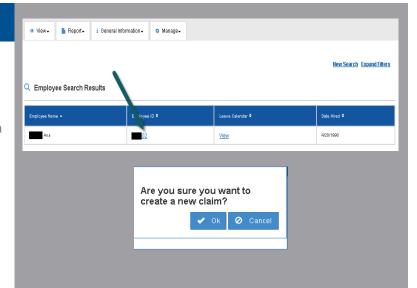
Reporting Claims

Once you have your employee search results, you can report a claim for that employee.

To report a claim, select the employee ID link.

When you select the employee ID link, you will see a prompt asking if you are sure you want to create a new claim for the employee.

Click **OK** and follow the instructions.



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View My Employee's Leave Calendar

From the leave calendar, you can highlight days to see information regarding the leave or select the claim link to view in-depth details.

When you select the **View** link, you will be routed to the employee **Leave Calendar**.

Here you can view the status of the employee's leave:

- Approved
- Denied
- Pending
- Multiple Absences

