



http://bltcontruction/hrsystem/login.com



Sign In

Employee email

Password

Log in

New Employee? Contact the Business Manager

Forgot your password?

Send reset



[Home](#)

[Log out](#)

Change Password

Current Password

New Password

Confirm Password

[Save](#)



Welcome Catherine!

Log out

Welcome to the BLT Portal!

BLT Company Center

Review the HR policy, training materials and other job-specific documents.

Employee Center

Manage personal certifications, performance reviews and absence requests

Manager Center

Manage employee absence requests and performance reviews.



Welcome to your Employee Center!

[Log out](#)

Employee Information

Name: Catherine Watts

Email: cwatts@bltconstruction.com

Location: Vancouver

Birth date: May 20th, 1985

Work anniversary: June 12th, 2007

Vaction day allocation: 30 (ends 2018/12/31)

Remaining vaction days: 30 (ends 2018/12/31)

Remaining carry-over days: 5 (ends 2018/04/30)

Remaining sick days: 3 (ends 2018/12/31)

Total absence days (2018): 1

Certification type: Office staff

Outstanding Certifications: WHMIS

Absences

Requests for absence/vaction days can be submitted and viewed here.

[View Requests](#)[Submit Request](#)

Certifications

Certifications that have been obtained can be submitted and viewed here.

[View Certifications](#)[Submit Certifications](#)

Employee Evaluations

Employee evaluations can be viewed here.

[View Evaluations](#)

Upcoming Events

Approved Absence Dates

Monday, June 4th, 2018 - Friday, June 8th, 2018

Thursday, July 24th, 2018

Re-certification Dates

Health & Safety: Monday, June 4th, 2018

First-aid: Thursday, July 24th, 2018



Submit an absence request

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Name: Catherine Watts

Type of Absence Requested:

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vaction | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence:

From

To

Absence days remaining based on selection:

Current year: 15

Next year: 24

[View Company Holidays](#)

Holidays listed for: **Vancouver**

Absences cannot be booked in advance of: **2019-01-01**

Reason for Absence:

Manager:

Please submit requests for absences (other than sick leave) 2 weeks prior to the first day that you will be absent.

[Submit](#)



Review absence requests

[Back](#)[Log out](#)

Name: Catherine Watts

Approved Days of Absence:

Vaction day allocation: 30 (ends 2018/12/31)

Remaining vaction days: 30 (ends 2018/12/31)

Remaining carry-over days: 5 (ends 2018/04/30)

Remaining sick days: 3 (ends 2018/12/31)

Total absence days (2018): 1

Above states include only approved absence requests.

Type	From	To	Length	Reason	Manager Approval	Update/Cancel?
Sick	2017-01-01	n/a	1 day	flu	yes	
Vacation	2017-03-01	2017-03-10	7 days	Extended March Break	yes	change request form

Days of Absence Pending Approval:

Type	From	To	Length	Reason	Manager Approval	Update/Cancel?
Vacation	2017-06-01	2017-06-10	7 days	family trip	pending	change request form

Please select the save button to delete any pending or approved selected requests of absense.

[Save](#)



Absence change request form

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Name: Catherine Watts

This form allows you to submit a request to cancel or update an upcoming absence.

[Cancel request](#)

Type of Absence Requested:

- | | | | |
|--|------------------------------------|--|---|
| <input checked="" type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence:

From

To

Number of business days of request: 5

[View Company Holidays](#)

Holidays listed for: **Vancouver**

Absences cannot be booked in advance of: **2019-01-01**

Reason for Absence:

Family vacation over the march break

Please submit changes requests for absences (other than sick leave) 2 weeks prior to the first day that you will be absent.

[Submit edits](#)



Submit a new certification

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Log out

Name: Catherine Watts

Certification:

WHMIS ▼

Date recieved:

/ /



Supporting document:

Upload

[WHMIS Certification.pdf](#)

Please ensure a PDF of the certification is uploaded before submitting.

Submit



Review your certifications

[Back](#)[Log out](#)

Name: Catherine Watts

Missing Certifications: None

Approved & Active Certifications:

Certification	Date Aquired	Expiration Date	Supporting Document
WHMIS	2017-01-01	2018-01-01	WHMIS Certification.pdf
First aid	2017-01-01	n/a	First aid Certification.pdf

Certifications Pending Approval:

Certification	Date Aquired	Expiration Date	Supporting Document
Health and Safety Awareness	2018-01-01	2019-01-01	WHMIS Certification.pdf

Please select the save button to delete any pending certification approvals that are selected.

[Save](#)