



# Sign In

Employee email

Password

Log in

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**New Employee?** Contact the Business Manager

Forgot your password?

Send reset



# Welcome Vince!

[Log out](#)

## Employee Center

[Personal Info](#)

Manage personal certifications & absence requests

Links to the  
"employee view"

## Business Manager Center

[Holidays](#)

1. Maintain the list of company holidays to ensure it is up-to-date
2. Set the earliest date employees can submit absence requests

[New Employee](#)

1. Add new employees into the system

[Edit Employees](#)

1. Remove employees that no longer work for BLT
2. Edit employee information

[Certifications](#)

1. Manage approvals for employee certifications
2. Follow-up with employees that have missing certifications
3. View upcoming re-certification dates of employees



## Holidays

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

### General Information

Holidays are current until:

9 / 8 / 2019

*Latest date employees can book absences.*

Holiday regions:

Vancouver, BC  
Toronto, ON*These are the regions that require specific holidays.*[Save Changes](#)

### Holiday Information

*Update the company-wide and regional specific holidays until the latest date employees can book absences.*

Company wide holidays:

Holiday	Date		Delete?
Christmas	12/25 2017		<input type="radio"/>
Boxing Day	12/26 2017		<input type="radio"/>
Christmas	12/25 2018		<input type="radio"/>
Boxing Day	12/26 2018		<input type="radio"/>

[Save Changes](#)

Region specific holidays:

Toronto, ON ▼

Holiday	Date		Delete?
Family Day	03/14 2017		<input type="radio"/>
Labour Day	09/04 2017		<input type="radio"/>

[Save Changes](#)



## New employee in-take form

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

Business email:

First name:

Last name:

Birth date:



Start date:



Absence days:

Certification type:



*Please save the informaiton above to add a new employee to the system*

[Save](#)



## Edit/delete employee information

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

Business email	Name	Location	Birth date	Start date	Absence Allocation	Absence Remaining	Certification type	Remove
swatts@blt.com	Sarah	Van	/ /	/ /	20days (ends 09/0	2days (ends 09/09)	Office Staff	<input type="radio"/>
cwatts@blt.com	Catheri	Van	/ /	/ /	20days (ends 09/0	10days (ends 09/09)	Office Staff	<input type="radio"/>
mwatts@blt.com	Mark	Van	/ /	/ /	22days (ends 09/0	22days (ends 09/09)	Office Staff	<input type="radio"/>

Please save the informaiton above to update employee information in the system

[Save](#)



http://bltcontruction/hrsystem/employee/home.com



## Certifications

Back

Log out