

Forgot your password?



## Sign In

Employee email				
Password				
	Log in			
New Employee? Contact the Business Manager				

Send reset







## Welcome Vince!

Log out

## **Employee Center**

Personal Info

Manage personal certifications & absence requests



## **Business Manager Center**

Holidays

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

New Employee

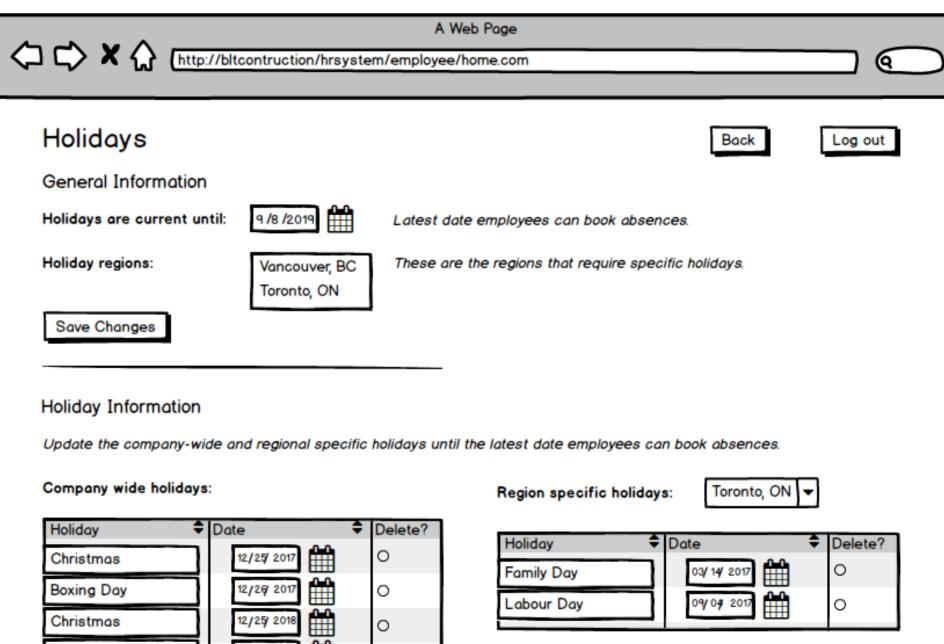
Add new employees into the system

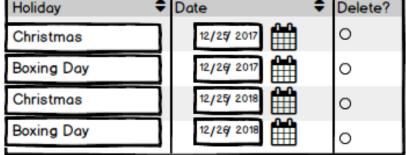
Edit Employees

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

Certifications

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

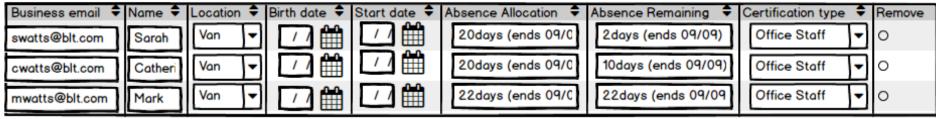




Save Changes

Save Changes

A Web Page  A Web Page  http://bltcontruction/hrsystem/employee/home.com			
——————————————————————————————————————	ttp://bitcoria dottori/iii ayatemi/emp	noyee/nome.com	
New emplo	yee in-take form	Back	Log out
Business email:			
First name:		Last name:	
Birth date:	/ /	Start date: / /	
Absence days:			
Certification type:	Office Staff   ▼	Certification type description	
Please save the info	ormaiton above to add a new emplo	oyee to the system	
		Save	



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

Save

