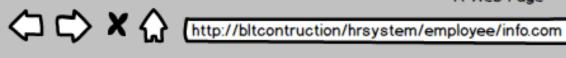
New Employee? Contact the Business Manager

Forgot your password?

Send reset

A Web Page ystem/change_password.com	
nange Password	Home Log out
vord	
Save	
ŀ	hange Password assword word assword





Welcome Catherine!

Log out

Welcome to the BLT Portal!

BLT Company Center

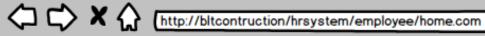
Review the HR policy, training materials and other job-specific documents.

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

Upcoming Events

Approved Absence Dates

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

Thursday, July 24th, 2018

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

Re-certification Dates

Health & Safety: Monday, June 4th, 2018

First-aid: Thursday, July 24th, 2018

		b Page ree/submit_absence_request.com	
Submit an absence	e request	Back	Log out
Type of Absence Requested:			
☐ Sick ☐ Vaction ☐ Military ☐ Jury Duty	☐ Bereavement ☐ Maternity/Paternity	☐ Time off Without Pay ☐ Other	
Dates of Absence:		Absence days remaining based on select	ion:
From / /	то / /	Current year: 15 Next year: 24	
View Company Holidays	Holidays listed for: Vano Absences cannot be bo	ouver oked in advance of: 2019-01-01	
Reason for Absence:			
Manager: Mark Watts ▼			
Please submit requests for absent that you will be absent.	nces (other than sick leave	e) 2 weeks prior to the first day	

Submit

11



★ ★ http://bltcontruction/hrsystem/employee/review_absence_request.com



Review absence requests

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.

Туре	From	То	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:

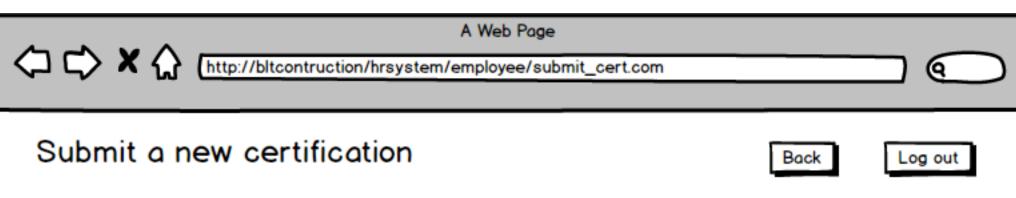
Туре	From	То	Length	Reason	Manager Approval	Update/Cancel?
Vacation	2017-06-01	2017-06-10	7 days	family trip	pending	change request form

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

Absen	ce change erine Watts	Back	Log out	
This form all	lows you to submit	a request to cancel or upda	ate an upcoming absence.	
Cancel red	quest			
Type of Abs	sence Requested			
Sick Military	☐ Vaction ☐ Jury Duty	☐ Bereavement ☐ Maternity/Paternity	☐ Time off Without Pay ☐ Other	
Dates of Ab	sence:			
From 9/1	/2018	To 9/8/2018	Number of business days of request: 5	
View Com	pany Holidays	Holidays listed for: Var Absences cannot be b	ncouver looked in advance of: 2019-01-01	

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

Submit edits



Name: Catherine Watts

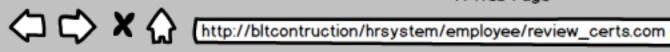
Certification: WHMIS

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.