

Website Guide for Supervisors

Convenient Access to Online Tools and Resources

The www.FMLASource.com website offers around-the-clock access to tools and information designed to help you submit, track, and manage your employees' leave information.

How do I view or adjust leave information for an employee?

- Click on the “Work on Behalf of...” link and lookup an employee by either Last Name or Rocket Number
- Once in the employee profile, you can do the following on behalf of that employee:
 - View real-time Leave Request approval status, denial reason
 - See details of intermittent leaves (leaves after 7/1/22)
 - View outgoing communication. Please note, that supervisor will not be able to see any medical info, only letters. Only employee can see their own medical info.



- Request a new Leave of Absence on behalf of the employee
- View open and historical leave requests
- View and Report absences for intermittent leave
- Request an extension to approved leave
- Confirm Return to Work Date
- Confirm delivery or placement details

How do I pull reports?

- From your home page -> Click “Generate Reports” to access the suite of reports
- Supervisor can run reports with real-time data, including the following:
 - Leave Requests and Status Report
 - Leave usage report
 - Return to work report
 - Individual employee usage report

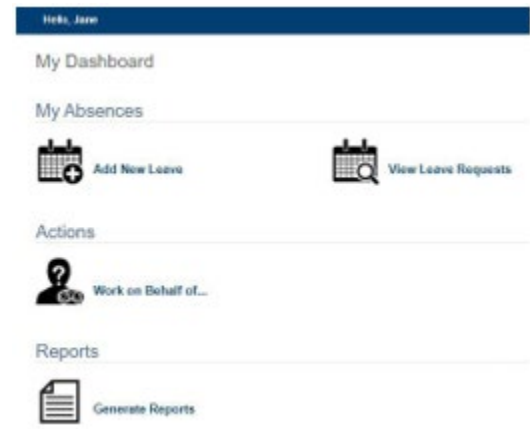
How do I register as a first-time user?

- Go to www.fmlasource.com
- Click “Register”
- You will need your Rocket Number and home zip code and set up a profile
- Create a username (must be a minimum of 6 characters and no spaces, e.g., joemsmith) and password
- Complete your account setup and hit “Submit”
- All users must register and create a profile before being able to access see or do anything. You only do it once when you are new to FMLA Source with no FMLAs after 7/1/21.

FMLA Source contact info:

Phone 1-833-955-3388, Fax 1-877-309-0218 or 312-660-1065 or FMLACenter@fmlasource.com

Your view after logging in:



Your view after clicking “work on behalf of” employee:

