## Overview

Managers will now have the to view information regarding their employees who are on a leave of absence, have requested a leave of absence, have accommodations that have been requested, or have an accommodation that are currently in place.

Logging in to AbsenceSoft:

Go to https://mihomes-ss.ess-absencetracker.com/Login?ReturnUrl=%2F. Click on LOGIN WITH SSO to use your M/I Homes login. If you are not connected to the M/I System, you can also enter your M/I Homes email address, and click on Forgot Password, to establish your account password.

Homepage

From the homepage click on **MY TEAM** to view case information about your employees who have requested or who are currently on a leave of absence. This includes a leave of absence for themself or family member, intermittent leave of absence for themself or family member, an accommodation, or workers comp.
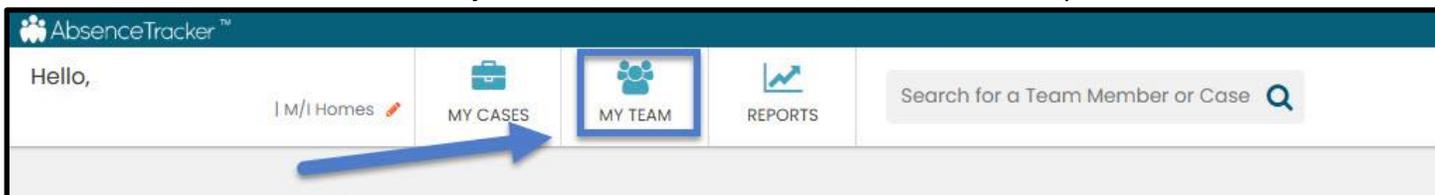

View Team

The default view is VIEW TEAM. This will list out employees who have any open cases. To view additional information about the case, click on the Employee's name. From this page you can also request a new case for the employee as well.
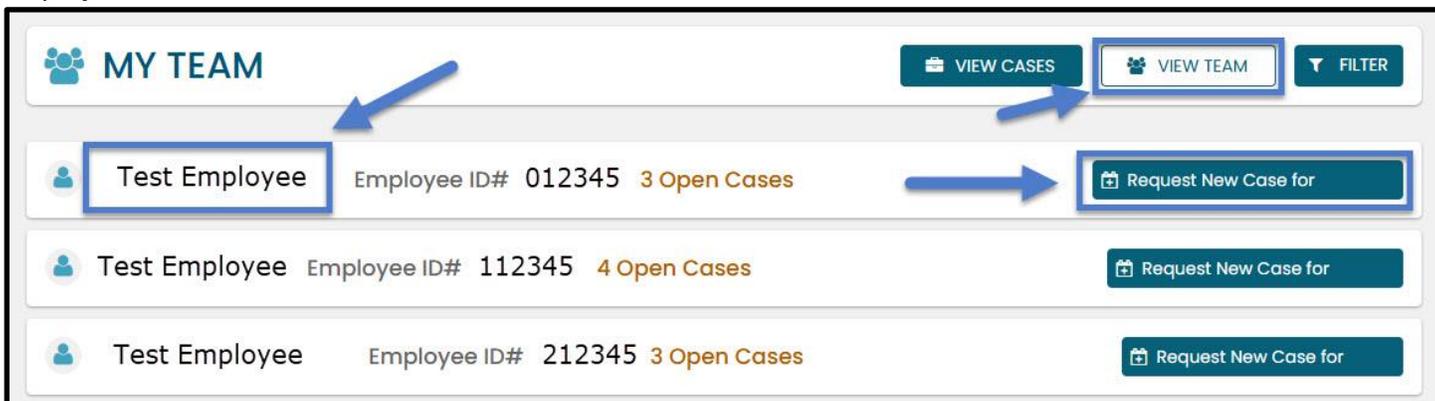
Individual Employee View

Click on a specific employee will allow the manager to view available time off, including how many weeks of Family Medical Leave has already been used. The dates the employee is expected to be out and their estimated return to work date. The days the employee is expected to be out is also highlighted on the calendar view. To go back to **MY TEAM**, click on **RETURN TO MY TEAM**.
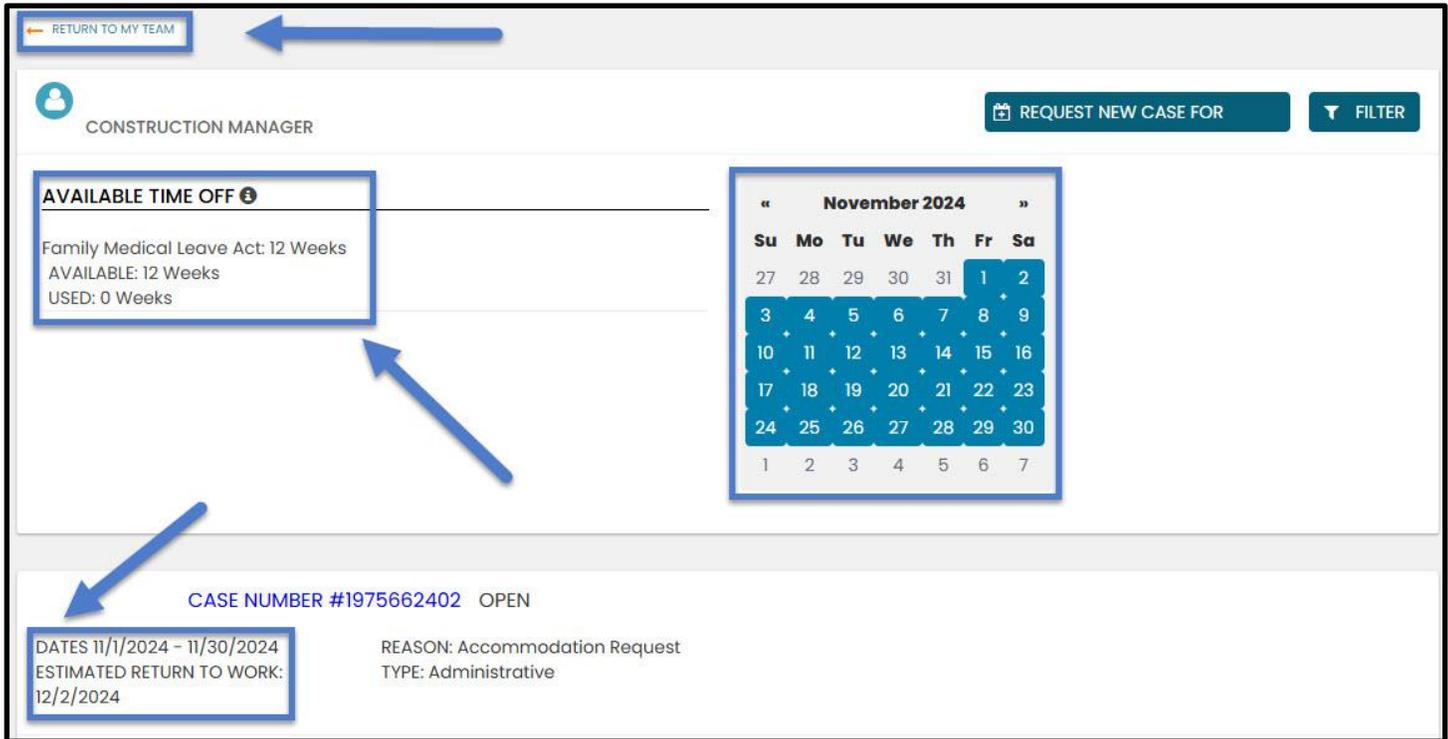
← RETURN TO MY TEAM

CONSTRUCTION MANAGER

📅 REQUEST NEW CASE FOR   ▼ FILTER

AVAILABLE TIME OFF ℹ

Family Medical Leave Act: 12 Weeks
 AVAILABLE: 12 Weeks
 USED: 0 Weeks

«	November 2024	»
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

CASE NUMBER #1975662402   OPEN

DATES 11/1/2024 - 11/30/2024   REASON: Accommodation Request
ESTIMATED RETURN TO WORK: TYPE: Administrative
12/2/2024

View Cases

Click on **VIEW CASES** to get a quick view of employees open cases. From here you can see the dates employees are expected to be on leave and when they are estimated to return. To get more information on a specific case, click on the case number. If an employee has more than one case open, they will be listed out individually, here.
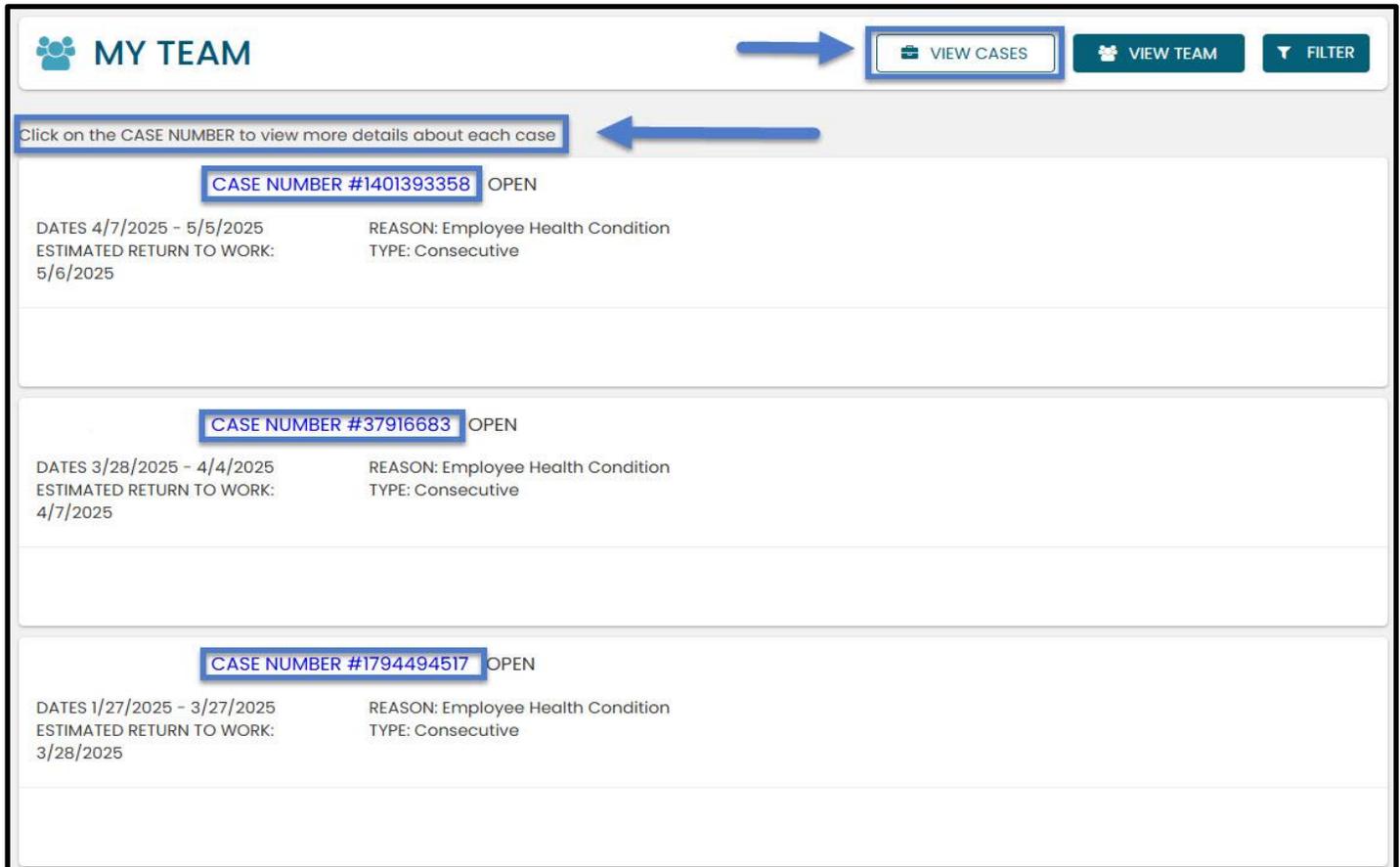
👥 **MY TEAM**

💼 VIEW CASES   👥 VIEW TEAM   ▼ FILTER

Click on the CASE NUMBER to view more details about each case

CASE NUMBER #1401393358 OPEN

DATES 4/7/2025 - 5/5/2025   REASON: Employee Health Condition
ESTIMATED RETURN TO WORK: TYPE: Consecutive
5/6/2025

CASE NUMBER #37916683 OPEN

DATES 3/28/2025 - 4/4/2025   REASON: Employee Health Condition
ESTIMATED RETURN TO WORK: TYPE: Consecutive
4/7/2025

CASE NUMBER #1794494517 OPEN

DATES 1/27/2025 - 3/27/2025   REASON: Employee Health Condition
ESTIMATED RETURN TO WORK: TYPE: Consecutive
3/28/2025

Filter

By clicking on Filter, you can change to view to show **Closed** and **Cancelled** cases as well as **Open** cases. You also have the ability to change the way the cases are sorted. The default view is by **End Date (Newest to Oldest)**, but it can be changed to either **End Date (Oldest to Newest)**, **Start Date (Oldest to Newest)**, or **Start Date (Newest to Oldest)**. After making you selections click on **APPLY FILTERS**.

Additional Questions

Managers will continue to be copied on communications to the employee about current or upcoming cases, including approvals. When a leave of absence is requested, the manager will receive a notification of the request. If you still have questions after reviewing the information on the AbsenceSoft Manager view, please reach out to Mallory Markham, Alexandra Thompson, or Benefits@mihomes.com