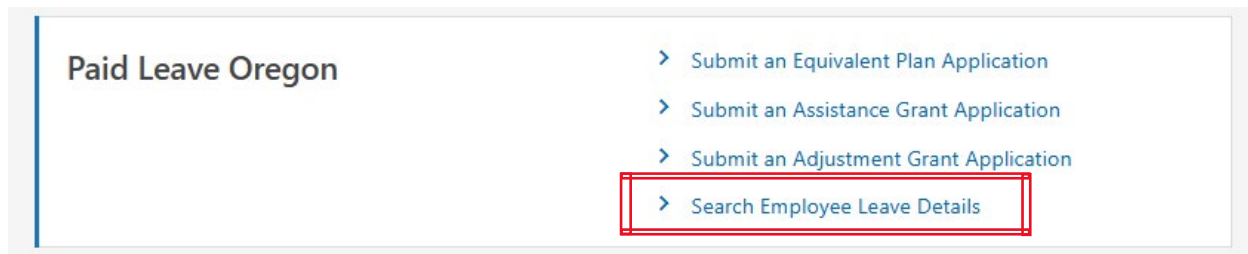


## NEW! Find employee leave details in Frances Online for Employers

How do I search for my employee's leave details?

1. Log in to Frances Online.
2. On your home screen, scroll down to the Paid Leave Oregon panel.
3. Select "Search Employee Leave Details."



4. The Qualifying Event Search screen will open.

### What is a qualifying leave event?

A qualifying leave event means any of these:

- Caring for and bonding with a child in the first year after:
  - Birth
  - They're placed in your employee's home through adoption or foster care
- Completing necessary activities before adopting a child or having a foster care child join your employee's home
- An employee's family member has a serious health condition
- An employee has a serious health condition
- An employee or their child are a survivor of sexual assault, domestic violence, harassment, bias crimes, or stalking

# How do I search for my employee's leave?

## Approved Qualifying Leave Events

### Qualifying Event Search

Search for your employees' approved Paid Leave qualifying events. Enter leave start and end, the benefit year start and end dates, or an employee's name to view approved events.

A qualifying life event means any of these : Caring for and bonding with a child in the first year after birth or placement in the employee's home through adoption or foster care; completing necessary activities before adopting a child or having a foster care child join the employee's home; a family member or employee has a [serious health condition](#), or if the employee or their child are a survivor of sexual assault, domestic violence, harassment, [bias crimes](#), or stalking.

Leave Begin

Leave End

First Name

Last Name

**Search**

On the Qualifying Event Search screen, you can search by any of the following:

- Employee's leave start and end date
- Employee's benefit year start and end date
- Employee name

### **Important!**

You must enter **at least one** of these to search.

- When searching by name, you can search by first **or** last name, **or** both.
- When searching by date, you must enter a start **and** end date.
- The search will **only** return results for employees with at least one approved Paid Leave event.

The search results will include the following information for each employee listed:

| Leave Events  |                    |                  |                         |                      |                 | Export |
|---------------|--------------------|------------------|-------------------------|----------------------|-----------------|--------|
| Claimant Name | Benefit Year Begin | Benefit Year End | Potential Weekly Amount | Total Weeks Eligible | Weeks Remaining |        |
| [REDACTED]    | 20-Apr-2025        | 18-Apr-2026      | 430.29                  | 12                   | 0               |        |

- Claimant (employee) name
- Benefit year begin and end date
- Potential weekly benefit amount
- Total number of leave weeks the employee is eligible for in this benefit year
- Total number of leave weeks the employee has left in this benefit year

To see more information about the employee's leave events, select their name.

## Important!

- If you enter a name in the search bar, you will see a list of all employees with that name. If an employee has had an approved leave event in more than one Paid Leave benefit year, you will see a row for each of the employee's benefit years.
- If you enter a date range, you will see a list of all employees with an approved Paid Leave event during any benefit years that are included in the time frame you entered.

## How do I find information about my employees' weekly claims?

After you select an employee's name, you will see a list of the weeks they claimed or requested Paid Leave benefits. The information displayed can be different based on the employee's leave schedule.

### Consecutive leave

Consecutive leave means that your employee takes leave from the start date to the end date of their leave, without working at their job(s) during that time. You might also say that your employee is on full-time leave.

If your employee took **consecutive leave**, here is what the screen shows:

[Claimant Information](#) [Letters](#)

| Weekly Claims <span>Export</span>                                                                                                                                                                                                                                                                                                                                                        |               |              |        |        |         |           |          |        |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|--------|--------|---------|-----------|----------|--------|----------|
| For consecutive leave schedules, this screen shows each week your employee claimed Paid Leave benefits. For intermittent leave schedules, this screen shows the information the employee entered each week they sent a weekly claim. This means the screen shows the leave days the employee requested each week. It does not show which specific days we paid benefits to the employee. |               |              |        |        |         |           |          |        |          |
| Week Filed                                                                                                                                                                                                                                                                                                                                                                               | Schedule Type | Claimed Days | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 26-Apr-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |
| 03-May-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |
| 10-May-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |
| 17-May-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |
| 24-May-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |
| 31-May-2025                                                                                                                                                                                                                                                                                                                                                                              | Consecutive   | 5            |        |        |         |           |          |        |          |

**Week filed:** This column identifies each week by the Saturday of that week. Weeks listed are weeks the employee **claimed** Paid Leave benefits. For example, if the employee claimed Paid leave benefits between April 20 and April 26, 2025, the listed date is 26-Apr-2025.

**Schedule type:** This column shows the employee's leave schedule.

**Claimed days:** This column shows how many days of leave the employee claimed during this week. This number is the same as the employee's average number of workdays they worked at all their jobs.

**Note:** If the employee started or ended their leave partway through a week, the number of days they claimed may be different for their first and last weeks of leave.

Intermittent leave

Intermittent leave means that your employee takes days or weeks of leave between the start date and end date of their leave, but they may also work at their job(s) in between the start and end dates of their leave.

If your employee took **intermittent leave**, here is what the screen shows:

Claimant Information Letters

Weekly Claims

Export

For consecutive leave schedules, this screen shows each week your employee claimed Paid Leave benefits. For intermittent leave schedules, this screen shows the information the employee entered each week they sent a weekly claim. This means the screen shows the leave days the employee requested each week. It does not show which specific days we paid benefits to the employee.

| Week Filed  | Schedule Type | Claimed Days | Sunday          | Monday          | Tuesday | Wednesday    | Thursday     | Friday       | Saturday     |
|-------------|---------------|--------------|-----------------|-----------------|---------|--------------|--------------|--------------|--------------|
| 09-Sep-2023 | Intermittent  | 1            | Did Not Work    | Took Paid Leave | Worked  | Worked       | Worked       | Worked       | Did Not Work |
| 23-Sep-2023 | Intermittent  | 1            | Took Paid Leave | Did Not Work    | Worked  | Worked       | Worked       | Did Not Work | Did Not Work |
| 30-Sep-2023 | Intermittent  | 0            | Did Not Work    | Did Not Work    | Worked  | Did Not Work | Did Not Work | Did Not Work | Did Not Work |

**Week filed:** This column identifies each week by the Saturday of that week. These are the weeks the employee **sent a weekly claim** during the selected benefit year. For example, if the employee sent a weekly claim between April 20 and April 26, 2025, the listed date is 26-Apr-2025.

**Note:** Employees don’t have to send a weekly claim for weeks during which they don’t ask for Paid Leave benefits. If a week doesn’t appear on the list, the employee didn’t send a weekly claim for that week.

**Schedule type:** This column shows the employee’s leave schedule.

**Claimed days:** This column shows how many days the employee marked ‘Took Paid Leave’ on their weekly claim for that week. It doesn’t mean we paid the employee benefits for these days.

**Sunday-Saturday:** These columns show the information the employee entered for each day on their weekly claim for that week (‘Did not work,’ ‘Took Paid Leave,’ or ‘Worked’).

How do I see the letters I received for each employee?

If you switch from the ‘claimant information’ tab to the ‘letters’ tab, you will see a list of letters you received for this employee’s approved benefit claim(s) during the selected benefit year.

Claimant Information Letters

Letters

Export

| Letter ID   | Title                | Issued Date |
|-------------|----------------------|-------------|
| L0001146391 | Notice of Paid Leave | 05-Sep-2023 |
| L0001158160 | Notice of Employee   | 17-Aug-2023 |
| L0001162775 | Notice of Paid Leave | 05-Sep-2023 |

If you select the Letter ID link for a specific letter, you can read the selected letter.

**Note:** You won't see letters related to pending or denied claims.

## How do I export my employee's leave information?

If you select 'Export' on the right side of the leave event, weekly claim, or letters screen, you can download an Excel sheet that will include all employee information shown on the screen.

## How do I sort columns?

You can sort columns by selecting the column names.

## How do I filter the search results?

You can filter the search results by selecting the filter  symbol

Then enter the information you want to filter by.

**Note:** If you are using Frances Online on your phone, you may see three dots on the right side of the screen. If you select the three dots, you can export or filter your results.

