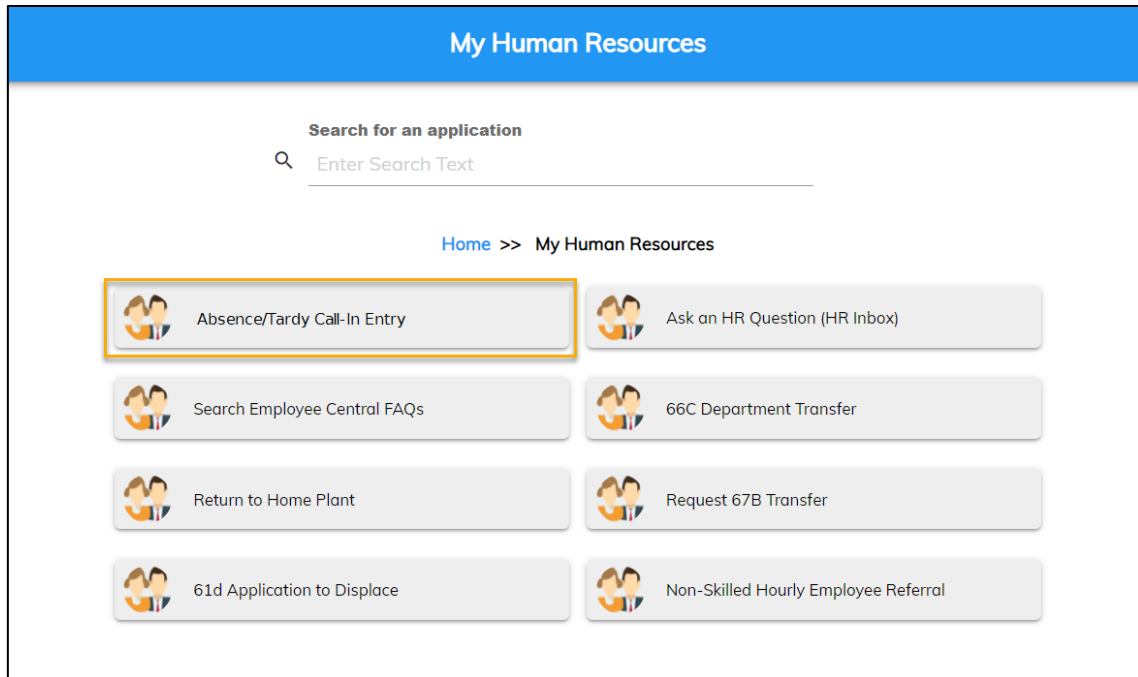


How to Use the Call-in Entry App

There are multiple paths to access the Call-in Entry App:

➤ Via Employee Central

- From *The Hub*, click on the Employee Central HubApp
- Or go directly to <https://fca.fyi/employeecentral>
 - Click on My Human Resources -> Then, click on Absence/Tardy Call-in Entry. This button will take you to the PeopleSoft login page where you will need to sign-in using TID and password (same as Hub). *Single sign-on coming soon.*



➤ Directly via <https://fca.fyi/callin> or QR code

- Will take you directly to PeopleSoft login page where you will need to sign-in using TID and Password (same as Hub)

The screenshot shows the Oracle PeopleSoft login page. At the top, the Oracle logo is displayed above the text 'PEOPLESOFT'. Below this, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown menu is currently set to 'English'. At the bottom of the form, there is a green 'Sign In' button.

Submitting a Call-In Entry

Upon sign-in from the PeopleSoft login page, you will be presented with the following screen:

Employee Call-In Entry

Empl ID 123456
Name LAST,FIRST

1 *Type

*Begin Date

No of Days

*Confirmation Number

2 *Call-in Reason

Return to Work Date

Employee Comments

Email ID username@email.com

Dial the Call-In Number [1-800-810-2271](tel:1-800-810-2271)

Changes to the dates of an absence, or the ETA for a tardy will require a new call-in entry

SAVE

1. For Type, select **Absence** if you will not be reporting to work, or **Tardy** if you will be late. This selection will determine the Call-in reasons available in the Call-in Reason drop-down.
2. Call-in Reason: Select the appropriate reason for calling in. Based on your selection, additional information may be required and you will receive pop-up messages indicating further action needed.

a. Absence Call-in Reasons:

An Injury incurred on FCA premises	Must follow proper reporting for workplace injury
Bereavement	
Exposure to Covid-19	Must call Beaumont after submitting. Pop-up displayed.
FMLA – Family Member*	Must complete certification via Sedgwick after submitting. Pop-up displayed.
FMLA – Self*	Must complete certification via Sedgwick after submitting. Pop-up displayed.
Illness with Covid-19	Must call Beaumont after submitting. Pop-up displayed.
Jury Duty	
Other Reasons	Comment is required
PAA Day	Pop-up warning reminding the employee that they must be eligible for and have sufficient balance of PAA.
Personal Business	
Transportation Issues	
Weather conditions	
Your Own Illness	Must call Sedgwick for absence 5 days or more. Pop-up displayed.

b. Tardy Call-in Reasons:

FMLA – Family Member*	Must complete certification via Sedgwick after submitting. Pop-up displayed.
FMLA – Self*	Must complete certification via Sedgwick after submitting. Pop-up displayed.
Half PAA day	Pop-up warning reminding the employee that they must be eligible for and have sufficient balance of PAA.
Personal Business	
Other Reasons	Comment is required
Traffic conditions	
Transportation issues	
Weather conditions	

*Note: If an FMLA reason is selected for absence or tardy, a panel will appear with additional fields that must be completed. For FMLA – Family Member, must answer certification question, input Family Member’s first name, and select the relationship from the drop-down. Additionally, the phone number and link to the claims provider will appear below:

3. Begin Date will default to today’s date. For Tardy, can only be set with today’s date or tomorrow’s date (for 3rd shift).
4. Select the date that you expect to return to work.
5. Enter comments if desired. If a comment is required, you will be prompted to enter one.
6. Verify that the email shown is your current email address. If it is not, do not send confirmation email. You need to maintain your personal email address on file using **Modify My Profile**.
7. Click the SAVE button to submit your call-in. You may receive a popup if further action is required. You will then receive a popup with your confirmation number and asking if you would like it to the email address on file.

If an email is not sent, the confirmation number will appear on screen after you click OK. You may take down this number, or if you are using a mobile device, you can take a screen capture.

Things to know:

- The current call-in number remains available. If you encounter any issues using the app, you may dial the call-in number (800-810-2271 for US, or 866-515-5541 for Canada). If you experience issues with the app, be sure to use the call-in number to report, but also report any system issues via DriveIT/Service Desk at 800-332-9978.
- Your personal email address will need to be kept up-to-date in Modify My Profile (accessible via The Hub) in order to receive email confirmations for your call-ins.
- If you are calling in FMLA (US), or extended illness (5 or more days) after saving your call-in you must call Sedgwick at the number shown (tap-to-dial) or access the Sedgwick website via the link provided to complete the process.
- If you are calling in with either exposure or illness due to Covid-19, after saving your call-in you must call Beaumont Employer Services (US only) at the number shown (tap-to-dial).
- **DO NOT USE THE APP WHILE DRIVING**. When you are driving, use hands-free to dial the call-in number to report any absence or tardy.