

MN Paid Leave HR Portal Access Guide

Employer - Implementation & Ongoing Use

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Purpose of This Guide

This guide explains how employer HR users access and use the MN Paid Leave HR Portal, what actions HR users can take, and best practices for managing claims without creating delays or confusion.

The HR Portal is designed to support MN Paid Leave claims administration by providing visibility into claim status, documentation, and return-to-work information. Clear roles and appropriate use of the portal help ensure accurate, timely claim processing.

Who This Guide Is For

This guide is intended for:

- HR professionals responsible for leave administration
- Benefits or payroll partners supporting MN Paid Leave coordination
- Designated employer contacts receiving claim notifications

It is **not** intended for staff not designated for HR access to the portal or employees.

Managers and supervisors without HR portal access should direct MN Paid Leave questions to their HR contact.

Getting Started: HR Portal Access & Registration

How HR Access Is Activated

During implementation, an employer can designate certain employees to receive access to the HR Portal. After implementation, access is granted and an automated email is sent to designated users. This email may go to spam:

- HR notification contacts will receive a portal access email
- HR users authenticate using their **employer email address**, that was provided on the set-up census during implementation

- Access is linked to the employer record on file

HR access is granted only after the policy effective date and usually happens within 5 business days. Timing is dependent upon receipt of complete and clean information on the census and implementation packets. Inaccurate data provided during implementation set-up will result in access delays.

Screenshot:

From: **Alera Connect Portal** <rrm.noreply@alera.com>
Date: Mon, Jan 5, 2026 at 3:18 PM
Subject: Welcome to Alera Connect Portal
To: <Your email>

Hi <Your Name>,

Welcome to Alera Connect Portal! To get started, go to https://alera.my.site.com/absolve/login?c=Y5gWdXtJgudEGUHCss5zS.ETIaaNcH..zj8VuWn0QTws4pMLOlqTLOXUYVh5N03Gi6MKS.zylpVW2zEU_Y2zZhREbr.Vd2nvu5ITvcN9qZsWtMbOpvlfZpmuOXf10hZU73GKN8VyE5kA6WhjeVbZt8K3.BPwNh7JLGFag7f5J_Bq4YifMgmgWwqKg3lSiEuAQDQG2Ka

Username: <[your email](#)>

Thanks,
Alera Group

First-Time Login

To access the portal:

1. Click the link provided in the registration email
2. Enter your company email address
3. Complete authentication and login

Screenshot:

Username 3 Saved Usernames

Password

Remember me

[Forgot Your Password?](#) [Sign Up](#)

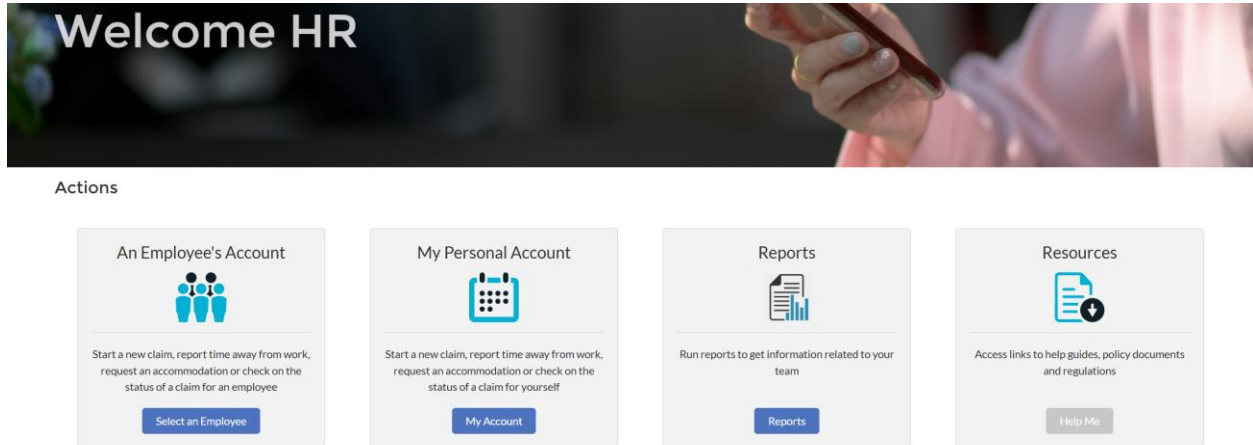
HR Dashboard Overview

The HR Dashboard provides a centralized view of MN Paid Leave activity for your organization.

From the dashboard, HR users can:

- Search for employees with MN PL claims
- View active and past leave events
- Review claim status and key dates
- Upload documentation
- Report return-to-work information
- Access standard reports

Screenshot:



The dashboard is view-only for many data elements. HR users cannot modify claim decisions or benefit amounts.

Some data elements may update as claims progress.

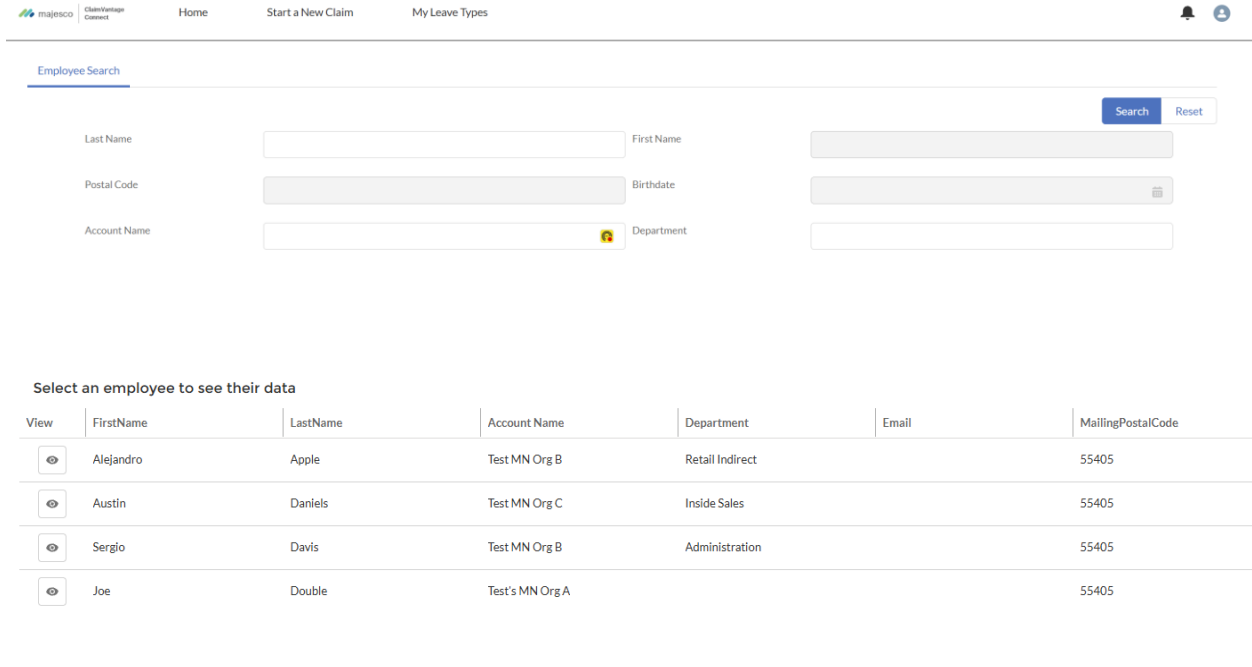
Viewing Employee Claims

Searching for an Employee

To locate an employee's claim:

1. Click on the tile titled: An Employee's Account
2. Enter the employee's name in the search field; or
3. Click Search and see a list of all employees below
4. Select the employee from the results list

Screenshot:



Employee Search

Last Name: First Name:

Postal Code: Birthdate:

Account Name: Department:

Select an employee to see their data

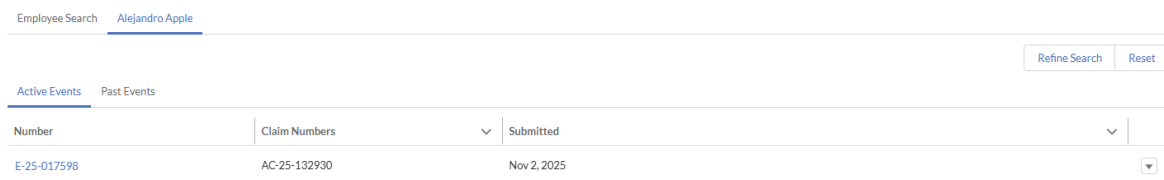
View	FirstName	LastName	Account Name	Department	Email	MailingPostalCode
<input type="checkbox"/>	Alejandro	Apple	Test MN Org B	Retail Indirect		55405
<input type="checkbox"/>	Austin	Daniels	Test MN Org C	Inside Sales		55405
<input type="checkbox"/>	Sergio	Davis	Test MN Org B	Administration		55405
<input type="checkbox"/>	Joe	Double	Test's MN Org A			55405

Viewing Active and Past Events

Once an employee is selected:

- Active and past MN PL events are displayed
- Select an event to open claim details

Screenshot:



Employee Search Alejandro Apple

Active Events Past Events

Number	Claim Numbers	Submitted
E-25-017598	AC-25-132930	Nov 2, 2025

Reviewing Claim Details & Status

Within an active claim, HR users can view:

- Claim status (filed, pending, approved, denied, closed)
- Approved leave dates
- Type of leave
- Documentation status

Screenshot:

Name
Alejandro Apple

Event Number
E-25-017598

[Add a Claim](#)

▼ Claims (1)

Claim Type	Claim Number	Submitted Date	Documentation Available	Review In Process	Claim Status	Start Date	End Date
Absence	AC-25-132930	Nov 2, 2025	Available	In Process	Open	Jan 5, 2026	Jan 30, 2026

Reason: Care of a Family Member Leave Type: Continuous Return to work date:

Absence Type	Start Date	End Date	Duration	Status	Status Reason
Minnesota Paid Family	Jan 5, 2026	Jan 30, 2026	4 weeks	Pending	

▼ Absence Time Requested

[Add Time](#)

Color represents the number of hours that are Approved or Pending for this event. Click on a day to see the details.

January, 2026

S	M	T	W	Th	F	S
				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	31

February, 2026

S	M	T	W	Th	F	S
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

March, 2026

S	M	T	W	Th	F	S
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	31				

Claim status may change as documentation is reviewed. Status alone should not be used as a trigger for payroll action.

Viewing and Uploading Documents

HR users may:

- View available claim-related documents
- Upload documentation

Key Information

Some documents may not be viewable due to privacy requirements.

Screenshot:

▼ Documentation (4)

Name	Claim Type	Claim Number	Sent to Claimant	Returned	
Approval for Continuous Leave	Absence	AC-25-132930	Dec 10, 2025		Upload
Certification of Family Member...	Absence	AC-25-132930	Download		Upload
FMLA rights and responsibilities	Absence	AC-25-132930	Download		Upload
Preliminary Designation letter- ...	Absence	AC-25-132930	Download		Upload

[Add an Unlisted Document](#)

Best Practice

- Avoid duplicate uploads or sending the same documentation through the portal and via other methods as this can slow review and result in follow-up requests.

Payment Visibility & Return-to-Work Reporting

Viewing Payment Information

HR users may view:

- Payment status
- Payment dates and amounts (when available)

Screenshot:

▼ Payments (0)

Any processed payments will be listed here.

Key Information

MN Paid Leave payments are issued based on statutory timelines and may not align with payroll cycles.

Reporting Return to Work (RTW)

HR users may report return-to-work information directly in the portal when applicable.

Screenshot:

▼ Report Return to Work

*Date

Return-to-work reporting helps ensure:

- Accurate claim closure
- Proper benefit coordination
- Timely payroll resumption

Best Practice:

If a return-to-work date has not yet been reported, it should be updated as the employee resumes work.

Reporting & Downloads

The portal provides standard reports that allow HR users to:

- View a summary of MN PL claims
- Export reports for internal tracking

Screenshot:

Reports List

Reports
Recent
2 Items

REPORTS	Report Name ↑	Description ↓	Folder	Created By	Created On ↓	Subscribed
Recent	Absence Claims In Connect	Absence claims with leave details displayed in a searchable and sortable table	Connect Portal Reports	ken.balentine	3/18/2025, 7:09 AM	<input type="checkbox"/>
Created by Me	Absence Claims with Location	Absence claims with Location, Dept, and Supervisor	Connect Portal Reports	ken.balentine	11/9/2022, 3:35 PM	<input type="checkbox"/>
Private Reports						
All Reports						

Best Practices for HR Portal Use

To ensure smooth claims administration:

- Limit HR portal access to individuals responsible for leave management
- Align portal access with internal roles and responsibilities
- Use the portal to **monitor**, not manage, claim decisions
- Respond promptly to documentation requests
- Avoid making payroll or PTO decisions based solely on portal status

Key Information

The portal is a tool for visibility and coordination - not a replacement for formal claim decisions.

Common Pitfalls to Avoid

- Granting portal access to too many users
- Uploading duplicate or unnecessary documentation
- Assuming portal status equals claim approval

In Summary

The HR Portal is designed to:

- Provide real-time visibility into MN Paid Leave claims
- Support employer certification and documentation
- Facilitate return-to-work coordination

Key Takeaway

Clear access decisions and consistent portal use help reduce delays, rework, and employee confusion.