

Accessing eHealthSafe Quick Reference Guide



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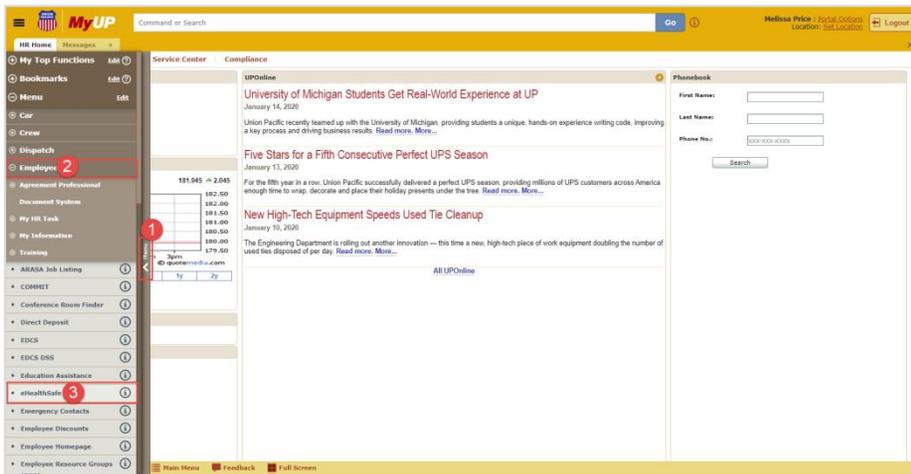
WR Health and Medical Services

Overview

Employees may request their own leaves of absences and monitor their status through the eHealthSafe system in SAP.

Accessing eHealthSafe

1. From the MyUP Portal, open the left hand menu and open the Employee drop down to select eHealthSafe:



2. From the UP Employee's Home Page, open the more drop down and click the "More" drop down to select SAP (ePayroll)



3. Under the Employee tab, click the eHealthSafe sub-tab

