Absence Management Self-Service Guide

Web Portal URL: www.standard.com/absence

If you are a Supervisor or HR, after login you will see your landing page. From the landing page you can generate reports for your employees, review your leave activity, and review your employees leave activity.
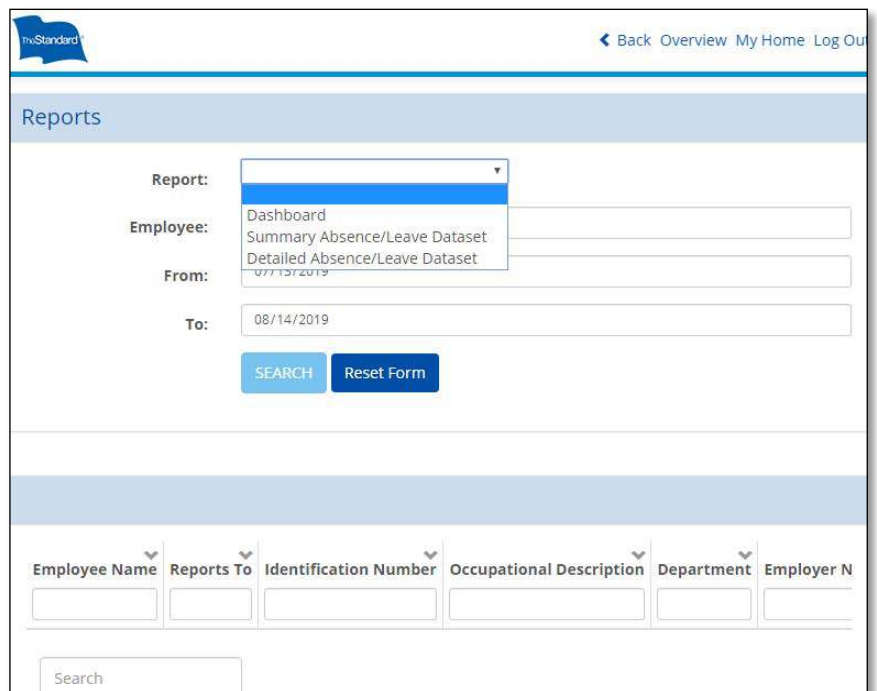

To return to your landing page select Overview. Access different information by selecting the portlet:

✓ Summaries
✓ Help and Support
✓ You (you need to enter your name on the search bar)
✓ Search for employees then select the name

Summaries

In the Summaries portlet, there are three options:

Dashboard

Gives a color-coded calendar overview of absences. You can view intermittent, continuous and reduced schedule absences. Based on your access level you can view employees when you enter their name in the search bar located on the upper right corner of the browser. Information can be filtered by:

- ✓ Status
- ✓ Leave types
- ✓ More or less weeks

To return, select Overview at the top, **do not use the back button.**
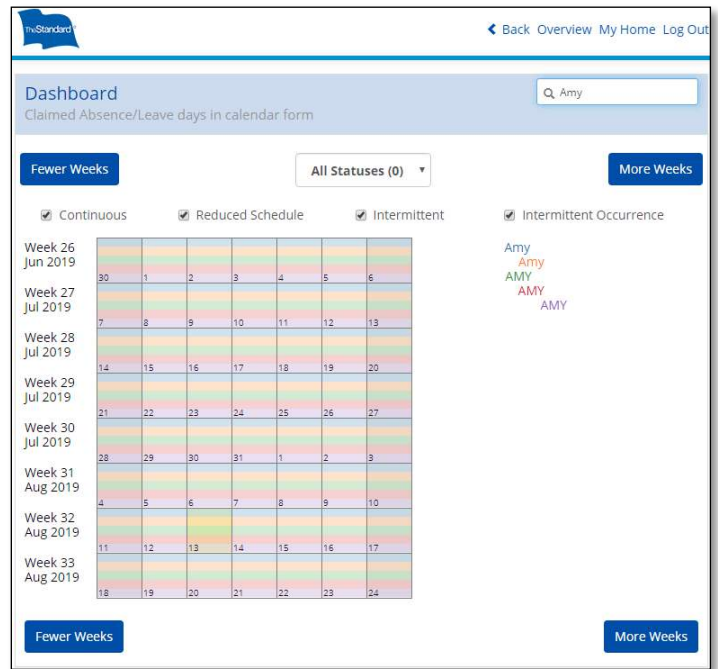
Summary of Absence/Leave Dataset

Provides a summary of absences by case #. This dataset provides key information such as: the start date, the end date, absence status, and anticipated return to work date. **Data can be filtered** and should be applied before generating reports. Download to Excel by selecting EXPORT AS CSV after your data is returned.

Data will batch when information exceeds the filter chosen. A "Warning" message appears Select "Next Batch" until all the data is returned.
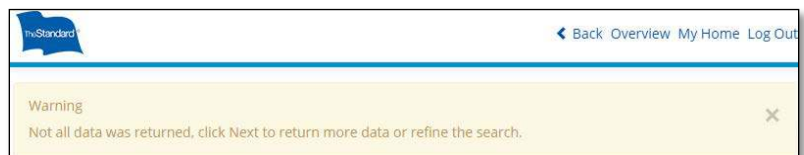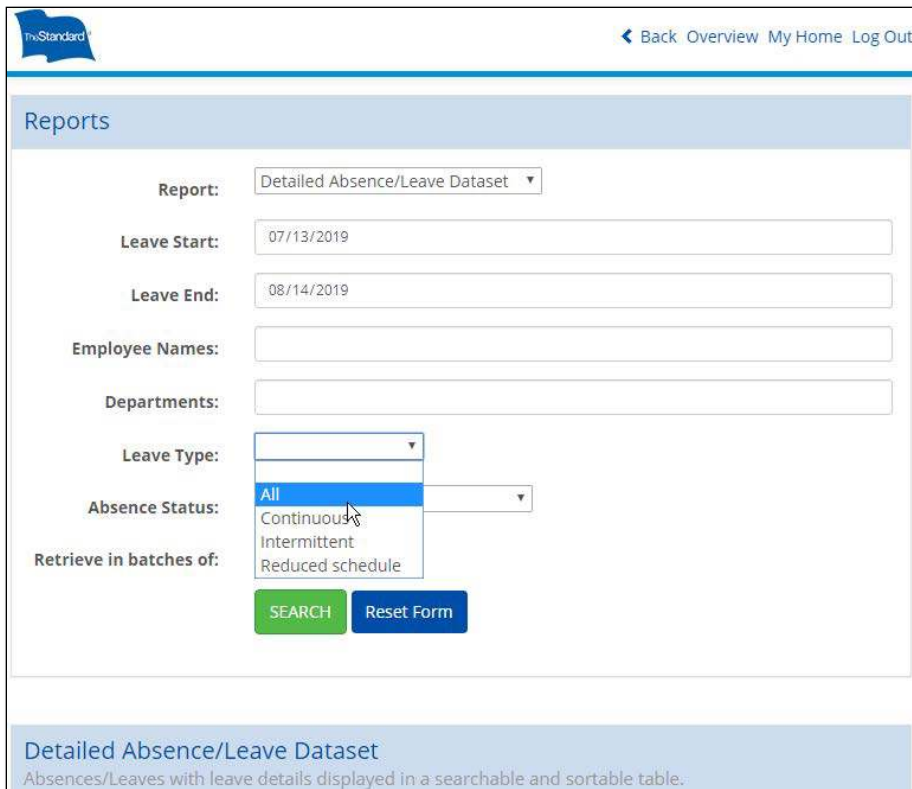

When all data is returned the message of "Success" appears.

Detailed Absence/Leave Dataset

Provides a detailed breakdown of absences by case #, entitlement and absences taken. This dataset provides key information such as: the certification start date, the certification end date, the intermittent frequency and duration, absences taken for continuous and intermittent leaves. **Data is searchable, can be filtered** and downloaded to Excel by selecting **EXPORT AS CSV** after all data is returned.

This report lets you pre-filter by Leave Type, in addition to the same features as the previous report.

Data will batch if the information generated exceeds the batch filter chosen. When a "Warning" message appears select "Next Batch" until all the data is returned. When all data is returned a message of "Success" appears.

Help

If you have questions about a leave/claim or need assistance using the portal, please contact us:

- ➢ **Email: absence@standard.com**
- ➢ **Phone: (866) 756-8116**

Provides detailed information at the employee level. To view your own file or other employees; type the *Employee's* name in the search bar as First Name Last Name, then select the employee.

From the "Employee" landing page select either the Absence/Leave or Disability Claims portlet.

Select Absence/Leave to:

✓ Initiate a new leave
✓ Review other Absence Cases

Select Disability Claims to:

✓ Review Disability Claims

When you access the Absence /Leave and Disability portlet, you can do the following:

Initiate a new Absence Case

by clicking the plus (+) symbol in the upper right corner. A script will generate, and you will need to choose the reason for leave and leave type, answer a series of the questions, read the closing script, enter in pertinent information in NOTES then select CREATE CLAIM.

Access each Absence Case

filed by selecting the case #.
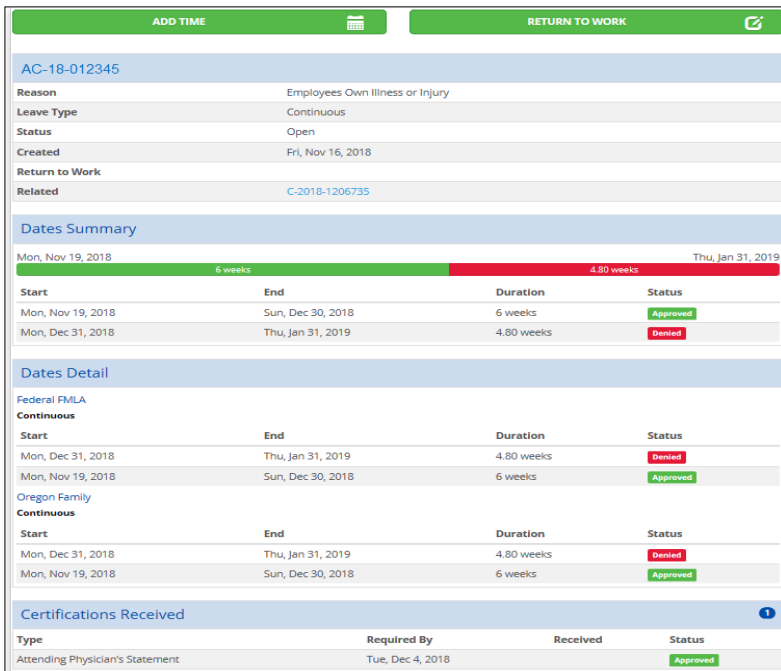
When you select the Absence Case

you can view the information in greater detail and perform different functions:

✓ Add time to leaves
✓ Report return to work for continuous leaves
✓ Review date summary
✓ Review date details
✓ Verify if certifications received

The **Date Summary** and **Dates Detail** statuses are color coded so you can easily identify:

 Approved   Pending   Denied

Select your landing page and/or your employee's landing page to review their Absence/Leave Time Summary by leave policy:

Balances are displayed by leave policy

Each leave policy balance is color coded. The policy balance legend is captured in each Policy.