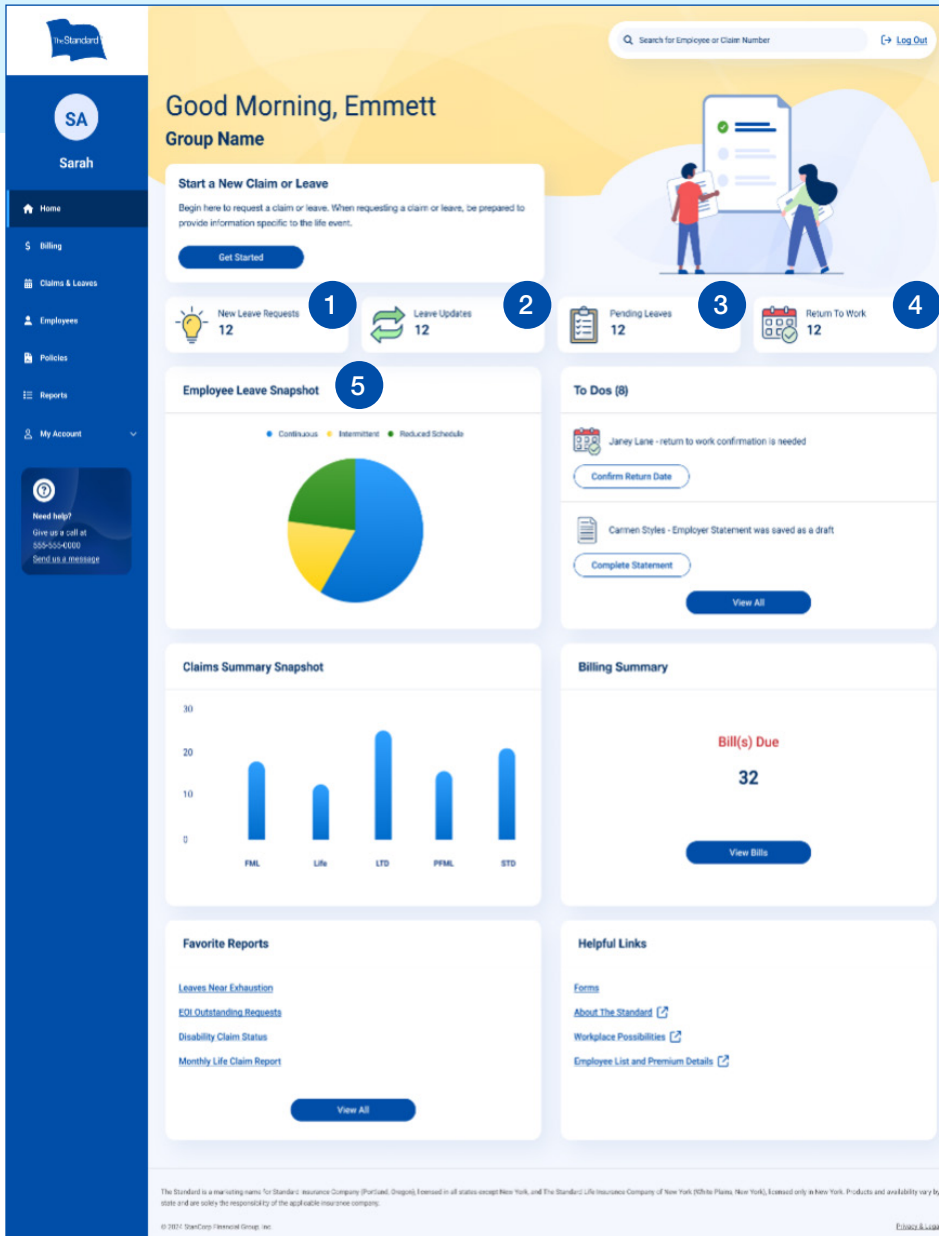




Absence Management Dashboard

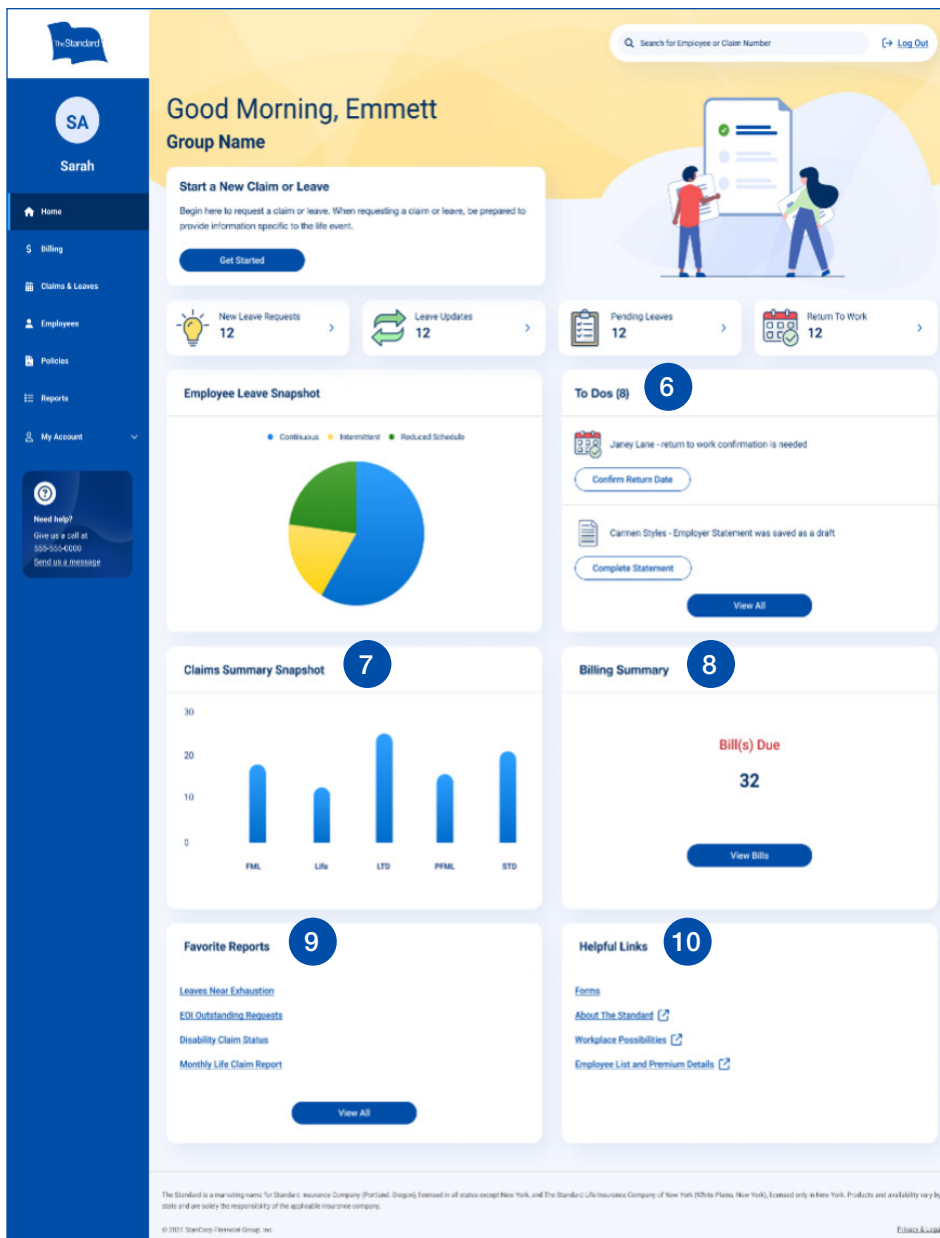
Check out these tips to help you take advantage of your new Absence Management Dashboard! Click each dashboard widget to see more details.



- 1 New Leave Requests** — any new leave requests submitted within the last seven days
- 2 Leave Changes** — changes to open continuous leaves, such as start/end dates, anticipated return-to-work dates and status updates (e.g., open to closed)
- 3 Pending Leaves** — continuous leaves still under review, such as an entitlement or requested date range off
- 4 Return to Work** — can review upcoming return-to-work dates from continuous leaves, and confirm whether employees have returned as expected
- 5 Employee Leave Snapshot** — quick view of your workforce on leave or reduced schedules

Continued on next page

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- 6 **To Dos** — open items for you to complete, such as Employer Statements or confirmation of return to work
- 7 **Claims Snapshot** — active claims for your products
- 8 **Billing Summary** — premium bills due or payments pending processing
- 9 **Favorite Reports** — reports you've configured to meet your needs and saved to run later
- 10 **Helpful Links** — additional resources

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