

## Employee Job Aid – Submitting and Managing an Absence

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- <u>Changing Pending Absence Dates</u>
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#### Submit A New Absence Request





#### Manage An Absence

The left navigation panel offers insights to Leave balances and history. Scroll down to select 'View' to see to a pending request or active absence.



The Required Actions and Optional Tasks appears when there are time-sensitive tasks to perform. Actions can vary based on several factors, complete the needed information to avoid delays in the review process.

| e ⇒ G Ini ⊡•   |  | ☆ \2   \$   |
|--|--|---|
| n-Standard Go  | od afternoon, Kevin  | C+ Los Cat  |
| KC   | Employees Own Illness or In  | jury Leave  |
| ۵ <b></b>  | Event Number: AC-24-756202   Leave Type: Continuous   Leave R  | eason: Employees Own Illness or Injury  |
| Laser Belance     Post Claims and Lasers                   | Overall Claim Status     Process     Overall Claim Status     Intervention     Intervention     Intervention     Intervention     Intervention     Intervention     Intervention | Anticipated Return to Work<br>Date<br>1/28/2025   |
| 0  | Required Actions (1)   |   |
| Need Holp?<br>Give us a call or test us at<br>866-756-0116 | Additional information is needed to complete your request<br>Additional information  | Review & Complete   |
|  | Leave Status   | Optional Task(s)  |
|  | Started 2004-13-27   | Add Dosuments   |
|  | in Review  | Uplead Documents  |
|  | Decision   |   |
|  | Closed   | Change Start and End Dates  |
|  | Leave Summary  | Update Battes   |
|  |  | Want to Connect with Local<br>Resources?  |
|  | Wour entitlement details are on the way. Be sure to check back later.  | Information about resources in your<br>community to reach your full health<br>potential |
|  |  | Multiple resource offerings:<br>211.crg or call 211                                     |
|  | Event Timeline   | Mental Health National Hotline:<br>Call or text 968                                     |
|  | Event i meine  | → Medication  |
|  | Notes an overlap of strendre updates.  |   |

#### **Uploading Documents**



#### **Changing Pending Absence Dates**



### **Requesting Intermittent Leave Time**

Review the Portal. Scroll down to find the applicable Absence, then select 'View".

# Testpake form Testpak

Scroll down to 'Request Time Off' on the right. Also on this page, a summary of request statuses can be viewed within the 'Leave Summary' panel.

|  | Kevin  Kevin  Kevin  Kevin  Forme  Forme  Forme  Kevin  Kevin Kevin  Kevin Kevin  Kevin Kevin  Kevin K | Verall Claim Status       Leave Type:       Intervent         Overall Claim Status       Leave Dates         Verall Claim Status       Verall Claim Status  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|
|  | Constraints of definition at<br>866-956 8315   | Required Actions           Provided actions needed at this time   |  |  |  |  |  |  |
|  |  | Leave Status Optional Task(s)   |  |  |  |  |  |  |
|  |  | Started NUXDOWN     Sharkey NUXDOWN     Sharkey NUXDOWN     Upload Documents  |  |  |  |  |  |  |
|  |  | Cression     Y AC leave 4AD 24 746760      Creased      Creased      Add Absence           |  |  |  |  |  |  |
|  |  |   |  |  |  |  |  |  |
|  |  | This lave is approved for the following.  Want to Connect with Local Resources?  Resources?   |  |  |  |  |  |  |
|  |  | Contract PALA         Information about reportion in your           0         V         0         0         X         commuting to ready only all the adh<br>potential           Approved Day         Densed Day         Proding Day         Write response of the researce of the researce   |  |  |  |  |  |  |
|  |  | Oregon Paid Family and Medical (Job Protection)   |  |  |  |  |  |  |
|  |  | 0 V 0 O X Constraints in traditional metals |  |  |  |  |  |  |
|  |  | Paid Benefit     Provide Transportation     Onside Transportation   |  |  |  |  |  |  |
|  |  | 0 v 0 0 X<br>Agomet' Next Deced West Pending West   |  |  |  |  |  |  |
|  |  | Event Timeline  |  |  |  |  |  |  |
|  |  | © Pagement of \$469.03 11/07/2014 ~   |  |  |  |  |  |  |
|  |  | (Vewr)ill Timeline  |  |  |  |  |  |  |

Answer the questions based on your need. Choose 'Add Another Absence' if needed or 'Next' to continue.

|   | Add Time Off  |  | EeR × |
|---|---|--|-------|
| Conter Time Of  |   | Confem Work Schedule                           |       |
| Add Time Off  |   |  |       |
| What is the reason for this time off request<br>liters, select incanarity | ? If your absence is for an appointment or office visit | t, select treatment. If this absence is for an |       |
| Treatment Incapacity  |   |  |       |
| Hours and minutes absent  |   |  | 1     |
| for min   |   |  | 3     |
| On a Single Day On Consecutive  | Days O Repeating  |  |       |
| Date  |   |  |       |
| MMODYYYY  | •   |  |       |
|   |   |  |       |
| + Add Another Absence   |   |  |       |
|   |   |  |       |
|   |   |  | _     |

Next, confirm the work schedule and change if needed, then select 'Save' to complete. *After saving, the page may take a moment to load. Do not refresh the page or exit the site.* 

|                                   |                    |                          | Add Time Off               |                    |          |                 | Dat × | e      |
|-----------------------------------|--------------------|--------------------------|----------------------------|--------------------|----------|-----------------|-------|--------|
|                                   | ✓ Enter Time Off   |                          |                            |                    | C Curler | n Wark Schedule |       |        |
| Confirm<br>te sure to tallow your | Work S             | Schedule                 | reporting intermittent tim | re off requests    |          |                 |       |        |
| Is this your cur<br>Yes           | nent work schedule | as of 12/22/2024?        |                            |                    |          |                 |       |        |
| Rotating Schedu                   | le                 |                          |                            |                    |          |                 |       | (minut |
| If Week 1 doesn                   | t match the above  | date, select "No" to mak | ke appropriate update      |                    |          |                 |       | 8      |
| Week 1                            |                    |                          |                            |                    |          |                 |       |        |
| Sun .                             | Man                | Tue<br>12 hr 0 min       | Wed<br>12 tr 0 min         | Thu<br>12 hr 0 min | Fn<br>-  | S at            |       |        |
| met a                             |                    |                          |                            |                    |          |                 |       |        |
|                                   |                    |                          |                            |                    |          |                 |       |        |

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