Employee Job Aid

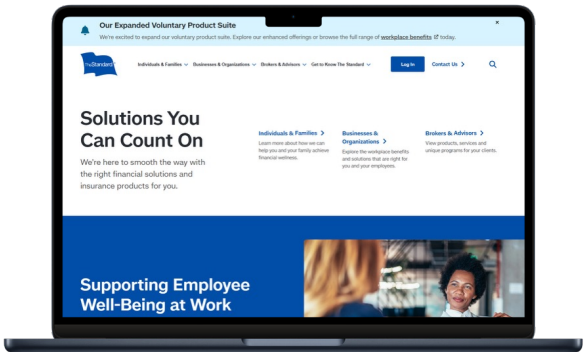
The Standard's‡ guide to Submitting and Managing an Absence Request

Click to skip directly to:

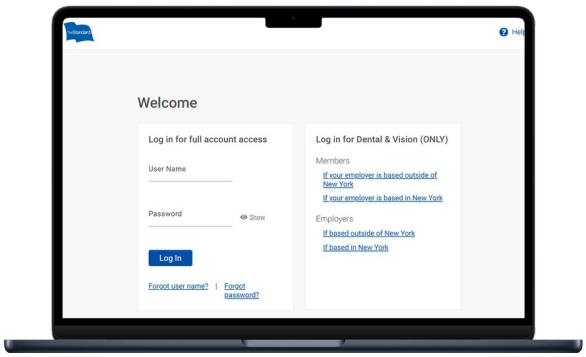
- Submit a New Absence Request
- Request Intermittent Leave Time
- Select Payment Preference
- Manage an Absence
- Upload Documents
- Change Pending Absence Dates

Submit a New Absence Request

1. Visit standard.com to log in.



2. Enter username and password.



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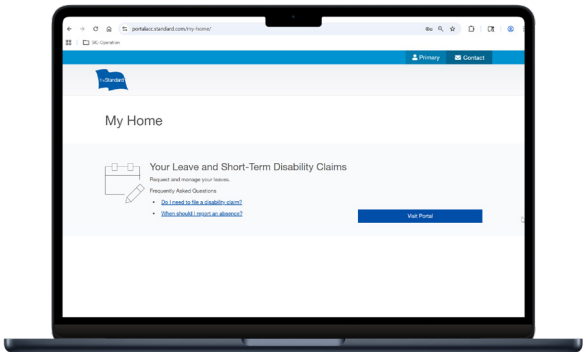
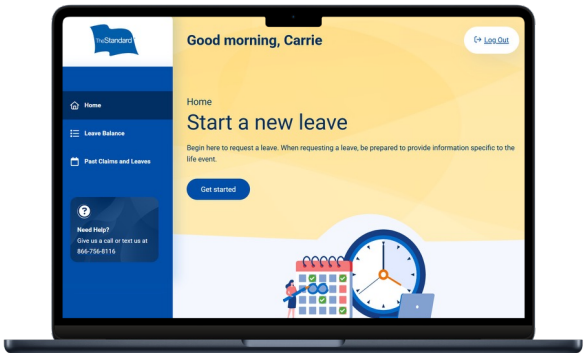
3 Select “Visit Portal.”

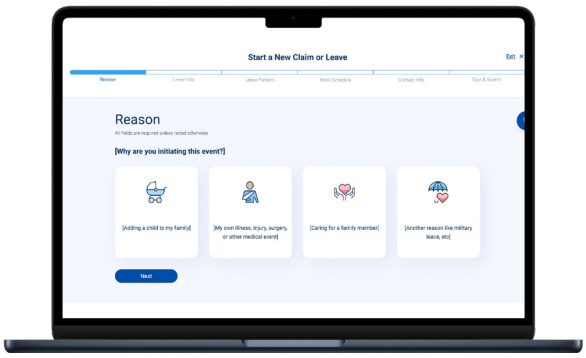


4 Review the Portal.

The left navigation panel displays Leave Balances and History. Scroll down to see active leaves and claims. Select “Get started” to begin a new request.

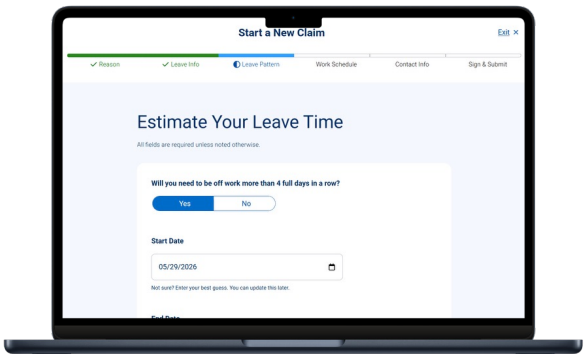


5 Choose the leave reason that best matches the reason for missing work.

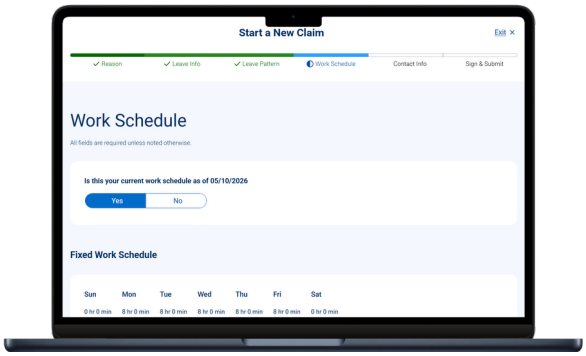


6 Confirm or change the “Work Schedule.”

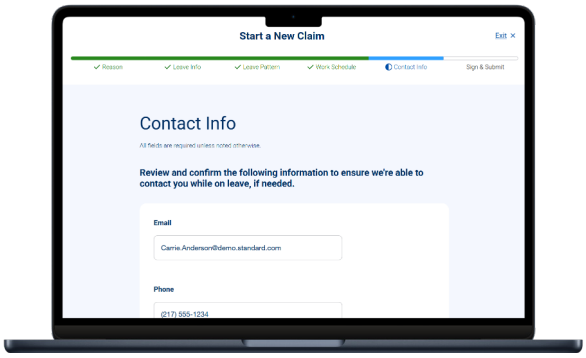
If work hours vary, enter the average or most common schedule.



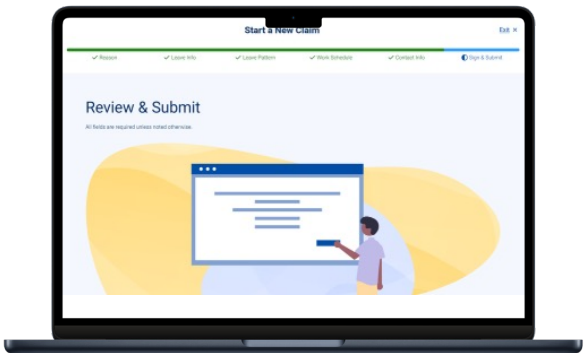
7 Confirm “Work Schedule.”



8 Confirm the “Contact Info.”

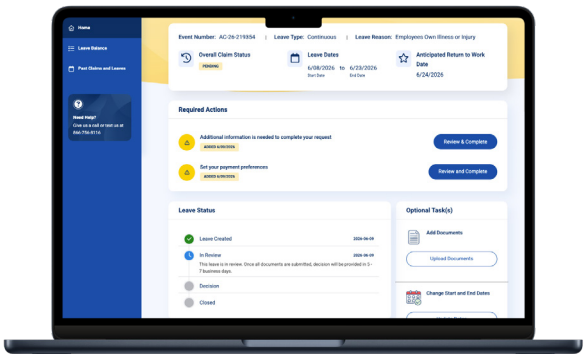


9 Review and submit. Select “Next” to complete the request.



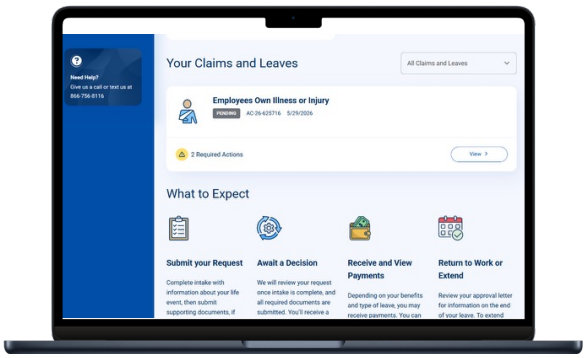
10 Review Leave Details Page.

Review, manage and take required actions for the submission including uploading required documents and select a claim payment method.



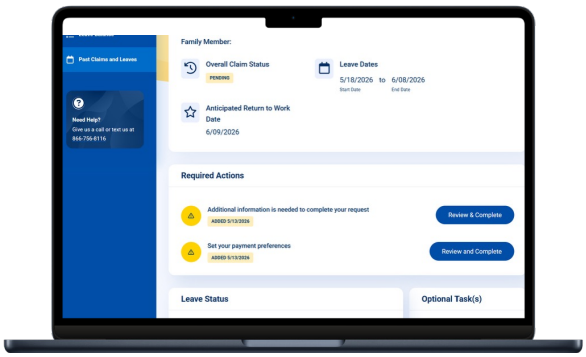
Manage an Absence

From the homepage, select “View” to return to the Leave Details page.

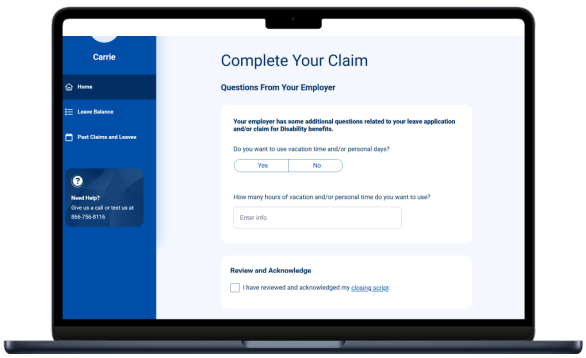


Select Payment Preference and Complete Additional Information

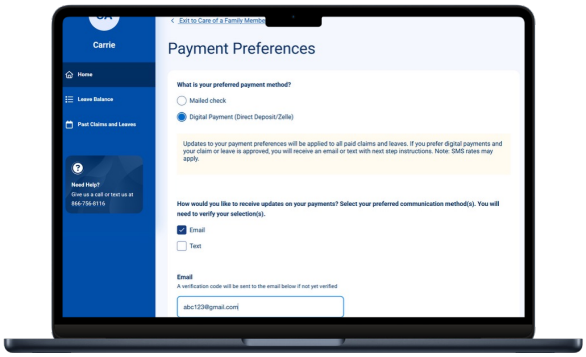
1. Start taking action by selecting “Review and Complete.”



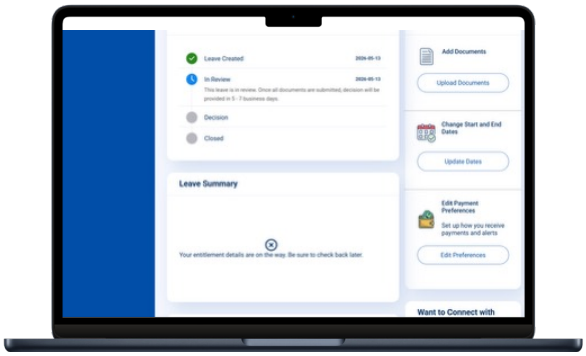
2. Some employers require additional information. Complete steps if applicable.



3. To choose a payment method other than mailed checks for payable benefits, follow the ‘Payment Preferences’ prompts to enroll.

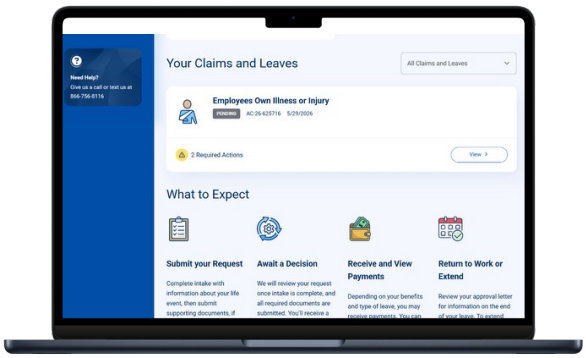


4 Once all required information is received, claims will be reviewed and an initial decision reached in five to seven business days. Use the “Leave Summary” to monitor status.

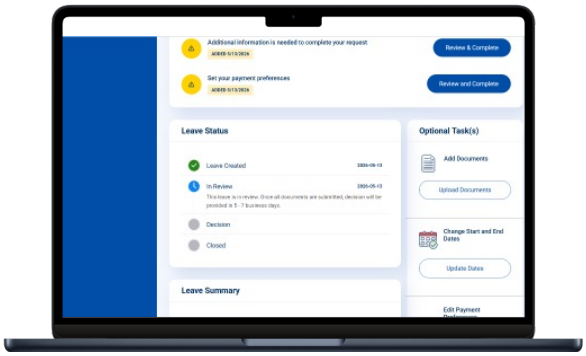


Upload Documents

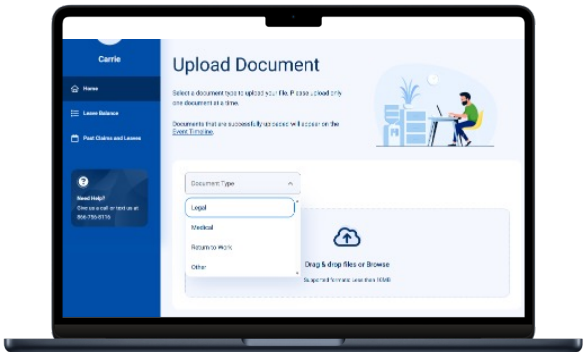
1 On the “Home” screen select “View” to begin uploading documents to a pending request or active absence.



2 Select the “Upload Documents” button from the right panel to begin.

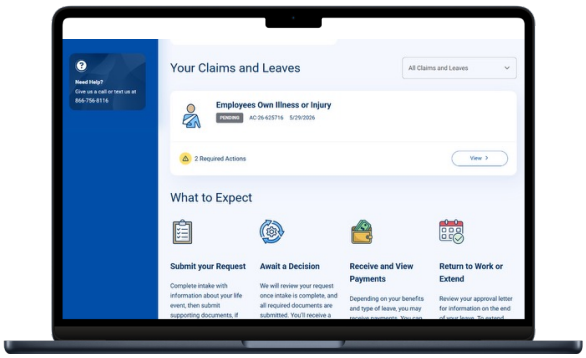


3 Choose the type of document from the drop-down menu. Drag and drop a file or select a document from your device to upload.

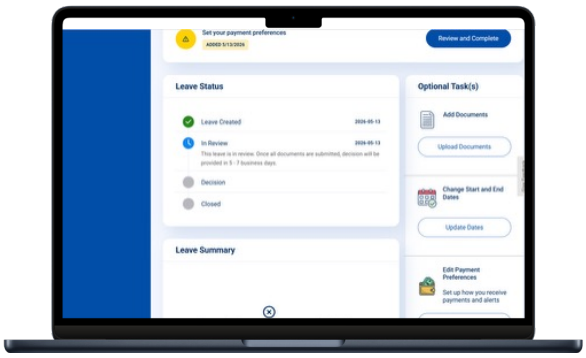


Change Pending Absence Dates

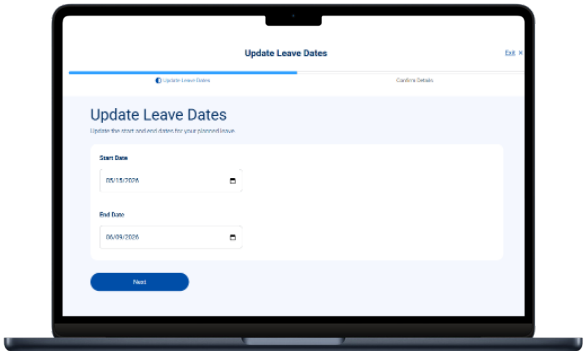
1. On the “Home” screen select “View” to change dates for a pending request.



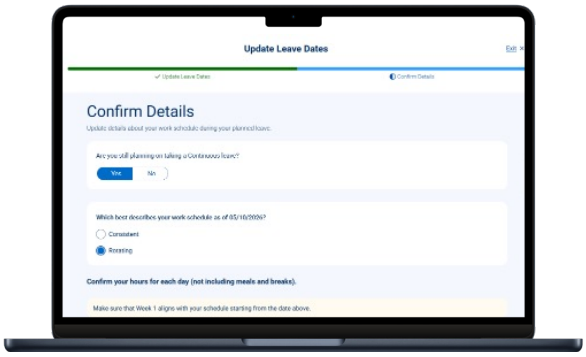
2. Select the “Change Start and End Dates” button on the right panel.



3. Change existing dates, if needed. Then select “Next.”

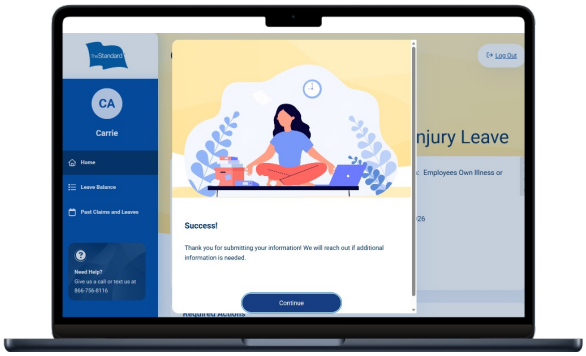


4. Additional information may need to be changed. Review the “Confirm Details” page and update information, if needed. Select “Save” to continue.



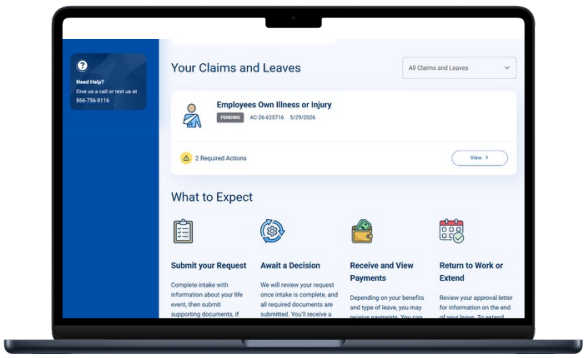
5 Confirmation Page

Select “Continue.”

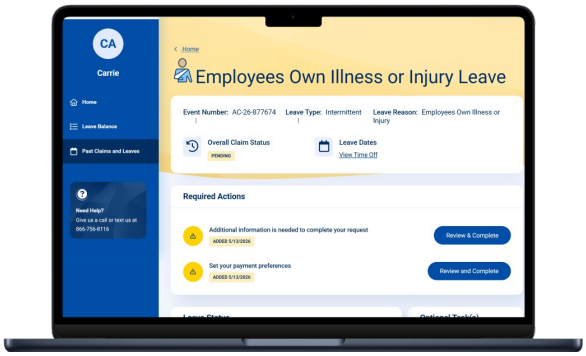


Request Intermittent Leave Time

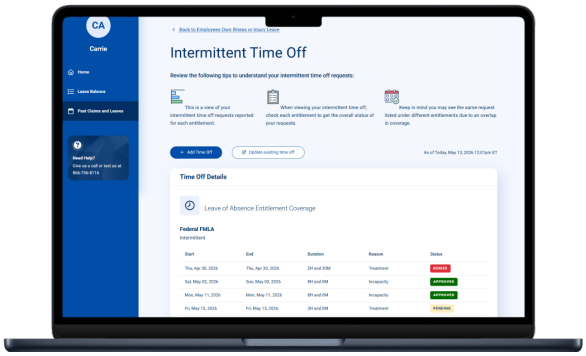
1 On the “Home” screen select “View” to find the applicable absence.



2 Select the “View Time Off” hyperlink.



3 Select “Add Time Off” or “Update existing time off” to make new requests or change previously submitted time.



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