

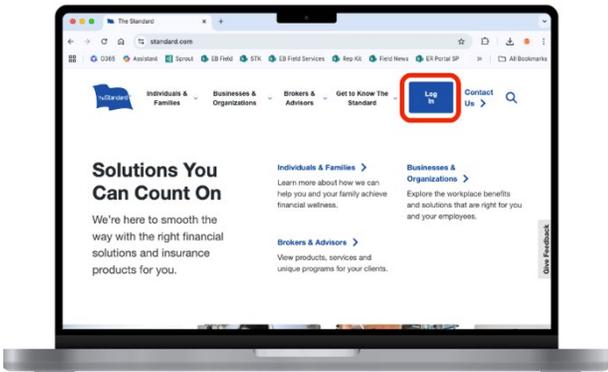
Employer Job Aid – Absence Reporting

Click to route directly:

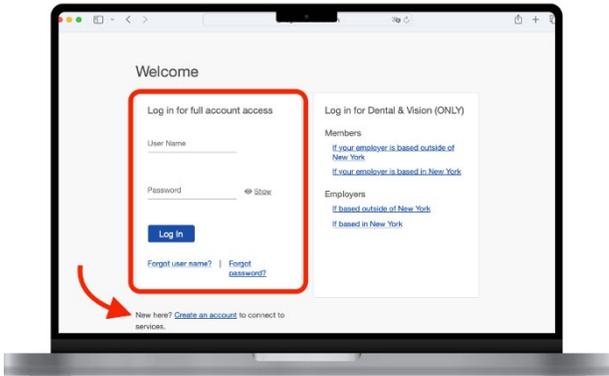
- [Navigating](#)
- [Scheduling](#)
- [Favoriting](#)
- [Downloading and Printing](#)
- [Leave and Benefits Status Reporting](#)
- [Leave and Benefits Payment Reporting](#)

Navigating to Reporting

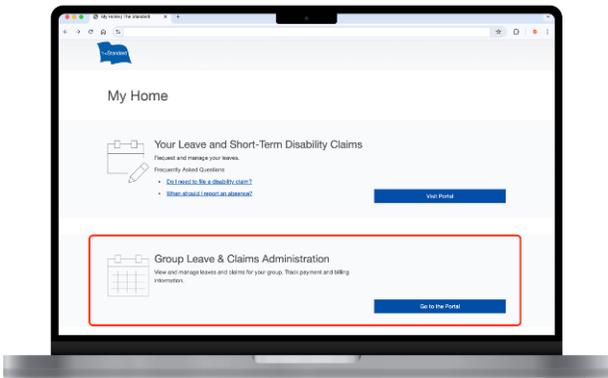
Visit www.Standard.com to log in.



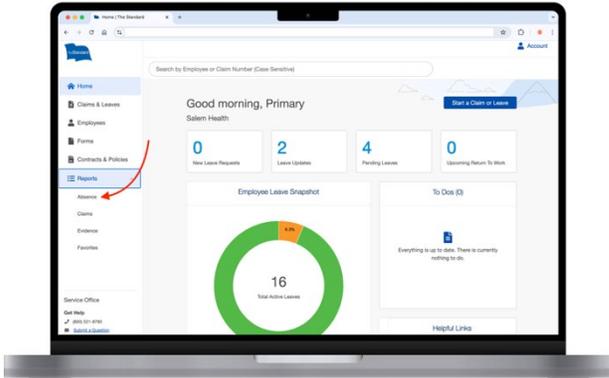
Enter a Username and Password.



Select 'Go to the Portal'.



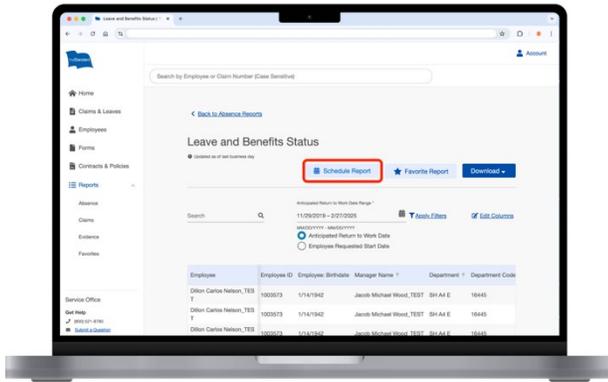
Select 'Reporting' from the left navigation pane, then 'Absence'. (Paid Leave and PFML/PFL Reports can be found on the 'Claims' tab under 'Reporting'.)



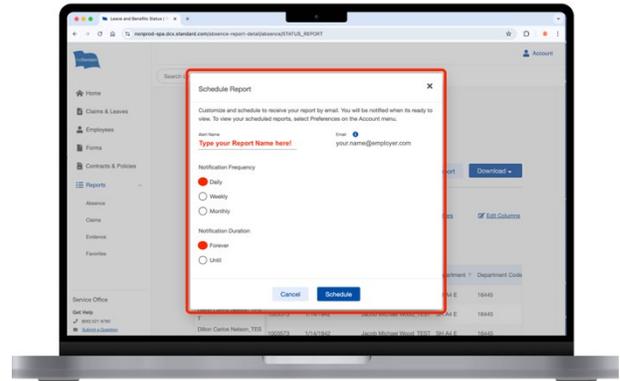
**Access is based on user permissions*

Schedule A Report

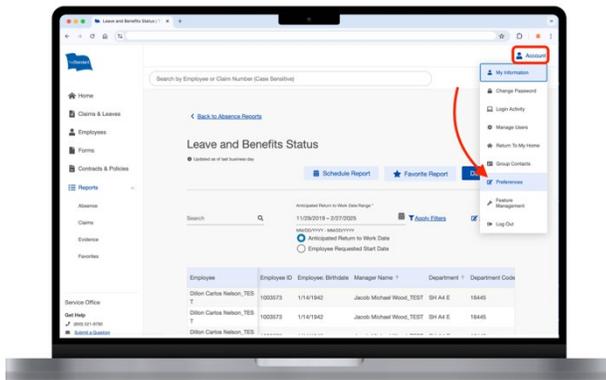
For any report, use the 'Scheduling Report' feature to have it run automatically.



Use the 'Alert Name' field to customize the Report Name title. Select the frequency and duration the report should be run. Use the 'Schedule' button to save.

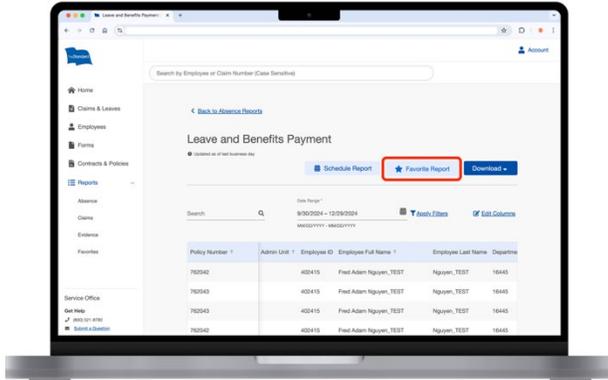


To change or delete a Scheduled Report, select 'Account' then 'Preferences'.

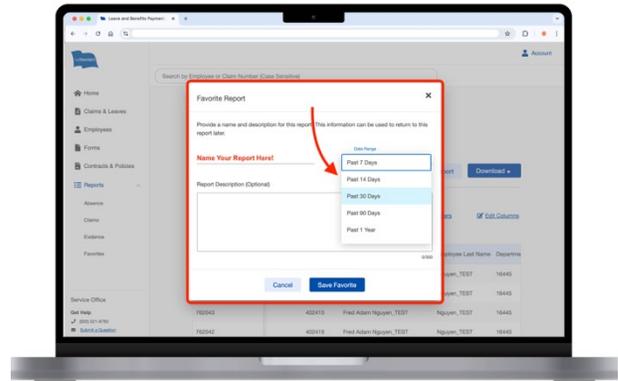


Favorite A Report

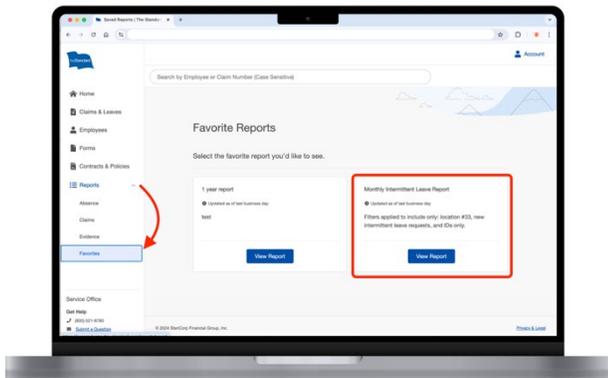
To recall a report on demand, use the 'Favorite Report' feature after applying your 'Apply Filters' and 'Edit Columns' configurations.



Follow the prompts to save the report. Use the "Save Favorite" button to save.

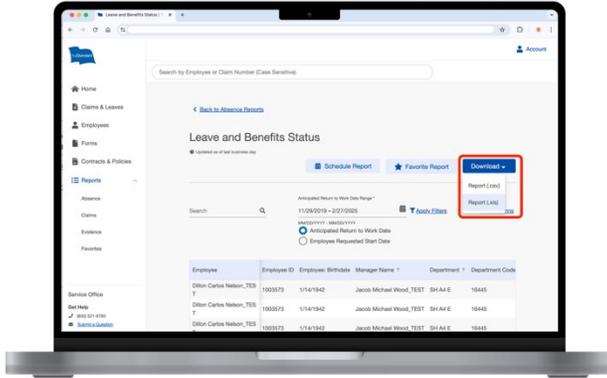


Find Favorite Reports by using the left navigation panel under 'Reports'.



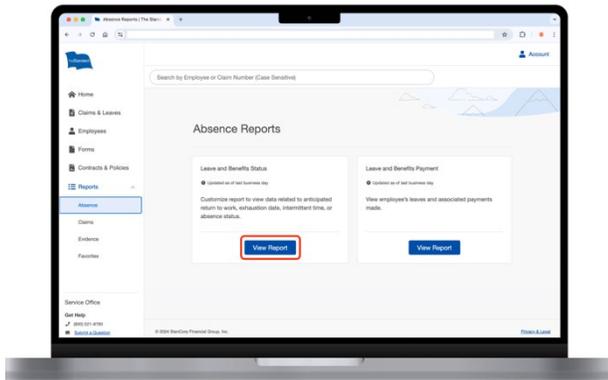
Downloading and Printing A Report

For any report, use the 'Download' button to choose the file type. Once saved to your computer, use and print as needed.



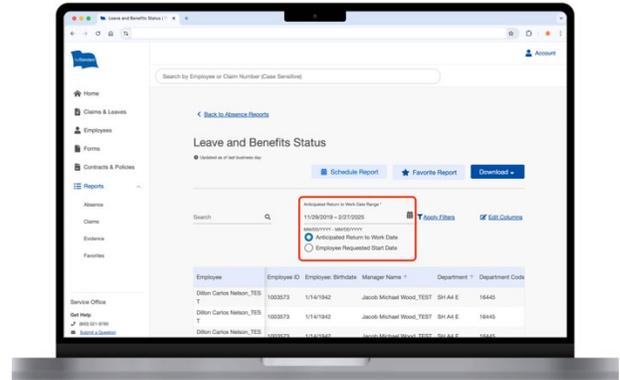
Leave and Benefit Status Reporting

Select 'View Report' to begin.

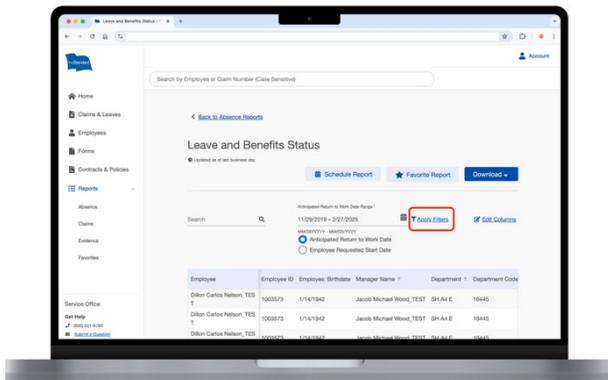


**Access is based on user permissions*

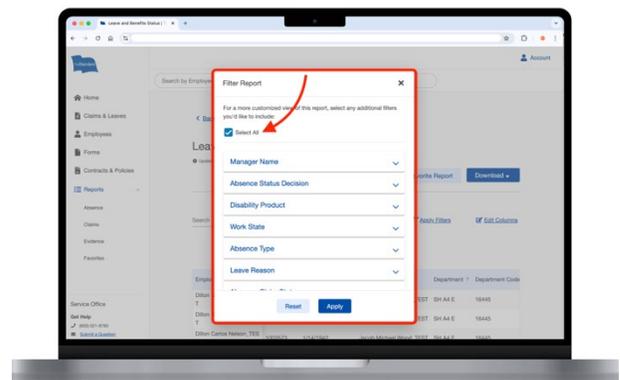
Select a date range and choose 'Anticipated Return to Work Date' or 'Employee Requested Start Date'.



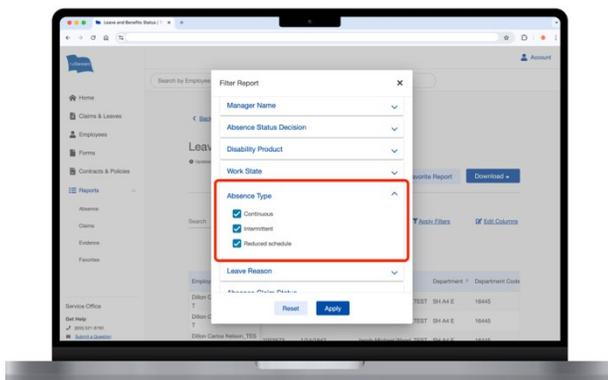
Select the 'Apply Filters' button.



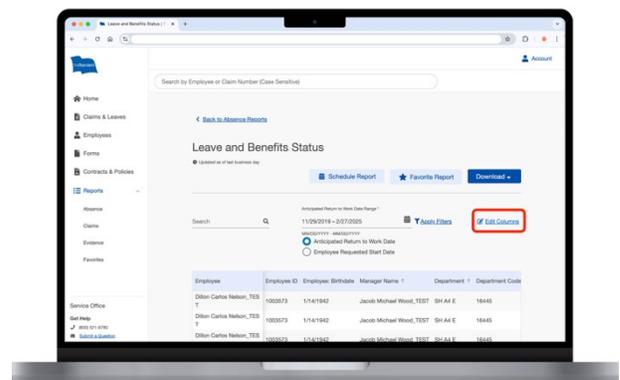
Review and select information to include or exclude. Check the "Select All" button to see all data. Use the 'Apply' button to save.



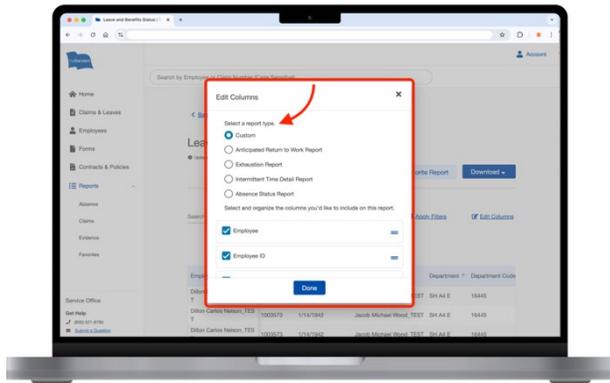
**The 'Absence Type' drop-down gives the option to include or exclude continuous, intermittent, and/or reduced work schedules.*



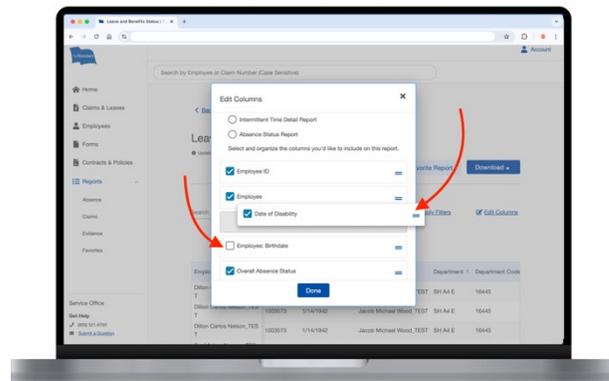
Select the 'Edit Columns' button.



Check a pre-selected 'Report Type' to sort columns logically* or select 'Custom' to manually organize the data. *Further customizations can be made after selecting a unique 'Report Type'.*

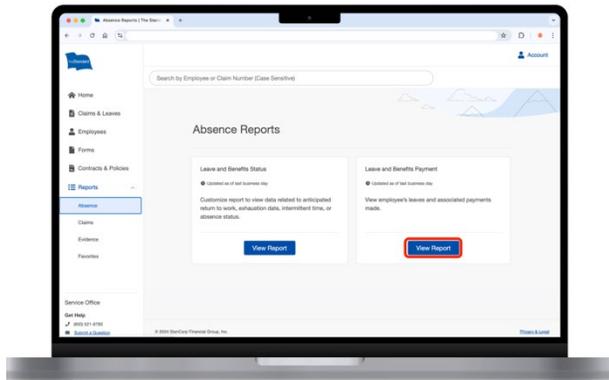


To add or remove data elements, check or uncheck them individually. To reorganize the data elements, click and drag them to the preferred location. Use the 'Done' button to save



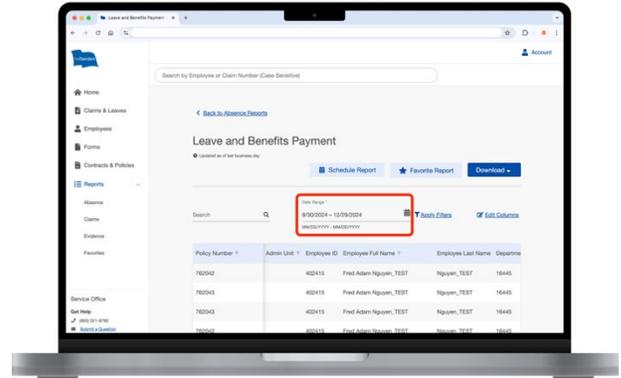
Leave and Benefit Payment Reporting

Select 'View Report' to begin.

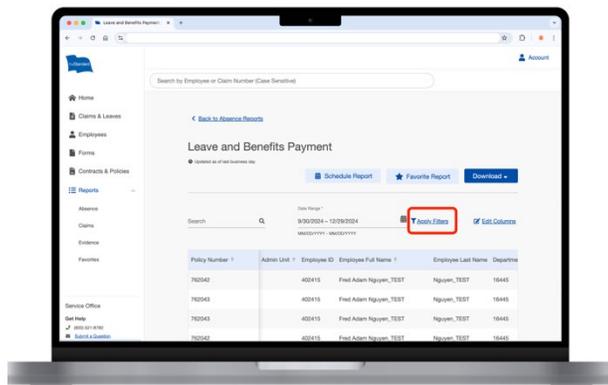


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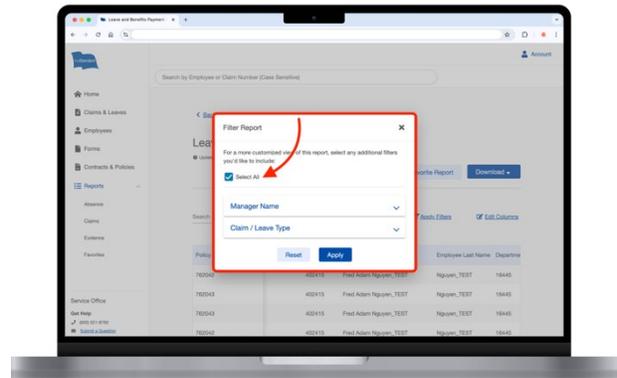
Select a date range.



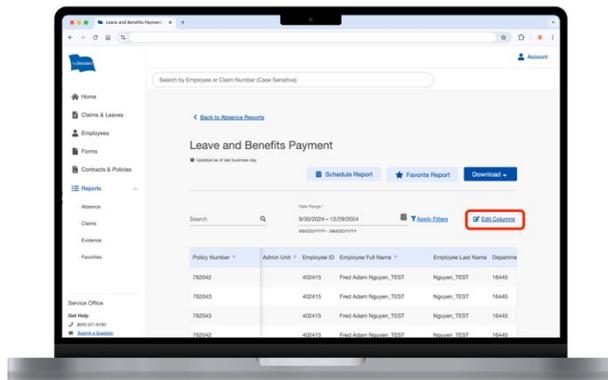
Select the 'Apply Filters' button.



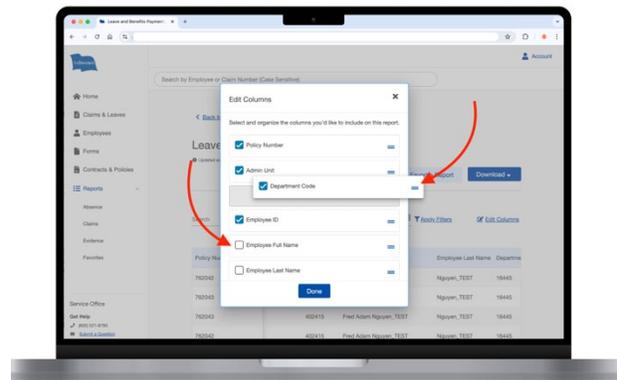
Choose the information to include or exclude. Check the "Select All" button to see all data. Use the 'Apply' button to save.



Select the 'Edit Columns' button.



Choose data elements by selecting them individually. To reorganize the data elements, click and drag them to the preferred location. Use the 'Done' button to save.



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