


## Employee Dashboard Experience

After you log in, mySedgwick's dashboard provides at-a-glance information about your current claims via the **Claims Calendar**, **Activity Stream**, and **Notifications** sections. Additional features allow you to communicate with your claims specialist and learn more about disability and leave of absence benefits.

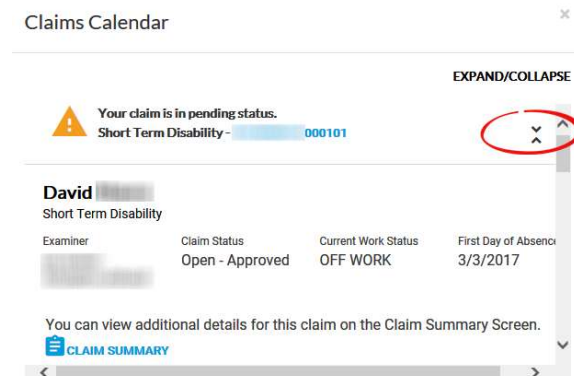
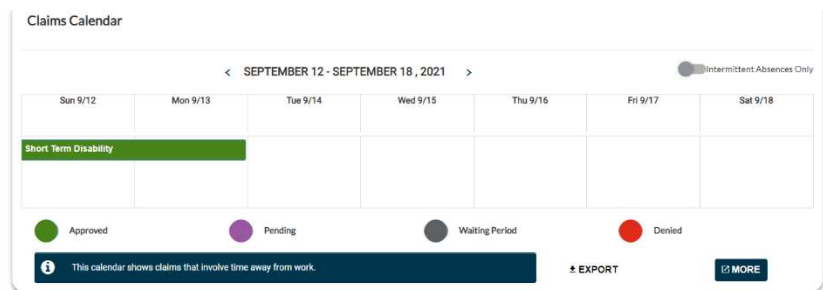
To easily access the features described below, click the menu button  in the upper-left corner. To include closed claims from the **Activity Stream**, **Communication Center**, and **Claims Calendar** sections, select the **Include Closed Claims** check box at the top of the dashboard.



To explore a section in depth, click **More**. To return to this dashboard, click **Home** at the top of the page.

### Claims Calendar

The **Claims Calendar** section shows your absences and their statuses in a weekly view. Click **More** to see a monthly view of your absences.




You can also filter a calendar to display only intermittent absences.




Click an absence on the calendar to view its status and see the related claim number. Click  under the **EXPAND/COLLAPSE** heading to view additional claim information and click  to hide it.

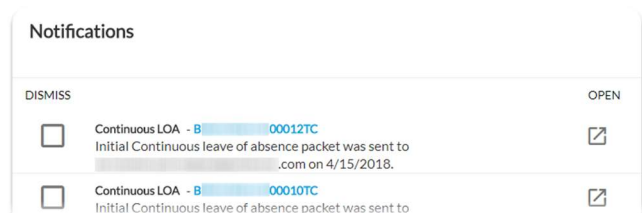
Click a blue claim number to view details for that claim.

### Notifications

This section displays updates and important events regarding your claims. Click **Open**  to view additional information about a notification. Click  **EXPAND** to view additional claim information and click  **COLLAPSE** to hide it.

Check the **Dismiss** box beside one or more notifications and click  **UPDATE** to remove them from view.

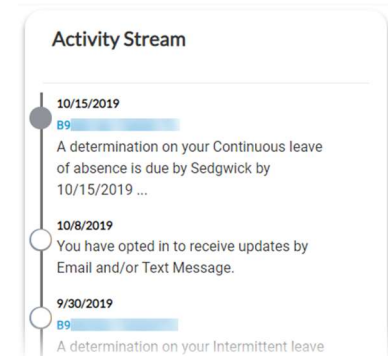
Click a blue claim number to view details for that claim.




## Activity Stream



The **Activity Stream** shows you all milestone dates for your claim(s), with the most recent activity listed first. Click **More** to open the Activity Stream page, from which you can enlarge an event node to see more detail by clicking the plus sign (+) to the left. If you are required to provide information for a claim, you can enter or upload it from this page.

Click a blue claim number to view details for that claim.

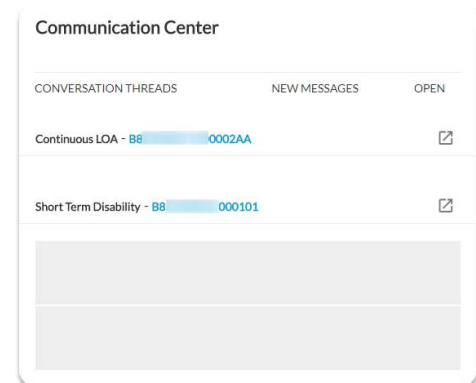


## Communication Center

The **Communication Center** enables you to communicate directly with your specialist through mySedgwick. Click **Open**  to start a conversation thread. Type your question or message to the examiner in the text box at the bottom of the section. Responses are typically available in the **Communication Center** within one business day.



Click  to view additional claim information and click  to hide it.

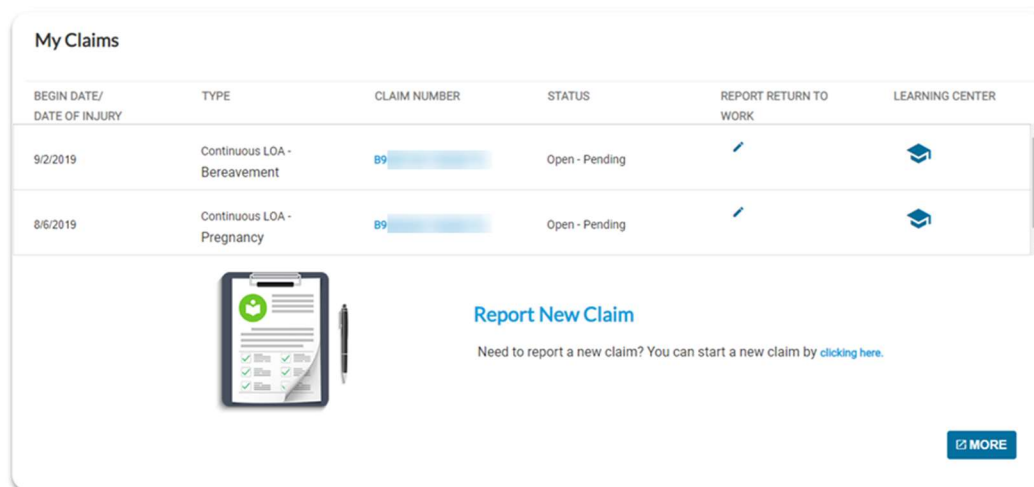
Click a blue claim number to view details for that claim.



## My Claims

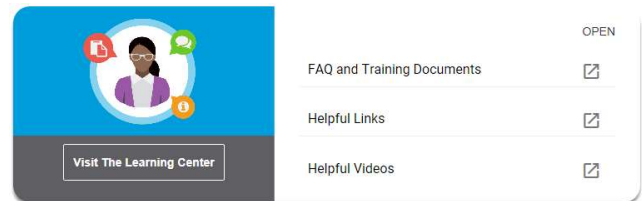
The My Claims section lists all open claims and any that closed within the past 24 months.

Click a blue claim number to view details for that claim, the pencil  to report your return to work date (if available), or the cap  to visit the Learning Center. You can also click the graphic at the bottom to report a new claim, when available.



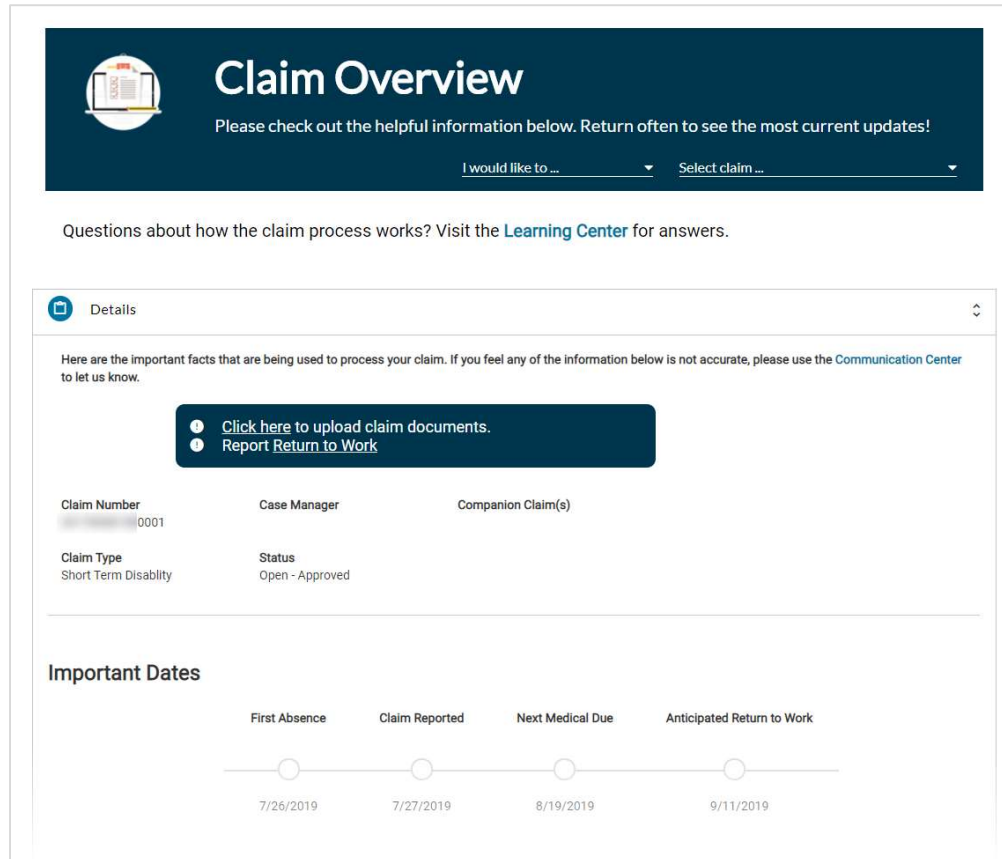
### Learning Center

The **Learning Center** is a document library offering information to assist and educate you throughout the claims process. Click **Visit The Learning Center** to read about short-term disability and FMLA leave. You can also access additional information and helpful links from this section.



## Claim and Accommodation Overview

The Claim Overview and Accommodation Overview pages contain all the information relevant to a disability or leave claim or an accommodation request. You can open this page by clicking any blue claim or accommodation number on your dashboard or My Claims page.





The screenshot shows the 'Claim Overview' page. At the top, there's a dark blue header with a book icon and the title 'Claim Overview'. Below the title, it says 'Please check out the helpful information below. Return often to see the most current updates!'. There are two dropdown menus: 'I would like to...' and 'Select claim...'. Below this, a message says 'Questions about how the claim process works? Visit the [Learning Center](#) for answers.' The main content area is titled 'Details' and contains a message: 'Here are the important facts that are being used to process your claim. If you feel any of the information below is not accurate, please use the [Communication Center](#) to let us know.' There are two links: 'Click here to upload claim documents.' and 'Report Return to Work'. Below this, there's a table with claim details:

Claim Number 0001	Case Manager	Companion Claim(s)
Claim Type Short Term Disability	Status Open - Approved	

Below the table is a section titled 'Important Dates' with a timeline showing four dates: 7/26/2019 (First Absence), 7/27/2019 (Claim Reported), 8/19/2019 (Next Medical Due), and 9/11/2019 (Anticipated Return to Work).

The following helpful features are available on an overview page:

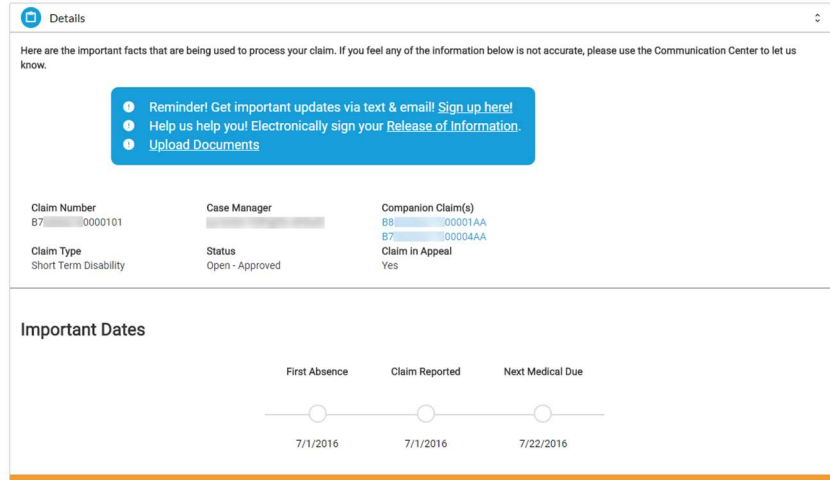
<b>I would like to...</b>	<p>Click this option in the page header to choose from additional tools. The list varies by type of claim and your role (as an employee or manager) but may include the following:</p> <ul style="list-style-type: none"> <li>• <b>Return to Search Results</b> (managers only)</li> <li>• <b>View Documents and Forms</b></li> <li>• <b>Upload Documents</b></li> <li>• <b>Report Intermittent Absences</b></li> </ul>
<b>Select Claim</b>	Click this option in the page header if you have multiple claims and would like to view another claim's details.
	Expand to view additional details.
	Collapse to hide additional details.

## for Disability, Leave of Absence, and Accommodations

The Claim Overview page provides the following sections (which vary by claim type as indicated):

### Details

The **Details** section provides basic information about your claim or accommodation request, including a timeline of important dates. Reminders and links to useful tools and features may also appear at the top of this section.



**Details**

Here are the important facts that are being used to process your claim. If you feel any of the information below is not accurate, please use the Communication Center to let us know.

- Reminder! Get important updates via text & email! [Sign up here!](#)
- Help us help you! Electronically sign your [Release of Information](#).
- [Upload Documents](#)

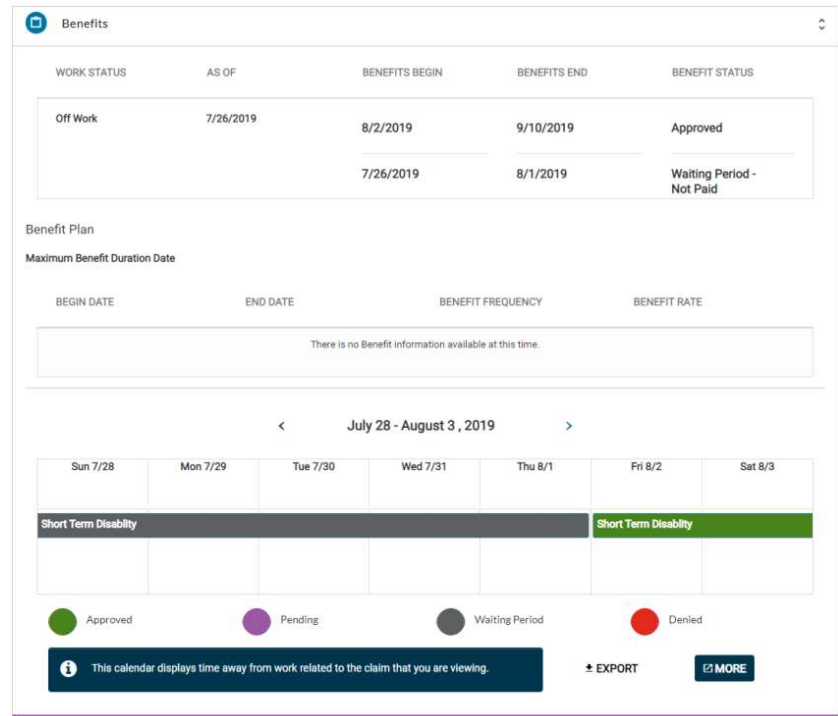
Claim Number B7 :0000101	Case Manager [Redacted]	Companion Claim(s) B8 :00001AA B7 :00004AA Claim in Appeal Yes
Claim Type Short Term Disability	Status Open - Approved	

**Important Dates**

First Absence	Claim Reported	Next Medical Due
7/1/2016	7/1/2016	7/22/2016

### Benefits

This section provides information about your disability claim's work status changes and benefit plan details. Up to four records are displayed on this screen; if more are available for the claim, click **More** to display them in a pop-up pane.



**Benefits**

WORK STATUS	AS OF	BENEFITS BEGIN	BENEFITS END	BENEFIT STATUS
Off Work	7/26/2019	8/2/2019	9/10/2019	Approved
		7/26/2019	8/1/2019	Waiting Period - Not Paid

**Benefit Plan**

Maximum Benefit Duration Date

BEGIN DATE	END DATE	BENEFIT FREQUENCY	BENEFIT RATE
There is no Benefit information available at this time.			

< July 28 - August 3, 2019 >

Sun 7/28	Mon 7/29	Tue 7/30	Wed 7/31	Thu 8/1	Fri 8/2	Sat 8/3
					Short Term Disability	

Approved
Pending
Waiting Period
Denied

ⓘ This calendar displays time away from work related to the claim that you are viewing.
 \* EXPORT
MORE

## for Disability, Leave of Absence, and Accommodations

### Payments

The **Payments** section lists recent or upcoming disability benefit payments issued to you. Up to four payments are displayed on this screen; if more are available for the claim, click **More** to display them in a pop-up pane.

**Note:** This section is not displayed if the claim has no existing or future payments or if your employer requested this information not be displayed.

Payments				
Sometimes disability benefit payments are offset by other payments you may be receiving. Examples of those offsets are state disability benefits for certain states, workers' compensation benefit payments, or repayment of any benefit amount that was previously overpaid to you. If your disability benefit payment is being offset, you will see different amounts in the "BENEFIT BEFORE OFFSET" and "BENEFIT AFTER OFFSET" columns. The "BENEFIT BEGIN" and "BENEFIT END" dates represent only the period of benefits that is applicable to the payment. This may differ from what has been approved through your entire claim process.				
ISSUED	BENEFIT BEFORE OFFSET	BENEFIT AFTER OFFSET	BENEFIT BEGIN	BENEFIT END
5/14/2019	\$144.61	\$126.19	5/2/2019	5/8/2019
5/21/2019	\$144.61	\$126.21	5/9/2019	5/15/2019
5/28/2019	\$144.61	\$126.19	5/16/2019	5/22/2019
6/4/2019	\$144.61	\$126.20	5/23/2019	5/29/2019
<a href="#">MORE</a> 10				

### Restrictions

The **Restrictions** section for disability claims displays work restrictions the employee is under (if applicable) and the dates to which the restrictions apply. Up to four restrictions are displayed on this screen; if more are available for the claim, click **More** to display them in a pop-up pane.

**Note:** This section is not displayed if the claim has no existing restrictions.

Restrictions			
Restrictions are ways in which a job is being modified to facilitate a successful return to work. Some of these restrictions are physical in nature such as lifting limitations, frequent breaks or limited use of certain body parts. Other restrictions may impact the length of time able to be worked each day.			
WORKING WITH RESTRICTIONS	TYPE	ACTIVITY	RESTRICTION
2/6/2019 - 2/13/2019	Temporary	Bending	Occasionally
2/6/2019 - 7/22/2019	Temporary	21 - 50 lbs.	Never

### Certifications

This section provides information about medical certification applicable to the leave claim. Up to four certifications are displayed on this screen; if more are available for the claim, click **More** to display them in a pop-up pane.

Certifications			
Remember, multiple certifications may exist for each claim. The current status of this leave is based on the most recent certification received from the treatment provider as shown below. The certification(s) below are related to your Employee Medical leave.			
Current Certification Status Certified Leave			
Date Due	Begin Date	End Date	Date Sent
1/25/2021	5/18/2021	7/5/2021	9/17/2021
Previous Certifications			
BEGIN DATE/ END DATE	STATUS	SUBSTATUS	CLARIFICATION REQUESTED
There is no Certification information available at this time.			

## Leave Balance


The **Leave Balance** section, shown here, lists any leave policies applicable to the current leave claim, as well as the amount of time used for each policy. Up to four policies are displayed on this screen; if more are available for the claim, click **More** to display them in a pop-up pane.

Leave Balance

Available hours are an estimate and can vary based on changes to the work schedule. They are meant for informational purposes. Actual leave balances are calculated in weeks and portion of weeks rather than hours per policy guidelines.

Overview

The overview shows leave balances AS OF TODAY for policies based on time used for all related claims.



Leave Balance Summary

View your leave balance summary for all of your related claims here!

Claim Policies

These policies apply to this claim only.

POLICY NAME	CLAIM TIME USED	POLICY EXHAUSTS
Federal Family and Medical Leave Act	0.00 Weeks	

## Work Schedule

The **Work Schedule** section for leave claims displays your most recent work schedule (i.e., number of hours scheduled to work per day). Multiple work weeks may be available depending on your schedule.

Work Schedule

Here is the most recent work schedule we have on file. If this is not the current work schedule, please use the [Communication Center](#) to provide your accurate schedule.

Effective Date  
5/18/2021

WEEK 1 HOURS: TOTAL 40

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
0	8	8	8	8	8	0

Effective Date  
5/18/2021


WEEK 2 HOURS: TOTAL 40

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
0	8	8	8	8	8	0

## Documents and Forms

This section, available for disability and leave of absence claims, allows you to access documents that have been sent to you by your examiner and documents you have uploaded through mySedgwick, as well as any forms that may need to be completed. You can also upload the documents or images, if allowed.

To view additional documents, click **More**. This section is not displayed if you have no documents or forms.

 Documents and Forms

This section allows you to access documents that have been sent to you by your examiner, documents you have uploaded through mySedgwick, as well as any forms that may need to be completed. You can also upload the documents or images through mySedgwick's [Upload Document](#) feature.



### My Documents


NAME	DELIVERY METHOD	DATE
<a href="#">Claim Correspondence</a>	Postal Mail	1/12/2018
<a href="#">Claim Correspondence</a>	Email	1/12/2018

### My Uploaded Documents

NAME	DATE
<a href="#">Release.pdf</a>	1/12/2018
<a href="#">image1.jpg</a>	1/12/2018

### My Forms

NAME	OPEN
Medical Authorization	
California Kaiser Medical Release	

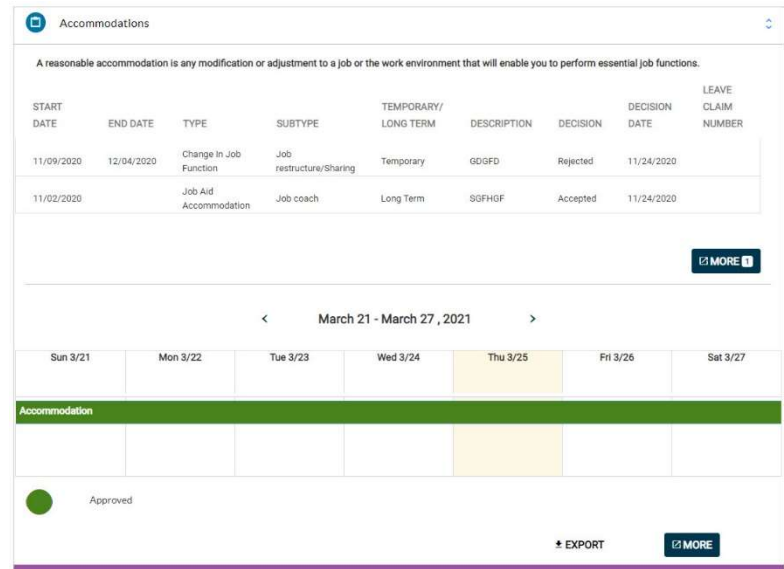
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## Accommodations

This section, displayed only for accommodation requests, provides information about the individual accommodations related to your event and the outcomes related to each. Click **More** to view additional accommodations, if applicable.

If applicable, a calendar may also display the current week with each accommodation type listed according to date. Click a calendar record to view details related to that accommodation. Click **More** beneath the calendar to view a monthly calendar view.



START DATE	END DATE	TYPE	SUBTYPE	TEMPORARY/ LONG TERM	DESCRIPTION	DECISION	DECISION DATE	LEAVE CLAIM NUMBER
11/09/2020	12/04/2020	Change in Job Function	Job restructure/Sharing	Temporary	GDGFD	Rejected	11/24/2020	
11/02/2020		Job Aid Accommodation	Job coach	Long Term	SGFHGF	Accepted	11/24/2020	

March 21 - March 27, 2021

Accommodation

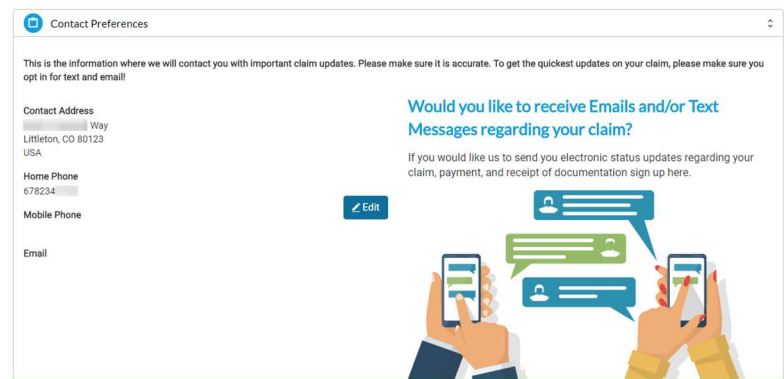
Approved

EXPORT MORE

## Contact Preferences

This section lists your contact information, including your address, home phone, mobile number, and email address. You can edit this information and indicate whether you would like to receive emails and text messages about your claim.

**Note: Contact Preferences** is not displayed to managers viewing your claim.



Contact Address

Way  
Littleton, CO 80123  
USA

Home Phone  
678234

Mobile Phone

Email

Would you like to receive Emails and/or Text Messages regarding your claim?

If you would like us to send you electronic status updates regarding your claim, payment, and receipt of documentation sign up here.



Edit

## Communication Center

Like [your dashboard's Communication Center](#), this section provides a convenient way to discuss your claim or accommodation with your specialist. Only the current claim's or accommodation's discussion is shown on this page.

## Reporting an Intermittent Absence

You may occasionally need to report intermittent absences for time off work due to illness or an appointment related to an existing intermittent absence claim. These brief absences are easy to report to your claim specialist via mySedgwick.

To begin, click the Navigation menu icon , click **Report**, and choose **My Intermittent Absence**. A pop-up window lists any intermittent absence claims you currently have open. Click **Report Absence**  beside the appropriate claim to continue. A Report an Intermittent Absence pop-up window opens.

Report an Intermittent Absence

Intermittent - B

Date of Absence

\*Required

Duration of Absence


Hours :  Minutes :

20 hours 00 minutes per day maximum.

Absence Reason

☐ Illness
☐ Appointment


Add Absence

REMOVE	DATE	DURATION	REASON
	03/03/2021	2 Hours 0 Min	Appointment

Submit

BACK

From this pop-up window:

1. Enter the **Date of Absence** or click the calendar  to pick a date.
2. Enter the **Duration of Absence** in **Hours** and **Minutes**.
3. Select your **Absence Reason**; choose **Illness** or **Appointment**.
4. Click **Add Absence**. Your absence is added to the list at the bottom of the pane. You may need to scroll down to see all features in the pane.
5. If needed, add additional absences by following steps 1-4 above.
6. When done, click **Submit** at the bottom of the pane.

A confirmation message lets you know your absences have been reported to your specialist.