Agenda

- Introductions

- Review of What’s Has Changed?/What’s Not Changing.

- mySedgwick System
  - Differences between Manager view and the Employee view

- Sedgwick Communications
  - Frequent Claims Communications
Beginning January 1, 2021 Sedgwick will administer leaves for UCI. The leave services will include:

All new leaves with a first day absent of 01/01/2021 or later, to include:

- Continuous
- Intermittent
- FMLA/California State Leaves
- Staff Leaves
- Military

Historical leave data (where available) will be loaded for entitlement tracking and eligibility, to include:

- All current open or pending CA statutory leaves: Federal, State, and Military
- All current open or pending exception leaves: Reasonable Accommodation, Personal, Other

*This program does not apply to Faculty, Academics, PostDocs or Residents*
What’s Not Changing?

- **Short Term Disability Administration** will remain the same. Lincoln Financial Group will continue to manage UCI’s Short Term Disability process.
  - Sedgwick will coordinate with Lincoln Financial Group when necessary
- **Long Term Disability Administration** will remain the same. Lincoln Financial Group will continue to manage UCI’s Long Term Disability process.
- **Workers’ Compensation Administration** is currently with and will remain with Sedgwick
  - Sedgwick will coordinate the FMLA component of Worker’s Compensation cases
- **Entry and Approval of Time** continues to be administered locally (i.e. TRS, API)
- **Entry of Extended Absences** in UCPath continues to be handled locally

*This program does not apply to Faculty, Academics, PostDocs or Residents*
mySedgwick® portal allows Employees, Managers, and Human Resource personal to:

- search for claims
- report new claims and intermittent leaves 24/7
- review current leave status
- confirm return to work

mySedgwick can be accessed by:

- [http://hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick)
- Avoid clicking on the link and then saving to favorites, this has resulted in errors
  - If your experiencing issues confirm the link that is saved, if you have [www.sedgwick.com](http://www.sedgwick.com) this is the cause of your error messages

Users can go to mySedgwick.com and login anytime using their smartphone, tablet, laptop or web-based device.
Signing on to mySedgwick through Single Sign On (SSO): [http://hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick)
The menu, some refer to this as the “Hamburger”
- Select to take you to sections and actions quickly
- Report your employee’s new claim/intermittent absence or your new claim

Select Dashboard
- Allows you to change your view between your Manager Dashboard or the Employee Dashboard

Preferences
- Allows for you to Change Password
The Employee’s view would allow to change “Notification Preferences”
- Allows the claimant to opt into text and email communications (Claimant only)

Logout
- Log you out of mySedgwick
Manager Dashboard – Header Bar

Clicking on the Hamburger will allow you to navigate quickly to various information modules.

Easy Navigation
Selecting A Dashboard View

Select Dashboard

Manager Dashboard:
• Allows manager to see all direct and indirect* reports
  *to view indirect reports click “Include Indirect Reports’ in lower right hand corner

Employee Dashboard:
• Allows manager to view employee’s dashboard as the employee would see the dashboard

My Personal Dashboard
• Allows manager to see his/her own dashboard
Preferences

- Allows you to:
- Change password
- Change Security Questions
- Change Notification Preferences
- Change Authentication Preferences
Change Notification Preferences

Notification Preferences

We would like to send you electronic status updates regarding your claim, payments and receipt of substantiating documentation so that you will have this information as quickly as it is available.

Would you like to receive these notifications?

☐ Yes  ☐ No

You may select multiple methods by which to receive these updates.

☐ Email

Email will allow us to securely send you documents electronically rather than through USPS mail.

☐ Text Message

Please enter your mobile number including area code. Standard text messaging rates will apply.
Change Authentication Preferences

Authentication Preferences

The email and cell number entered here will be used as part of the Two-Factor Authentication process. You may select multiple methods to receive these codes.

- **Email**: r**********@sedgwick.com
  
  Please enter the email address in which you would like to receive your Two-Factor Authentication Code.

- **Text Message**: ***-***-0000
  
  Please enter your mobile number including area code. Standard text Messaging rates will apply.
Manager Dashboard - Filter for a Manager

Clicking on the caret ▼ allows you to expand the view to search for a manager.

Filter by Manager

You are viewing your Manager Dashboard.
If the employee you are looking for is not listed, you can use Search For an Employee or Filter by Manager if available.
Filter by Manager

1. Enter last name, first name, or EID
2. Select “Include Indirect Reports” when applicable
3. Click Search
4. Note: full value is not required

- Filtering by Manager will always default to your direct reports
- Click on Include Indirect Reports to see all employees you are directly and indirectly responsible for.
New Claim section allows managers to see all new claims filed by their direct and indirect employees in the past 30 days.
Manager Dashboard - New Claims

### New Claims

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLAIM TYPE</th>
<th>LAST DAY WORKED</th>
<th>FIRST DAY OF ABSENCE</th>
<th>HOURS WORKED</th>
<th>DATE REPORTED TO SEDGWICK</th>
<th>CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Tan</td>
<td></td>
<td>08/20/2018</td>
<td>08/20/2018</td>
<td></td>
<td>03/18/2016</td>
<td></td>
</tr>
<tr>
<td>Azure E</td>
<td></td>
<td>05/13/2018</td>
<td>05/14/2018</td>
<td></td>
<td>05/13/2018</td>
<td></td>
</tr>
</tbody>
</table>

### Update the LDW/FDA
1. Click the calendar icon
2. Click the checkmark to confirm
3. Confirmation screen will pop up
4. Select Ok if correct/Back to change

### Report a New Claim
1. Click the Report a New Claim Section
2. Search by Employee Name or EID
3. In the results select the icon below “Report a New Claim”
4. You will be redirected to the intake screen, follow the prompts

---

**Report Employee's New Claim**

Need to report a new claim for an employee? You can start a new claim by clicking here.
Changing either the Last Day Worked or First Date of Absence will send notification to the examiner.
Confirmation Check indicates confirmation is required. If confirmation is blank, confirmation has already been received thru another mode.

<table>
<thead>
<tr>
<th>New Claims</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>EMPLOYEE ID</td>
<td>CLAIM NUMBER</td>
<td>LAST DAY WORKED</td>
<td>FIRST DAY OF ABSENCE</td>
<td>HOURS WORKED</td>
</tr>
<tr>
<td>Black Blue</td>
<td>900091082</td>
<td>ADA Accommodation 301897558630001</td>
<td>11/16/2020</td>
<td>11/19/2020</td>
<td></td>
</tr>
<tr>
<td>Pink Black</td>
<td>900099915</td>
<td>Continuous LOA 301895523620001</td>
<td>10/25/2020</td>
<td>10/26/2020</td>
<td></td>
</tr>
<tr>
<td>Silver Red</td>
<td>900094305</td>
<td>Continuous LOA 301791993440001</td>
<td>10/23/2020</td>
<td>10/24/2020</td>
<td></td>
</tr>
<tr>
<td>Lime Violet</td>
<td>900088324</td>
<td>Intermittent CD05280900200001TTC</td>
<td></td>
<td></td>
<td>05/01/2020</td>
</tr>
</tbody>
</table>

Report Employee's New Claim

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Manager Dashboard-Confirmation

Pop up window will identify what needs to be confirmed. Close pop up window X and use the calendar to modify dates, if necessary.

Confirmation

Please confirm:
- last day worked of 11/16/2020
- first day of absence of 11/19/2020
for ADA Accommodation 301897558630001 for Black Blue.

Select Back to edit or OK to update claim information.
Clicking on the Caret (>) to the left of the employee’s name allows you to expand the view to see all leaves associated with that employee.

### New Claims

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMPLOYEE ID</th>
<th>CLAIM NUMBER</th>
<th>LAST DAY WORKED</th>
<th>FIRST DAY OF ABSENCE</th>
<th>HOURS WORKED</th>
<th>DATE REPORTED TO SEDGWICK</th>
<th>CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Blue</td>
<td>900091082</td>
<td>ADA Accommodation 301897558630001</td>
<td>11/16/2020</td>
<td>11/19/2020</td>
<td></td>
<td>11/08/2020</td>
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</tr>
<tr>
<td>Pink Black</td>
<td>900099915</td>
<td>Continuous LOA 301895523620001</td>
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<td>10/26/2020</td>
<td></td>
<td>10/31/2020</td>
<td></td>
</tr>
<tr>
<td>Silver Red</td>
<td>900094305</td>
<td>Continuous LOA 301791993440001</td>
<td>10/23/2020</td>
<td>10/24/2020</td>
<td></td>
<td>09/04/2020</td>
<td></td>
</tr>
<tr>
<td>Lime Violet</td>
<td>900088324</td>
<td>Intermittent C005280900200001TC</td>
<td>05/01/2020</td>
<td>408.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Clicking on the Caret (>) to the left of the employee’s name allows you to expand the view to see all leaves associated with that employee.
• Notifications: a summary of the emails for each employee

• Remember any **BLUE** font is a hyperlink

• Clicking on the employees name will take you to the employee’s dashboard
NEW CLAIM NOTICE

Name: EE Name
Employee ID:
Case #: 567825C14458
Work Related: No

This message is from Sedgwick, the administrator of UCI’s Leave and Accommodations Programs.

EE Name has requested a leave beginning 02/22/2021. We have determined that EE Name leave request:

- Meets the FMLA’s basic eligibility requirements.
- Is eligible for leave under the California Family Rights Act. Unless not permitted by law, approved leave that is covered under California Family Rights Act will run concurrently with any approved FMLA leave.

The leave is in a pending status awaiting receipt of the supporting documentation. Documentation is due 03/14/2021. A decision will typically be made 2 business days after documentation is received. You will be notified once a decision has been made.

Additional Resources
- You may check the status of claim using our online self-service tool, http://hr.uclal.edu/sedgwick

We Are Here to Help
If you have any questions regarding this email, or need to provide any changes, you can reply to this email or call Sedgwick at (855) 922-2152, Monday through Friday 5 a.m. to 5 p.m. PT.

Sincerely,

Examiner first name.
UCI Leave Center, managed by Sedgwick
The “upside down Triangle” allows you to filter by topic i.e. Medical due date, Claim status changes, Anticipated RTW, etc.
The “Employees Off Work” section displays your employees who are currently off work, the type of claim that resulted in the absence, and the dates they will be absent.

### Employees Off Work

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLAIM TYPE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tan Burgundy</td>
<td>Continuous LOA -</td>
<td>12/01/2020</td>
<td>01/25/2021</td>
</tr>
<tr>
<td>Scarlet Lemon</td>
<td>ADA Accommodation</td>
<td>11/21/2020</td>
<td>12/05/2020</td>
</tr>
<tr>
<td>Black Blue</td>
<td>ADA Accommodation</td>
<td>11/19/2020</td>
<td>01/25/2021</td>
</tr>
<tr>
<td>Silver Red</td>
<td>Continuous LOA -</td>
<td>10/24/2020</td>
<td>01/16/2021</td>
</tr>
</tbody>
</table>
Manager Dashboard - Confirm Return To Work

From this section, you can confirm ✅ that an employee has actually returned to the workplace, update their Return to Work Date 📅 or indicate that the Employee Has Not Returned ⚩.

- This may be Submitted to Sedgwick via email to claimdocuments@sedgwick.com, uploaded to mySedgwick, or faxed to 855-800-5116

Confirm RTW
1. Click the check mark icon under the “Confirm” header
2. Confirmation screen will pop up
3. Select Ok if correct/Back to change

Update RTW
1. Click the calendar icon next to the listed RTW date
2. Click the checkmark to confirm
3. Confirmation screen will pop up
4. Select Ok if correct/Back to change

Notify Examiner that Employee has not RTW
1. Click the calendar icon next to the listed RTW date
2. Confirmation screen will pop up
3. Select Ok if correct/Back to change
RTW CONFIRMATION REQUEST

Name: EE Name
Employee ID: 10304698
Case #: C101200942700008TC

This message is from Sedgwick, the administrator of UCI's Leave and Accommodations Programs.

EE Name was scheduled to return to work on 01/07/2021.

What You Need to Do
- Reply to this email to confirm EE Name returned to work as scheduled on 01/07/2021.

Additional Resources
- You may check the status of EE Name claim using our online self-service tool, http://hr.uci.edu/sedgwick

We Are Here to Help
If you have any questions regarding this email, or need to provide any changes, you can reply to this email or call Sedgwick at (855) 922-2152, Monday through Friday 5 a.m. to 5 p.m. PT.

Sincerely,

Alexandrea G.
UCI Leave Center, managed by Sedgwick
The **Search** section allows you to search for a specific employee to view their employee dashboard and other important information like claim(s) status and leave balances or file a new claim on their behalf. You can search by:

- First Name
- Last Name
- Employee ID
- Claim Number

Click **Advanced Search** to access additional search options such as the type of claim, dates, claim status, and sub status. You can also search by leave absence status and cause, allowing you to identify leaves that are not associated with other types of claims such as disability claims.
The search results provide information about claims matching your criteria as well as features for working with those claims directly:

- **Name**: Click the employee’s name to open the Manager’s view of the Employee Dashboard where you can view any **Tasks Requiring Attention** as well as their **Leave Calendar, Communication Center, and Activity Stream**

- **Claim Number**: Click the claim number to open the Claim Overview page and view details about the claim

- **Start A New Claim**: Create a new claim for those employees returned in the search results who do not yet have a claim

- **Export**: Click the Select One drop-down menu below the search results list and choose whether to save your results as a PDF or CSV file, then click **EXPORT**
Manager Dashboard - Open Accommodations

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Status</th>
<th>Begin</th>
<th>End</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacy</td>
<td>LOA</td>
<td>Pending business response</td>
<td>11/02/2020</td>
<td>01/08/2021</td>
<td></td>
</tr>
<tr>
<td>Shelley</td>
<td>At-work</td>
<td>Pending business response</td>
<td>10/05/2020</td>
<td>12/04/2020</td>
<td></td>
</tr>
<tr>
<td>Anthony</td>
<td>At-work</td>
<td>Under review</td>
<td>11/02/2020</td>
<td>12/04/2020</td>
<td></td>
</tr>
<tr>
<td>Brian</td>
<td>LOA</td>
<td>Under review</td>
<td>11/02/2020</td>
<td>12/04/2020</td>
<td></td>
</tr>
</tbody>
</table>

- Managers can approve or reject accommodation decisions and job functions on ADA accommodation request claims through a new **Open Accommodations** section of the manager dashboard.
- Transitional Work Agreement must be signed
The Communication Center enables you to communicate directly with the claim specialist through mySedgwick.

- Click **Open** to start a conversation thread.
- Type your question or message to the claim specialist in the text box at the bottom of the section.
- The Claim Specialist will be notified of the message and should respond within one business day.
- A response from the Claim Specialist will be indicated under New Messages.
- Employee will **NOT** see communications between Mgr. and Examiner.
- Communication will be hidden once claim is closed.

**Helpful Hints**
- You can only see message threads sent by YOU!!
The Learning Center is a document library offering information to assist and educate you throughout the claim process.

Click Visit The Learning Center to open the Learning Center and read about Disability, Leaves, or Accommodations. Using the “Navigate to...” drop down menu, you can go directly to the specific detail you are looking for.

Additional information and helpful links from The Learning Center
- FAQ and Training Documents include Sedgwick Forms along with Nike Guides
- Helpful Videos will link you to educational videos to guide you through the claim process
  - Select open next to the applicable option

What does ADA really mean?

If an employee has a condition that is impacting their ability to perform his or her essential job functions, the employer must review the situation to determine if there are accommodations that can be made that will allow the employee to successfully perform those job functions. It is important to remember that an accommodation should only be implemented if it assists the employees in successfully performing the job's essential functions. For example, if one of the essential job functions of a specific job is to lift up to 50 pounds, and the accommodation the employee has requested is to limit their lifting responsibilities to a maximum of 20 pounds, the ADA does not require the employer to grant that accommodation because the employee is unable to perform an essential function of the job. Accommodations are not about changing the requirements of the job but rather, reviewing the employee’s specific limitation and exploring whether there is an agreed upon accommodation that will allow them to perform the job. ADA may apply on its own, or it may follow any one of several different benefits, such as a short term disability leave, workers' compensation claim or other leave of absence.
Manager Dashboard-Submitting A Claim On Behalf Of An Employee

You can file a claim on behalf of your employee from the Landing Page of the Manager Dashboard.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLAIM TYPE</th>
<th>LAST DAY WORKED</th>
<th>FIRST DAY OF ABSENCE</th>
<th>HOURS WORKED</th>
<th>DATE REPORTED TO SEDGWICK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Tan</td>
<td>Intermittent</td>
<td>06/20/2018</td>
<td>06/20/2018</td>
<td></td>
<td>03/18/2016</td>
</tr>
<tr>
<td>Azure Bronze</td>
<td>Intermittent</td>
<td>06/24/2018</td>
<td>06/25/2018</td>
<td></td>
<td>06/24/2018</td>
</tr>
</tbody>
</table>

Report Employee's New Claim

Needed to report a new claim for an employee? You can start their new claim by clicking here.
Report a Claim

Questions

What Is The Type Of Claim Or Absence You Are Reporting?

Search

- Work-related injury or illness
- Non-work related injury
- Illness
- Pregnancy
- Bond with newborn, adopted, or foster child
- Care for a dependent family member
Manager Dashboard-Reporting A Claim On Behalf Of An Employee

Report a Claim

Questions

What Is The Type Of Claim Or Absence You Are Reporting?

(*) Required

CANCEL
Manager Dashboard-Reporting A Claim On Behalf Of An Employee

Absence Reporting

Employee Information

First Name

Last Name

Phone Number

May We Leave A Voice Message Regarding This Claim?
Remember
Click on the BLUE font and that will take you to the Employee’s Dashboard-Claim Overview
The overview section provides a quick view of important facts being used to process the selected claim

- **Details**
  - Links to helpful videos
  - Important dates based on the type of claim selected such as: Leave Begin and End, Leave Exhaustion, Next Medical Due, Date if Initial Interaction
  - Calendar which displays time away from work related to the claim you are viewing (Reminder: Click “More” to expand beyond the current week) (Leave of Absence)

- **Certifications (LOA)**
  - Provides important dates related to certification such as dates sent, received, reviewed and due

- **Leave Balances (LOA)**
  - Shows how much time has been used of a Leave Policy and the exhaust date

- **Work Schedule (LOA)**
  - Includes schedule that we have on file

- **Accommodations (ADA)**
  - Details of the accommodation
  - Outcome Date and Description
  - Calendar which displays approved days under ADA
### Employee Dashboard - How To Access Employee Dashboard Thru Manager Dashboard

**New Claims**

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMPLOYEE ID</th>
<th>CLAIM NUMBER</th>
<th>LAST DAY WORKED</th>
<th>FIRST DAY OF ABSENCE</th>
<th>HOURS WORKED</th>
<th>DATE REPORTED TO SEDGWICK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Blue</td>
<td></td>
<td></td>
<td>11/16/2020</td>
<td>11/19/2020</td>
<td></td>
<td>11/08/2020</td>
</tr>
<tr>
<td>Pink Black</td>
<td></td>
<td></td>
<td>10/25/2020</td>
<td>10/26/2020</td>
<td></td>
<td>10/31/2020</td>
</tr>
<tr>
<td>Silver Red</td>
<td>900088324</td>
<td>Intermittent</td>
<td>10/23/2020</td>
<td>10/24/2020</td>
<td>408.00</td>
<td>09/04/2020</td>
</tr>
</tbody>
</table>

- Clicking on any BLUE Font will take you to the Employee Dashboard.
Employee Dashboard - Viewing ALL Open Or Pending Leaves

Landing Page on the Employee’s Dashboard

Tasks Needing Attention

Lime Violet's Claims

<table>
<thead>
<tr>
<th>BEGIN DATE</th>
<th>TYPE</th>
<th>CLAIM NUMBER</th>
<th>STATUS</th>
<th>REPORT RETURN TO WORK</th>
<th>LEARNING CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/2021</td>
<td>Continuous LOA - Employee Medical</td>
<td>C00122090200001TC</td>
<td>Open - Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/1/2020</td>
<td>Intermittent - Employee Medical</td>
<td>C00528090200001TC</td>
<td>Open - Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Once on the Employee’s Dashboard you will be able to view all Tasks for the employee.

These groups provide the same information and functionality as their corresponding sections on the Manager Dashboard. Completing a task removes it from this task list as well as the Manager Dashboard.
### Tasks Needing Attention

**NEW CLAIMS**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Claim Number</th>
<th>First Day</th>
<th>Hours Worked</th>
<th>Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continuous LOA</td>
<td>C001220900200001TC</td>
<td>12/30/2019</td>
<td>1250.00</td>
<td>✔️</td>
</tr>
<tr>
<td>2. Intermittent</td>
<td>C005280900200001TC</td>
<td>5/1/2020</td>
<td>408.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Clicking on graduate hat will bring you to the learning center.

<table>
<thead>
<tr>
<th>BEGIN DATE</th>
<th>TYPE</th>
<th>CLAIM NUMBER</th>
<th>STATUS</th>
<th>REPORT RETURN TO WORK</th>
<th>LEARNING CENTER</th>
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<td>C005280900200001TC</td>
<td>Open - Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select a claim to view the Claim Overview

“I would like to…”
Access the drop down to select different actions based on the type of claim you are viewing. Options include uploading documents, reporting a return to work, reporting absences, etc.…

“Select claim…”
Access the drop down to select other claims under the Employee’s name.
Click an absence on the calendar to view its status and see the related claim number.
Calendar detail may be exported to CSV or PDF for a specified range
Select “More” To expand the Calendar to a monthly view

### Claims Calendar

<table>
<thead>
<tr>
<th>Sun 1/24</th>
<th>Mon 1/25</th>
<th>Tue 1/26</th>
<th>Wed 1/27</th>
<th>Thu 1/28</th>
<th>Fri 1/29</th>
<th>Sat 1/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Continuous LOA</strong></td>
<td><strong>Continuous LOA</strong></td>
<td><strong>Continuous LOA</strong></td>
<td><strong>Continuous LOA</strong></td>
</tr>
</tbody>
</table>

- **Approved**
- **Pending**
- **Waiting Period**
- **Denied**

This calendar shows claims that involve time away from work.

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Employee Dashboard for Managers - Claims Calendar

Claims Calendar

Your claim has been approved.
Continuous LOA - 1000000000000IFN

Tammy Timeaway
Continuous LOA
Claim Type | Leave Type | Leave Status | Leave Caused By
---|---|---|---
Continuous | Employee Medical | Open - Approved - None | Other

By clicking on a date in the Claims Calendar, a new window will populate to show the current case status.

- Click under the EXPAND/COLLAPSE heading to view additional claim information, and click to hide it again.
- Click a blue claim number to view details related to that claim.
The Activity Stream provides the activity over the life of your claim

- Keep track of claim updates
- Note upcoming important dates from start to finish
- Provides a timeline of activity including:
  - First date absent reported as xx/xx/yyyy
  - Date communications sent
  - Effective date of particular claim status
  - Dates for when medical is due

Activity Stream

12/2/2019
B810150913100005TC
Your request for Continuous leave of absence has been approved.

11/16/2018
B8807001134000101
Estimated FULL Return to Work date for your Paid Family Leave claim is 11/16/201 ...

11/15/2018
301655211230001
Estimated FULL Return to Work date for your Short Term Disability and Continuous lea ...

11/1/2018
B810150913100005TC
Federal Family and Medical Leave Act has been exhausted on your Continuous leave of ...
Manager Dashboard-Assigning A Delegate
Manage My Delegates

First Name

Last Name

Employee ID

Hire Date

MM - DD - YYYY

My Delegates
Manager Dashboard-Granting Permission

Manager My Delegates

<table>
<thead>
<tr>
<th>ADD DELEGATE</th>
<th>DELEGATE ID</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>DATE HIRED</th>
<th>DELEGATION PERIOD START</th>
<th>DELEGATION PERIOD END</th>
<th>PERMISSIONS</th>
<th>REMOVE DELEGATES</th>
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<tr>
<td></td>
<td></td>
<td>Amber K</td>
<td></td>
<td>1/16/2017</td>
<td>1/13/2015</td>
<td>1/13/2020</td>
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<td></td>
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Click **Permissions**. The Manage Permissions for <Name> pane opens:

Manage Permissions for <name>, Amber K

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<td>Length of time a delegate has remaining</td>
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<td>Receive email correspondence for claim updates</td>
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• Claim Status Definitions

**Leave of Absence**
- Open – Pending
  - New case, eligibility under review
- Open – Conditional
  - Eligibility confirmed - future first day absent or we are awaiting certification
- Open – Approved
  - Absence is approved and certified
- Closed – Conditional
  - Intermittent time was requested however never taken
- Closed – Cancelled
  - Duplicate Case, Employee requested cancelation or UCI advised to close an employer specific policy
- Closed – Terminated
  - Separation of employment
- Closed – Denied
  - Not eligible or Eligible but no certification received

**ADA**
- Open
- Closed

**Disability**
- Continues to be managed by Lincoln Financial
mySedgwick Online Portal
http://hr.uci.edu/sedgwick
Self-Service tool from your personal device or SMART phone available 24/7/365
Documents can be uploaded via mySedgwick

Intake Center
Call: 855-922-2152
* Interactive Voice Response (IVR): 24/7/365 days per year
Service Center Hours of Operation: 5:00 a.m. – 5:00 p.m. Pacific M-F
Speak with Leave/Accommodation Specialist: 6:00 a.m. - 7:00 p.m. Pacific M-F

Fax, Email, and Mail
To submit documents:
Upload: mysedgwick.com/UCI
Toll Free Fax Number: 855-800-5116
Mailing Address: Sedgwick Claim Management Services, Inc.
PO BOX 14648
Lexington, KY 40512-4648
Email: Claimdocuments@sedgwick.com

Employer Services
Call: 855-922-2152
Team and Interactive voice available to address inquiries related:
• Pay Integration
• State Benefits continuation
• Return to work system access

UCI HR Leave Page
https://hr.uci.edu/partnership/benefits/leaveadm/

*The Interactive voice response systems for both the internal and external teams are connected. Employees will be able to navigate to either the internal or external team members per their inquiry and needs.
Office Hours

During the month of February

- Every Tuesday 4:00PM-5:00PM PT
- Every Wednesday 9:00AM-10:00AM PT

Just send me an email and I will schedule time
Francine.mondone@sedgwick.com
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