# Manager Dashboard Experience

The Manager Dashboard in mySedgwick provides at-a-glance information about your employees' claims via the **New Claims**, **Notifications**, and **Employees Off Work** sections. Additional features allow you to filter claims by manager, confirm return-to-work dates, search for an employee, communicate with a claims specialist, and learn more about disability, leave and ADA.

To easily access the features described below, click the menu button ≡ in the upper-left corner from the Manager Dashboard, as shown in the example below.
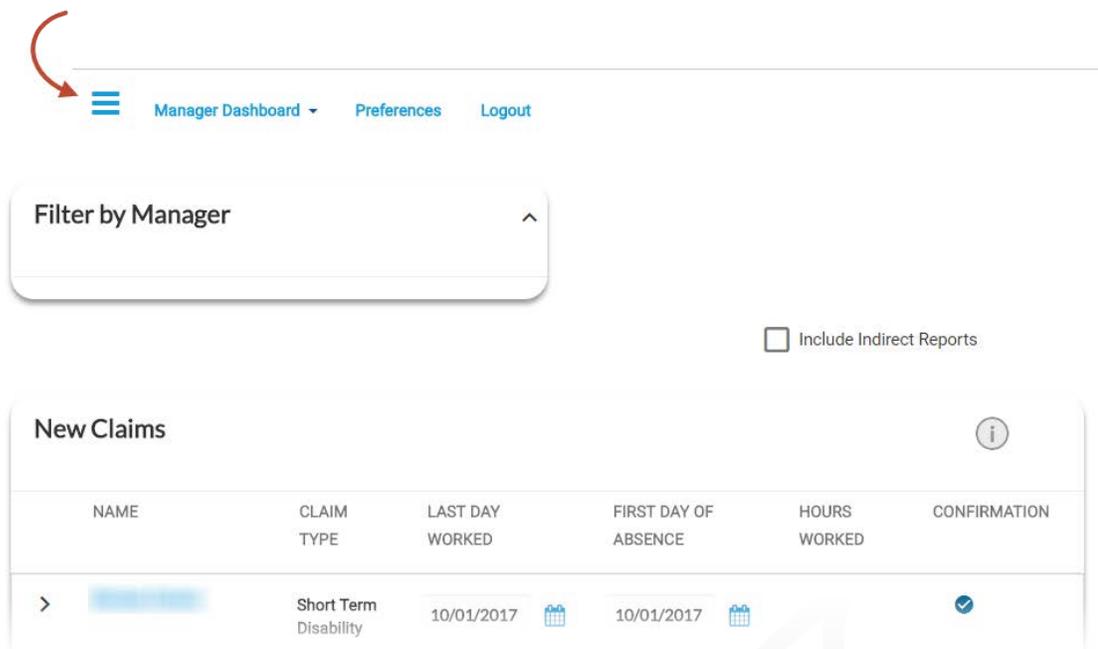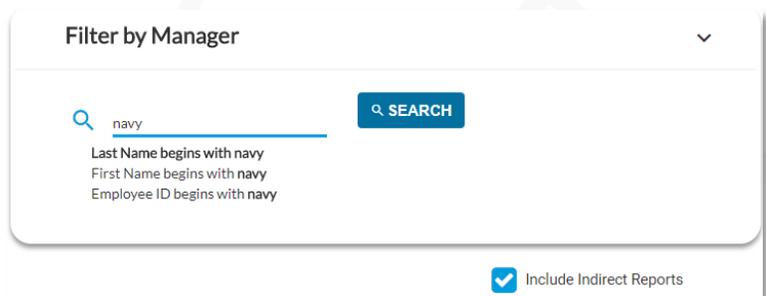

To explore a section in more depth, click **⧉ MORE**. To return to this dashboard at any time, click **Manager Dashboard** at the top of the page.

Filter by Manager

Managers with employees that both directly and indirectly report to them can filter and include either group of employees. From the **Filter by Manager** section, search for and select other managers to add them to your dashboard and view information about their direct reports.

If you do not have direct reports, your dashboard will not display any information. Search for and select one or more managers from this feature to view their employees' claims. Select the **Include Indirect Reports** option to view all employees within the selected managers' organizations.

New Claims

	NAME	CLAIM TYPE	LAST DAY WORKED	FIRST DAY OF ABSENCE	HOURS WORKED	CONFIRMATION
>	Manda	ADA Accomodation	03/22/2018	03/23/2018		
>	Wendell	Parental Leave	01/01/2017	01/01/2017		✓

[□ MORE]

The **New Claims** section displays new claims that employees have recently filed, displaying the last day worked, first day absent, and hours worked for each employee's claim. You can update this information if changes are necessary, or click ✓ to confirm that everything is correct.

Click an employee's name to view that employee's dashboard and get additional claim information.

Notifications

The **Notifications** section displays updates and important events regarding your employees' claims.

Click ≡ to select the types of notifications displayed. Click > to view additional information about a notification. Click an employee's name to view their Employee Dashboard. Click ✕ to remove a notification.

Notifications

	NAME	NOTIFICATION	
>	Manda	Future Claim - 2018□□□□0001 Manda □□□'s medical documentation on their future claim is needed by 04/19/2018 in order to make a CLAIM determination.	✕
>	Wendell	Short Term Disability - B□□□□80000101 Wendell □□□'s Short Term	✕

[□ MORE]

Employees Off Work

	NAME	CLAIM TYPE	FROM	TO
>	Manda	Short Term Disability	03/30/2018	
>	Wendell	Short Term Disability	06/06/2017	06/25/2017

[□ MORE]

Employees Off Work

This section displays employees who are currently off work, the type of claim that resulted in the absence, and the dates they will be absent. Click > to see all the claims an employee currently has. Click the employee's name to view their Employee Dashboard.

Confirm Return to Work

Confirm Return To Work				ⓘ
NAME	CLAIM TYPE	RETURN TO WORK DATE	CONFIRM	EMPLOYEE HAS NOT RETURNED
Morgan	Short Term Disability	04/02/2018 📅	✔	📅
› Shawn	Future Claim	03/23/2018 📅	✔	📅

🗗 MORE

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** 📅.

Search for an Employee

Search for an Employee

First Name

Last Name

Employee ID

Claim Number

🔍 ADVANCED SEARCH   ⊘ CLEAR

🔍 SEARCH

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.
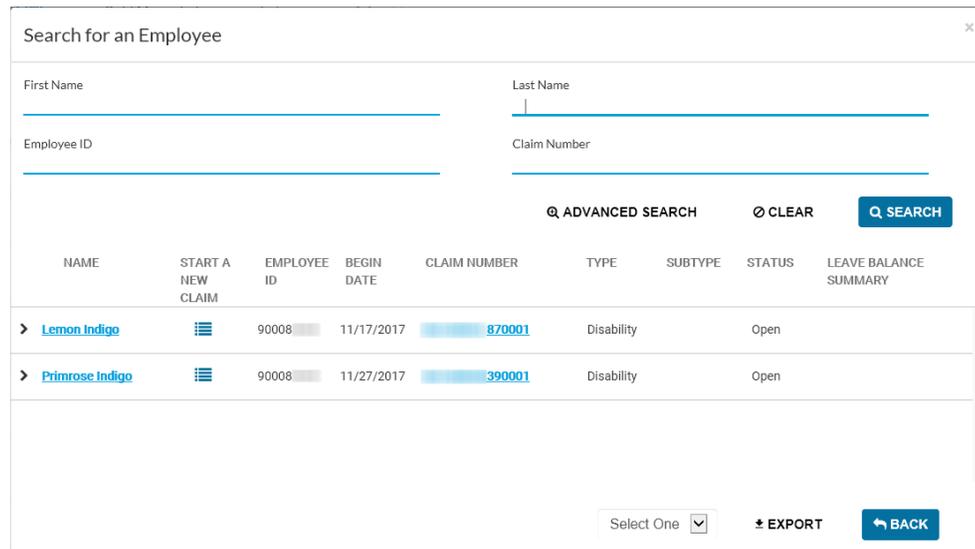
You can search by:

- 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.

Search Results

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** .

Communication Center

The Communication Center enables you to communicate directly with the claim specialist through mySedgwick. Click **Open** to start a conversation thread and 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.
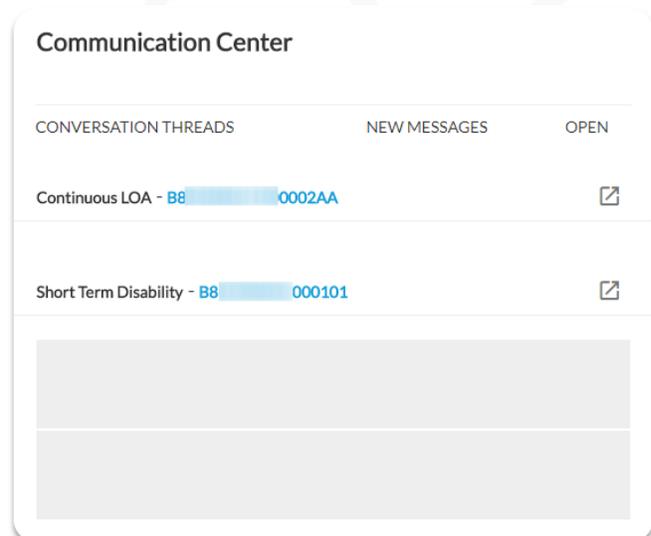
Claims Calendar   ✕

EXPAND/COLLAPSE

⚠ Your claim is in pending status.
    Short Term Disability -   000101

David
Short Term Disability

Examiner	Claim Status	Current Work Status	First Day of Absence
	Open - Approved	OFF WORK	3/3/2017

You can view additional details for this claim on the Claim Summary Screen.
📋 CLAIM SUMMARY

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 again.

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

Learning Center

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 Short Term Disability, ADA, or FMLA leave. You can also access additional information and helpful links from this section of the dashboard.

OPEN

FAQ and General Documents   ⧉

Helpful Links   ⧉

Short Term Disability   ⧉

Visit The Learning Center

Employee Dashboard for Managers Experience

The Employee Dashboard provides managers a view of the employee's leave calendar, activity stream and a communication center for interacting with the examiner. It also provides a combined list of tasks needing attention, providing quick and easy access to items requiring your consideration.

To access these features, select an employee from the Manager Dashboard or click _Employee Dashboard_ to search for an employee and view their information, as shown in the example below:
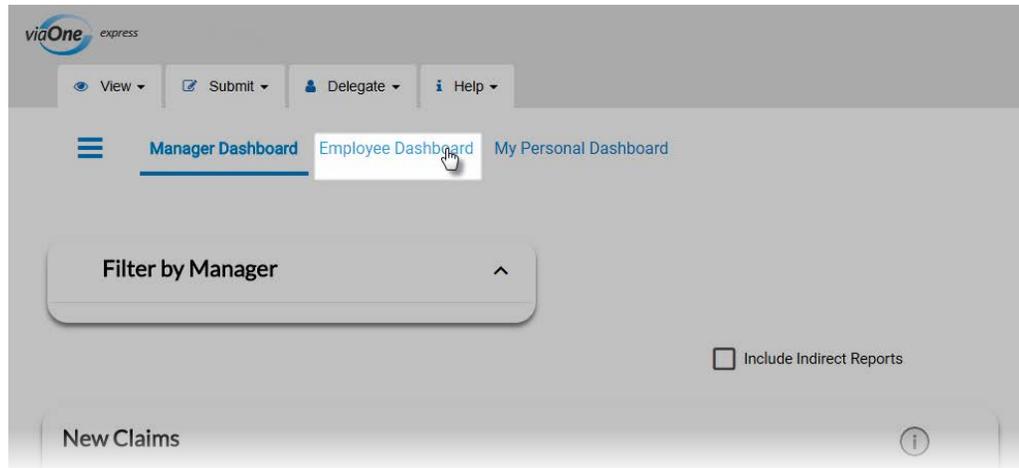

Tasks Needing Attention

The **Tasks Needing Attention** feature is available at the top of the Employee Dashboard, providing a combined listed of tasks needing your consideration, such as confirmation of new claims and employees that have returned to work, and acknowledgment of notifications about important claim events. The total number of tasks is available at a glance; click the down arrow ∨ to expand the section and view tasks by group.

Three groups of tasks needing attention are displayed: **New Claims** that require confirmation, **Notifications** of information that need to be addressed, and a **Confirm Return to Work** group. All three group headings display the number of tasks requiring attention within their group.

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.

To expand a group and view specific tasks, click the arrow › beside the group.
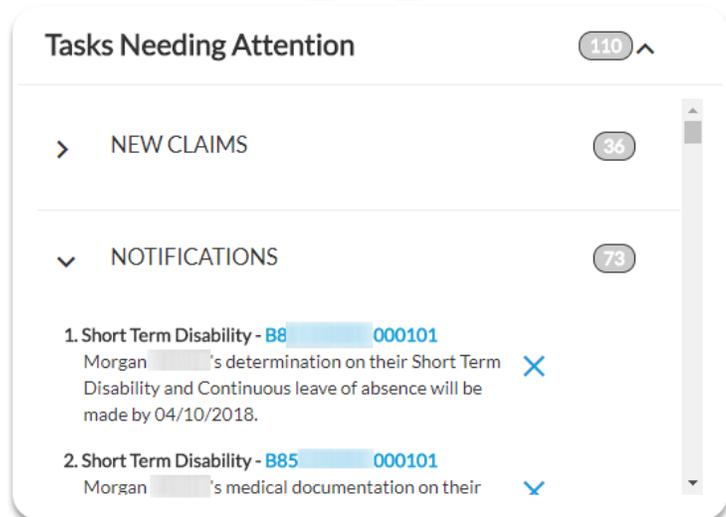
For more information about features on the Employee Dashboard, refer to the Employee Reference Guide.