

MEMBERS' INSURANCE TRUST

BENEFITS STATUS CHANGE PROCESS

LEAVE OF ABSENCE (LOA)

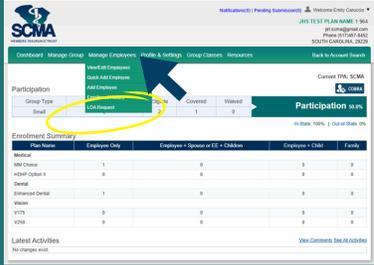
1 LOG INTO JET

Using your benefits administrator username and password, log into SCMA MIT's Benefits Administration platform – JET <https://scmamit.jet-insure.com/>



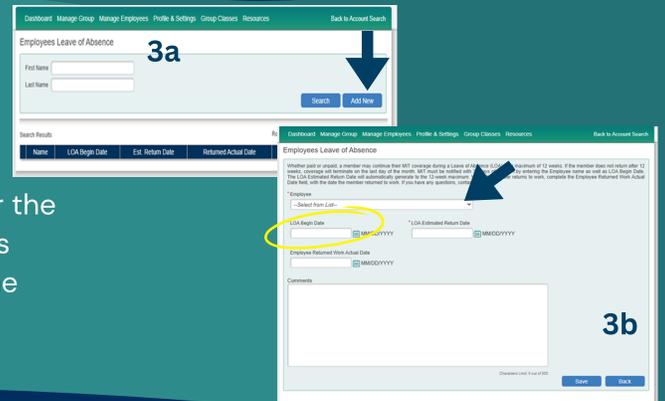
2 MANAGE EMPLOYEES

Select "Manage Employees" from the bar menu top and click on "LOA Request" from the dropdown menu.



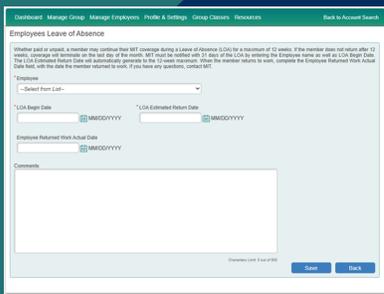
3 ENTER STATUS CHANGE INFORMATION

Click "Add New" (3a) and locate the name of the employee from the dropdown list (3b). Select the employee's name from the dropdown menu and enter the "LOA Begin Date." The system automatically populates "LOA Estimated Return Date" field to 12 weeks from the leave begin date.



4 ADD COMMENTS

Add any comments relative to the employee's leave of absence and click "Save" to finalize the process in JET. MIT will monitor the leave status and communicate if any additional information is needed.



5 ADD RETURN TO WORK (RTW)

When the employee returns to work, click on "Manage Employees", and select "LOA Request" and "Search". Locate the employee's name and enter the employee's RTW date. Add any comments. Click "Save". The LOA employee status will be removed from the LOA queue.

