SCMA INSURANCE TRUST BENEFITS STATUS CHANGE PROCESS

<u>LEAVE OF ABSENCE (LOA)</u>

MEMBERS'

LOG INTO JET

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



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MANAGE EMPLOYEES

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

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.



Dashboard Manage Group Manage Employees Profile & Settings G	
Employees Leave of Absence	
Whether paid or unpaid, a member may continue their MIT coverage during a Leave or weeks, coverage will terminate on the last day of the mooth. MIT must be notified wit The LOA Estimated Return Date will automatically generate to the 12-week maximum Date field, with the date the member returned to work. If you have any questions, cont	Absence (LOA) for a maximum of 12 weeks. If the member does not return after 12 b 31 days of the LOA by entering the Employee name as well as LOA Begin Date. . When the member returns to work, complete the Employee Raturned Work Actual cd MIT.
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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.

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.

