mySedgwick Application Guide

mySedgwick provides online access to disability claims and leave of absence cases. You can view information about claims or cases including a history of payments, contact the claim specialist, and report the return to work date.

As a manager, you have access to claims/cases for associates within your area of responsibility, which enables you to search for an associate and report claims or absences on their behalf.

mySedgwick can be accessed from any web browser. You can get current claim/case information from your personal computer, tablet, and other mobile devices in an easily navigated view that automatically adjusts to screen size. Those accessing the application from a desktop or laptop can view a larger amount of information at a glance, while those accessing it from a tablet or smartphone can view this information in a condensed and expandable form.

This application guide is a step-by-step reference document to help you navigate mySedgwick for others. For assistance with accessing mySedgwick to review your own claims/cases, refer to the mySedgwick Application Guide—Basic.

Visit mySedgwick.com/Walmart to access mySedgwick from your desktop or mobile device.
mySedgwick is available on the following browsers: Internet Explorer 8 or above and Google Chrome.

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Accessing mySedgwick

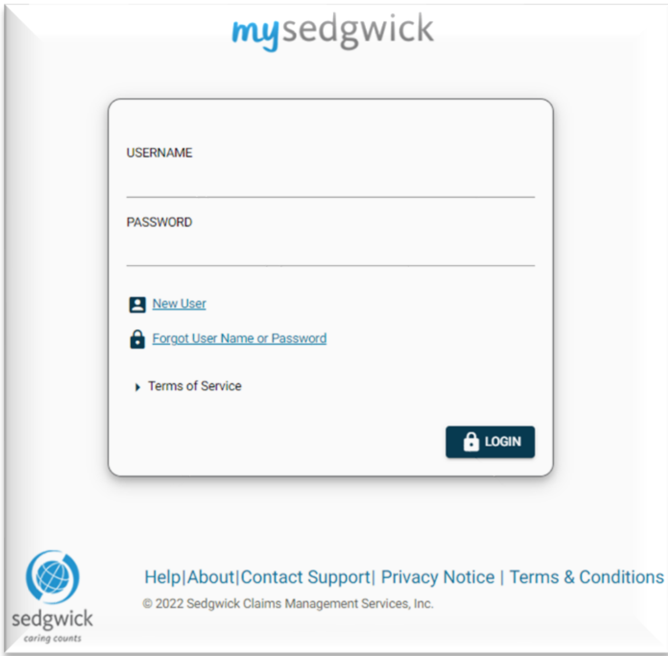
One.Walmart.com: ME>LEAVE OF ABSENCE (LOA) > mySedgwick (LOA Claims)

Note: If you are accessing mySedgwick outside of Walmart's network from a desktop or mobile device, you will need to register a new user account. See the next page for instructions.

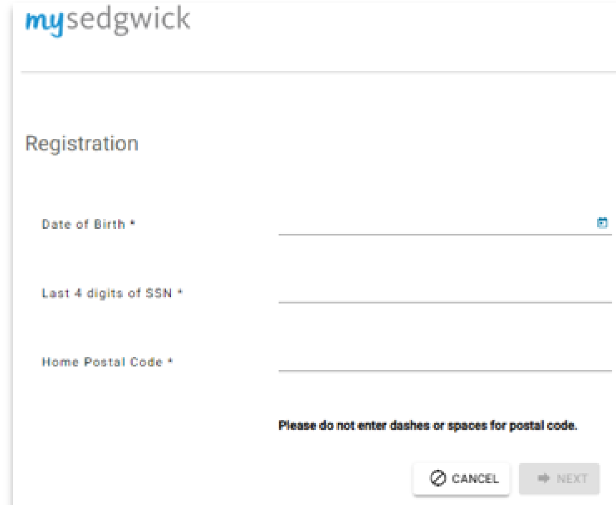
If you are accessing mySedgwick outside of Walmart's network, you will need to register a new user account. You will see the same information in mySedgwick as when you log in through internal sign-on.

Note: If you have already registered as "new user" to mySedgwick outside of Walmart's network, you will not need to re-register to use the Advanced Functions found in this guide.

Registration



1. Go to https://www.mySedgwick.com/Walmart
2. From the Login page, click **New User**
3. Complete the **Personal Information** section of the Registration Page
4. Click **Next**
5. If necessary, complete the **Your Case/Claim Information** section by entering your case/claim number
6. Enter a **Username** and **Password**. You may use your OneWalmart Username
7. Select a **Security Question** from the drop-down menu and enter your **Security Question Answer**
8. Click **Submit**

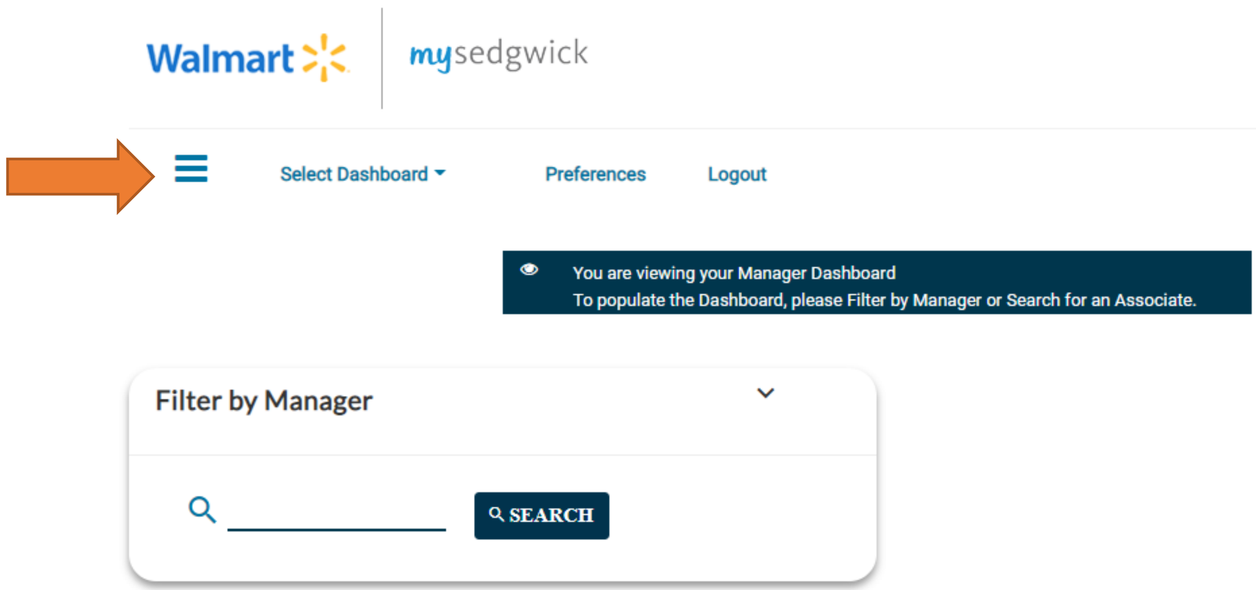


- First-time users will be prompted to enter the following information:
  - First & Last name
  - date of birth
  - personal email
  - phone number
  - last 4 digits of SSN
  - zip code

Forgot your password? If you cannot remember your password, click **Forgot Username or Password** and enter your **Username.** If your username is recognized, Sedgwick will email your password to you. If you cannot remember your username, contact the Sedgwick Technical Applications Team at (866) 647-7610.

Manager Dashboard

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

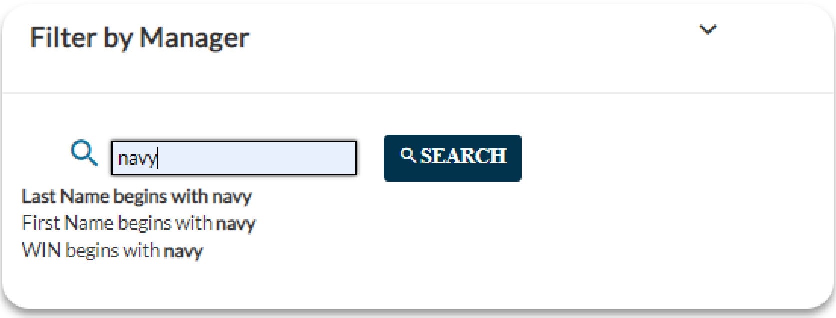


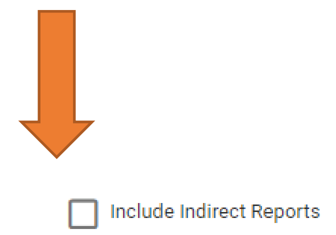
To easily access the features described below, click the menu button in the upper-left corner from the Manager Dashboard, as shown in the example above.

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

Filter by Manager

Managers with associates that both directly and indirectly report to them can filter and include either group of associates. 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.



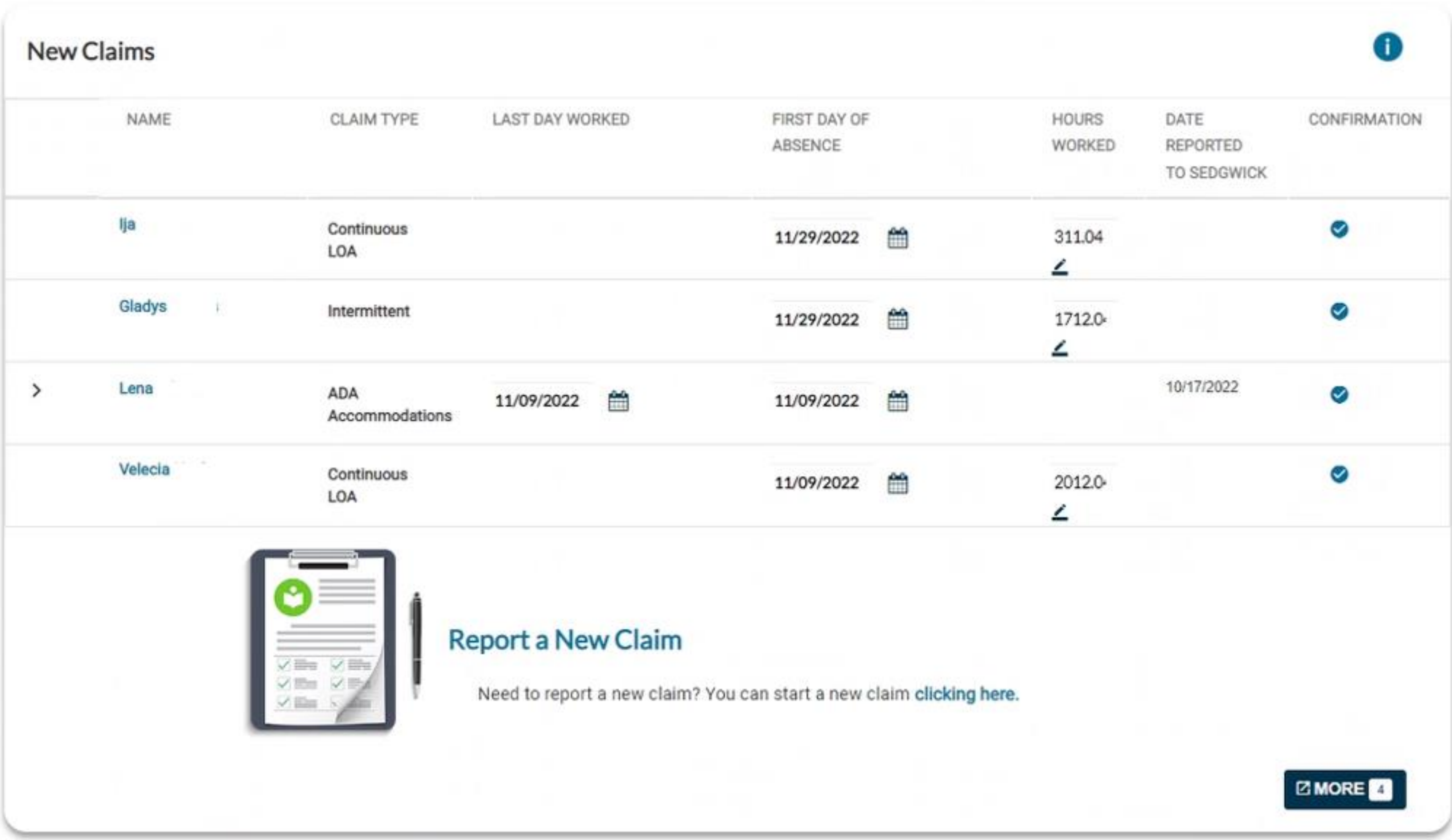


If you do not have direct reports, your dashboard will not display any information. Search for and select one or more managers from this feature to view their associates' claims. Select the **Include Indirect Reports** option to view all associates within the selected managers' organizations.

New Claims

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

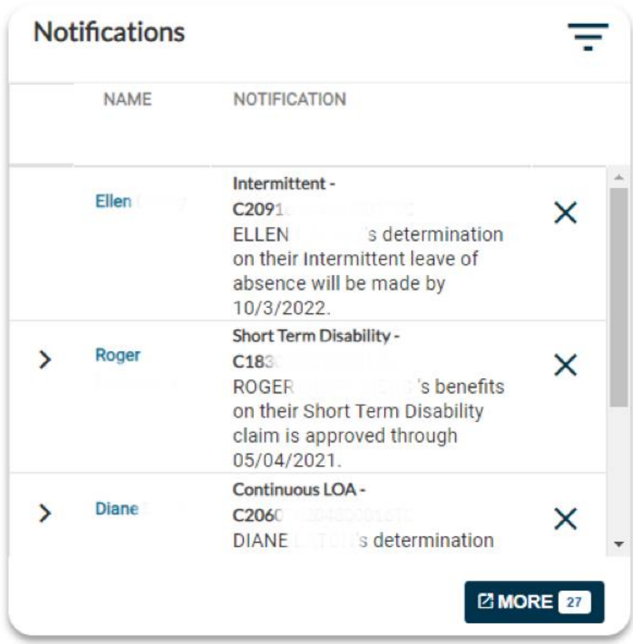
Click an associate's name to view that associate's dashboard and get additional claim information.


New Claims

NAME	CLAIM TYPE	LAST DAY WORKED	FIRST DAY OF ABSENCE	HOURS WORKED	DATE REPORTED TO SEDGWICK	CONFIRMATION
Ija	Continuous LOA		11/29/2022	311.04		
Gladys	Intermittent		11/29/2022	1712.0		
Lena	ADA Accommodations	11/09/2022	11/09/2022		10/17/2022	
Velecia	Continuous LOA		11/09/2022	2012.0		

Notifications

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



Click an associate's name to view their Associate Dashboard.

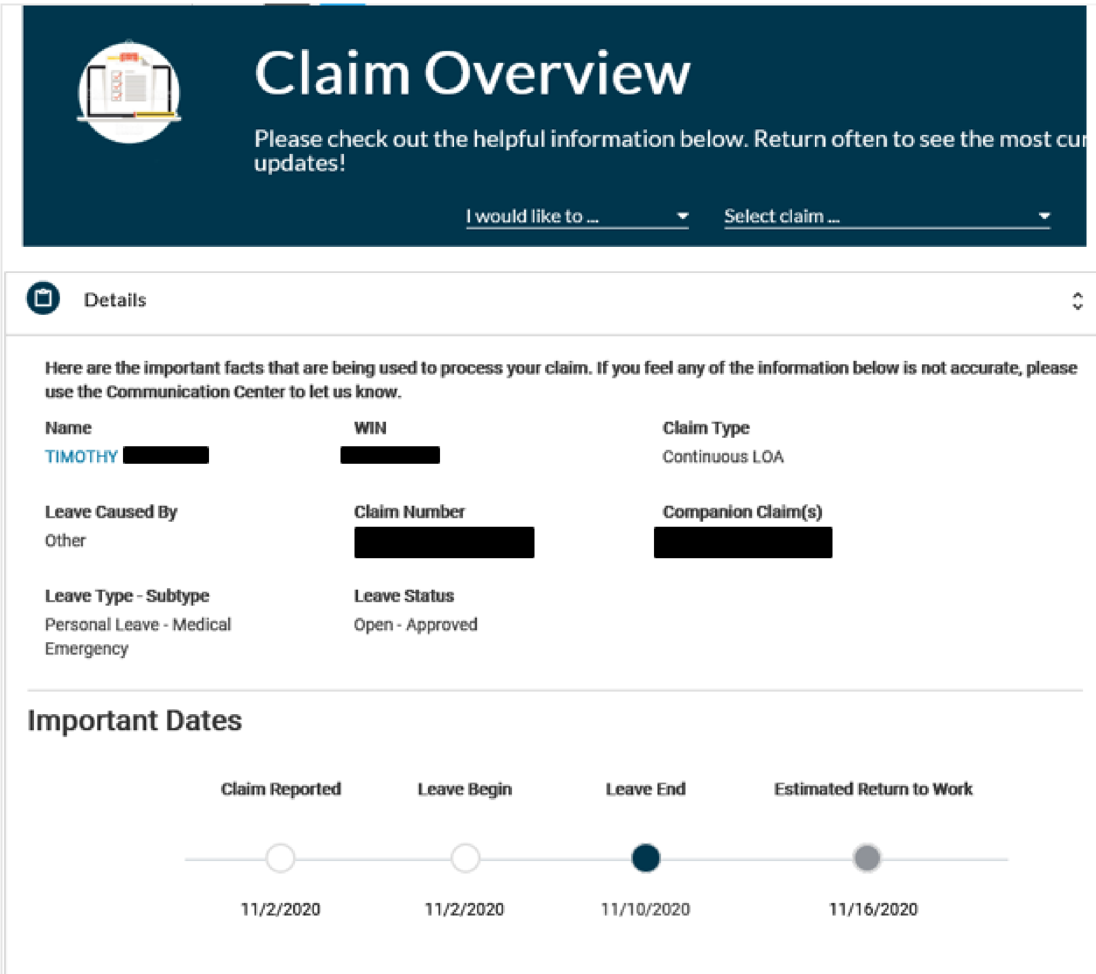
Click to select the types of notifications displayed.

Click name to view additional information about a notification.

Click to remove a notification.

Claim Overview

When an associate submits a claim, they will be given a claim number, but it may take up to 24 hours for their claim to be visible and accessible in mySedgwick.



On the Claim Overview page, you will be able to see general information you need for the claim, including the current status of the claim.

A companion claim is typically a part of the claim, designed to handle paid benefits. Leaves of Absences (LOAs), such as Intermittent or Personal leaves, will not have a companion claim.

A companion claim can also be a related accommodation request.

Important Dates that will be displayed on the Claim Overview Page

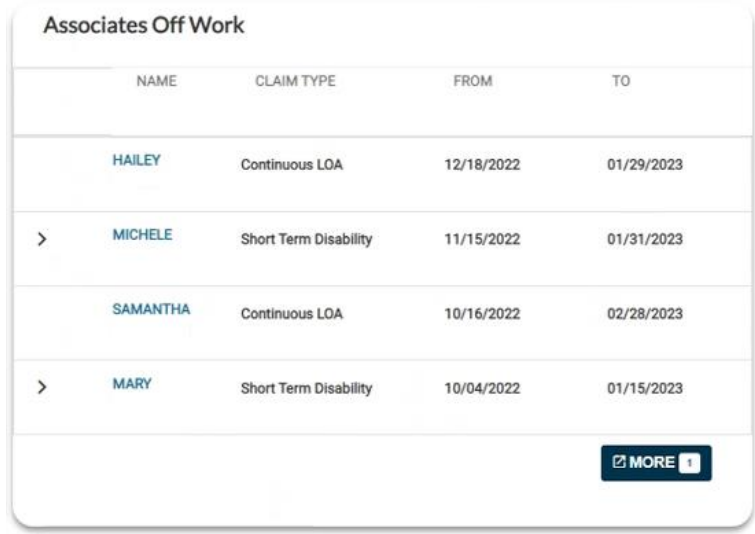
- Date Reported
- 1st day of the leave
- End of the leave
- Return to Work date

* If there is a gap between the Leave End Date and the ERTW date, it typically means there is a pending extension request

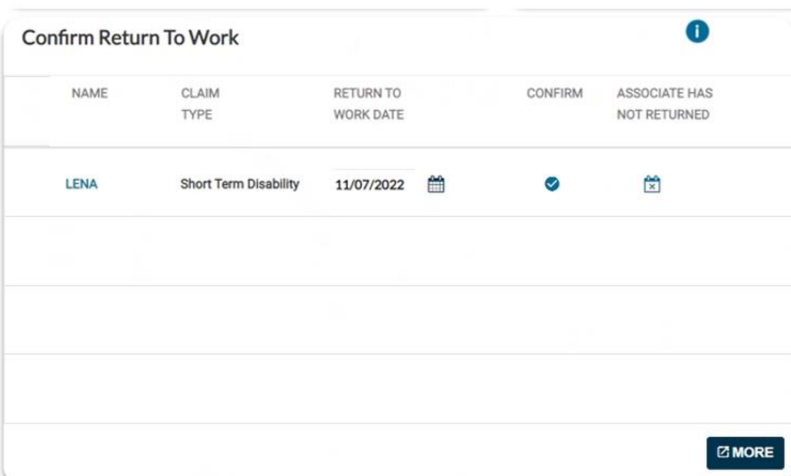
More information continued in [Associate Dashboard]

Associates Off Work

This section displays associates 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 associate currently has. Click the associate's name to view their Associate Dashboard.



Confirm Return to Work



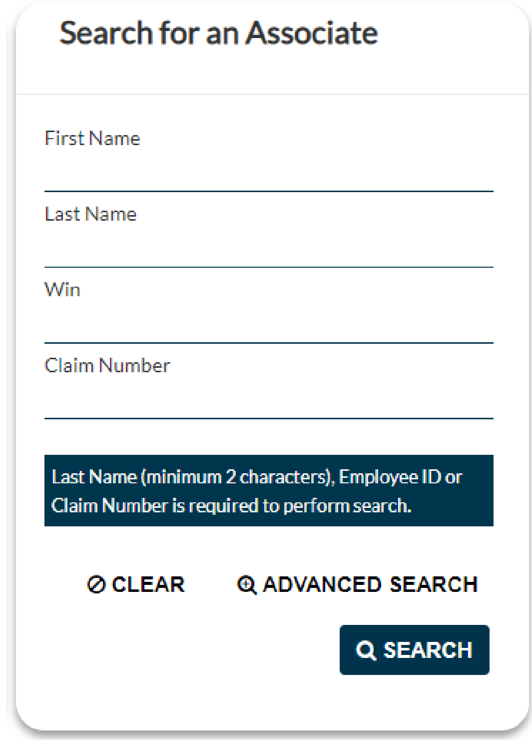
From this section, you can confirm that an associate has actually returned to the workplace, update their Return to Work Date or indicate that the Associate Has Not Returned.

Search for an Associate

The **Search** section allows you to search for a specific associate to view their associate 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
- WIN
- Claim Number



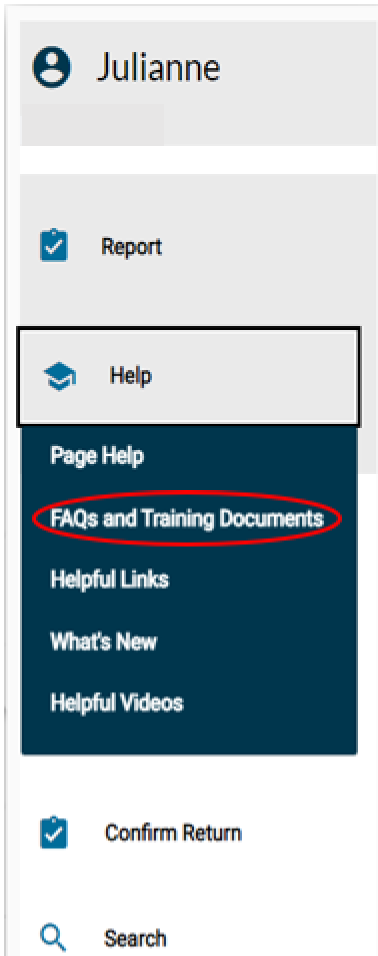
Click **Advanced Search** to access additional search options such as the type of claim, dates, claim status, and sub status. You can also search by leave absence status and cause, allowing you to identify leaves that are not associated with other types of claims such as disability claims

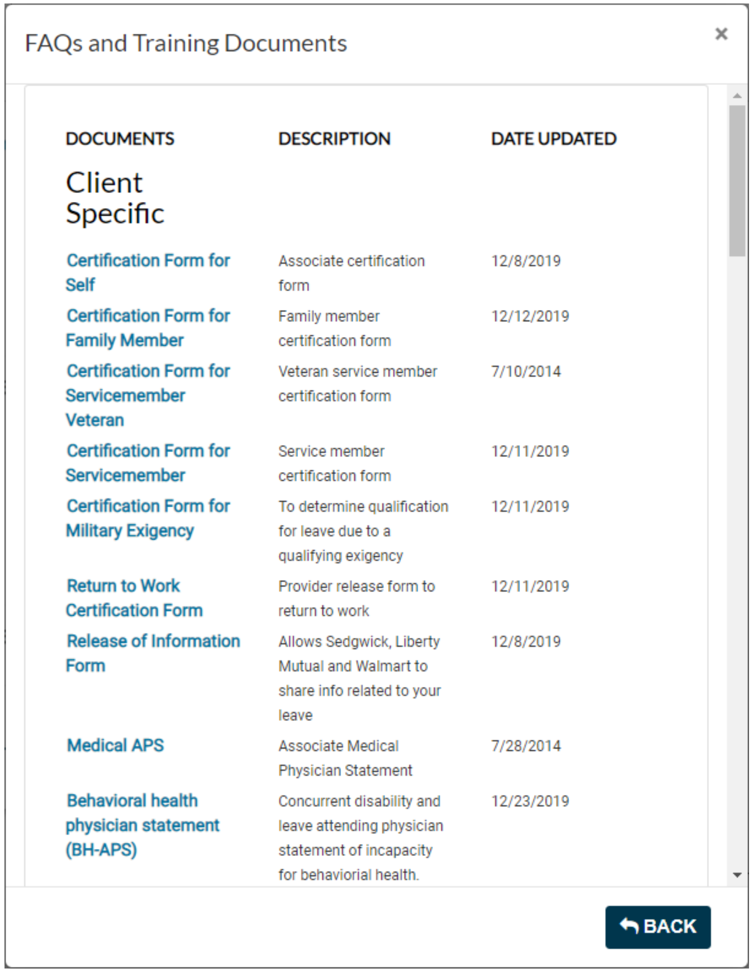
Search Results

The search results provide information about claims matching your criteria as well as features for working with those claims directly:

- **Name**: Click the associate's name to open the Manager's view of the Associate 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 associates 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**

Accessing Documents for your Associate's Leave




FAQs and Training Documents

DOCUMENTS	DESCRIPTION	DATE UPDATED
Client Specific		
Certification Form for Self	Associate certification form	12/8/2019
Certification Form for Family Member	Family member certification form	12/12/2019
Certification Form for Servicemember Veteran	Veteran service member certification form	7/10/2014
Certification Form for Servicemember	Service member certification form	12/11/2019
Certification Form for Military Exigency	To determine qualification for leave due to a qualifying exigency	12/11/2019
Return to Work Certification Form	Provider release form to return to work	12/11/2019
Release of Information Form	Allows Sedgwick, Liberty Mutual and Walmart to share info related to your leave	12/8/2019
Medical APS	Associate Medical Physician Statement	7/28/2014
Behavioral health physician statement (BH-APS)	Concurrent disability and leave attending physician statement of incapacity for behaviorial health.	12/23/2019

BACK

This list includes medical forms, some state-specific documents, accommodation documents, and FAQ for STD at the bottom.

To print documents: Navigation → Help → FAQs & Training Documents

*Make sure you print the correct documents based on the claim type

Employee Medical LOA:

Certification form for Self + ROI form + RTW form

(Intermittent LOA does not require a RTW form)

Short-Term Disability LOA:

Medical APS + ROI form + RTW form

- BH-APS for Behavior Health

Family Medical LOA:

Certification form for Family + ROI

COMPLETE YOUR FORMS | MEDICAL INFORMATION

Return all documents to Sedgwick in one of three ways:
upload: viaOne® express | email: WalmartForms@sedgwicksir.com | fax: 859-264-4372 or 859-280-3270

Certification of healthcare provider for associate's serious health condition

Associate name: **Associate WIN:**
Case number:

Instructions to the associate:
Please give this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. Your response is required to obtain or retain the benefit of FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. Your employer must give you at least 15 calendar days to return this form.

It is your responsibility to ensure that the certification is provided in a timely manner. Return the completed form by email, fax or upload to viaOne® express (as shown above), or send through the mail to: **Walmart Disability and Leave Service Center at Sedgwick, PO Box 14028, Lexington, KY, 40512.** (Please keep a copy for your records.)

Instructions to the healthcare provider:
Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of the condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the associate is seeking leave. Please be sure to sign the form on the last page.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

- The document will download to your PC and can be printed from Microsoft Word.

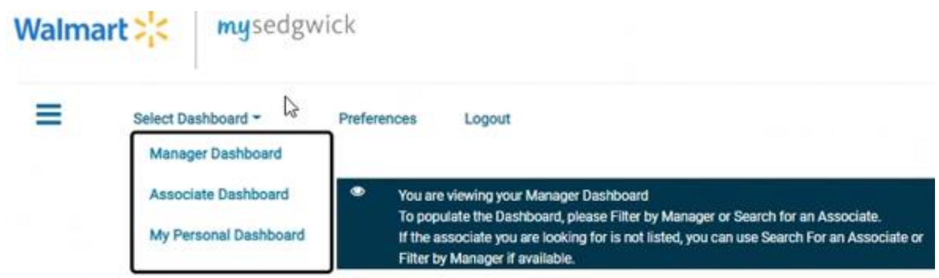
- The Initial Packet that Sedgwick sends to associates will already include their name, WIN, and claim or case number. **Printable documents will have these fields blank and will need to be filled in manually either in Microsoft Word or by pen after printing the documents.**

- The associate's information <u>must</u> be included before the information is sent back to Sedgwick, to ensure that the information gets assigned to the associate's claim.

Associate Dashboard

The Associate Dashboard provides managers a view of the associate'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 associate from the Manager Dashboard or click **Select Dashboard** and choose **Associate Dashboard** to search for an associate and view their information, as shown above. The blue banner near the top of the page will change to display "*You are viewing <associate's> Associate Dashboard.*"



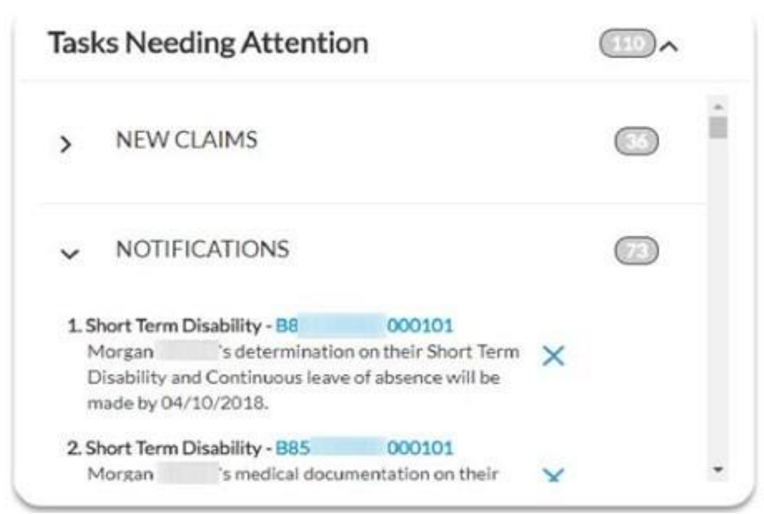
Tasks Needing Attention

The **Tasks Needing Attention** feature is available at the top of the Associate Dashboard, providing a combined listed of tasks needing your consideration, such as confirmation of new claims and associates 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.

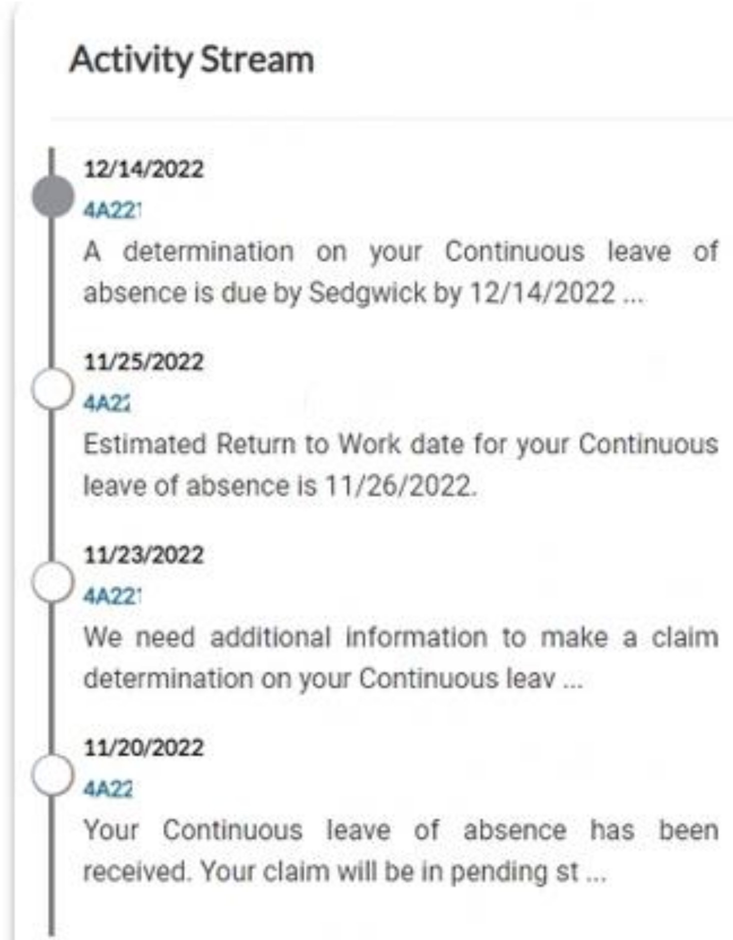


Activity Stream

This feature shows what information has been received for specific claims, and when it was received.

When information is sent to Sedgwick by email, fax, or upload, it can take up to 24hrs to appear in the activity stream.

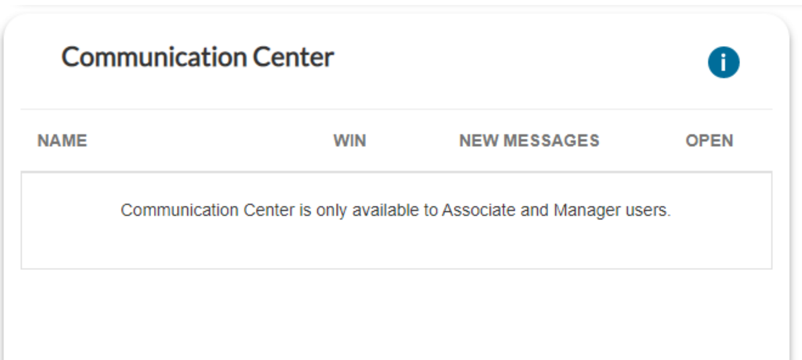
The Activity Stream can be accessed from an associate's dashboard, either though the Navigation Menu or by scrolling all the way down to the bottom of their dashboard. It is encouraged that they check their Activity Stream often to ensure that information being sent is also being received.

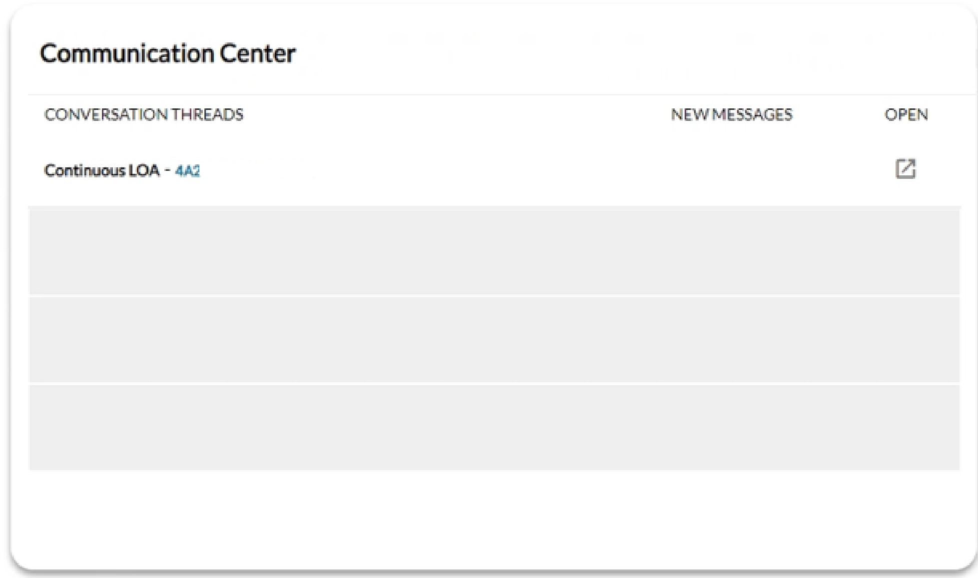


Contacting a Claim Specialist

The **Communication Center** enables you to communicate directly with a Claim Specialist through mySedgwick. Click **Open** to start a conversation thread and type your question or message to a claim specialist in the text box at the bottom of the section. The claim specialist will be notified of the message and will take action on your request by the end of the following business day. Each secure correspondence will be timestamped and documented in the claim notes.

Remember to provide the best times to call back so the Claim Specialist can contact you directly at your convenience.





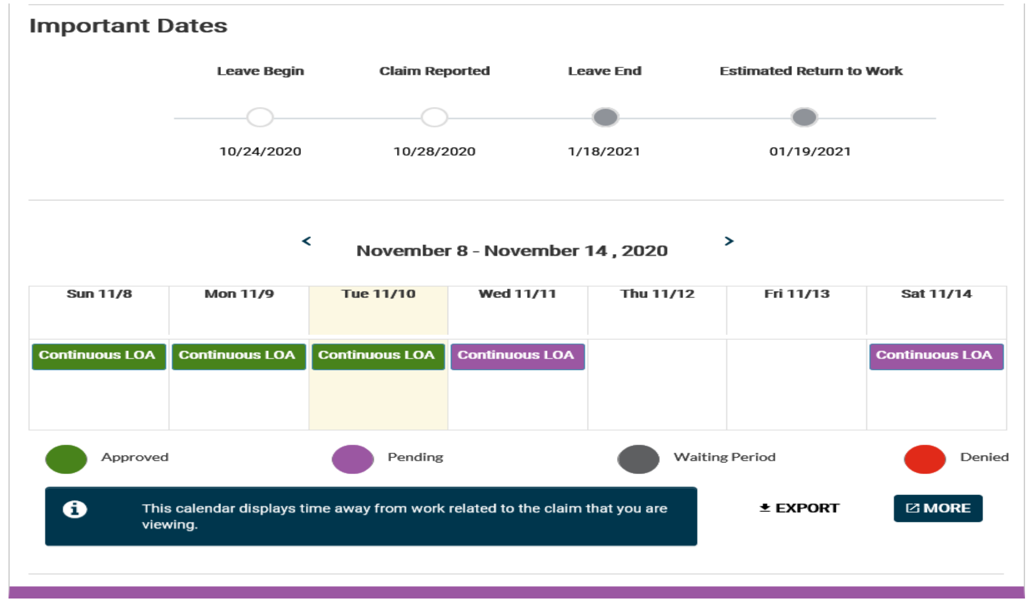
Calendar

The weekly calendar will display the daily leave status.

Blank dates between approved dates are scheduled-off days based on the schedule provided when claim was filed.

The calendar updates one day at a time. Even if the leave is already approved, future dates will appear as pending.

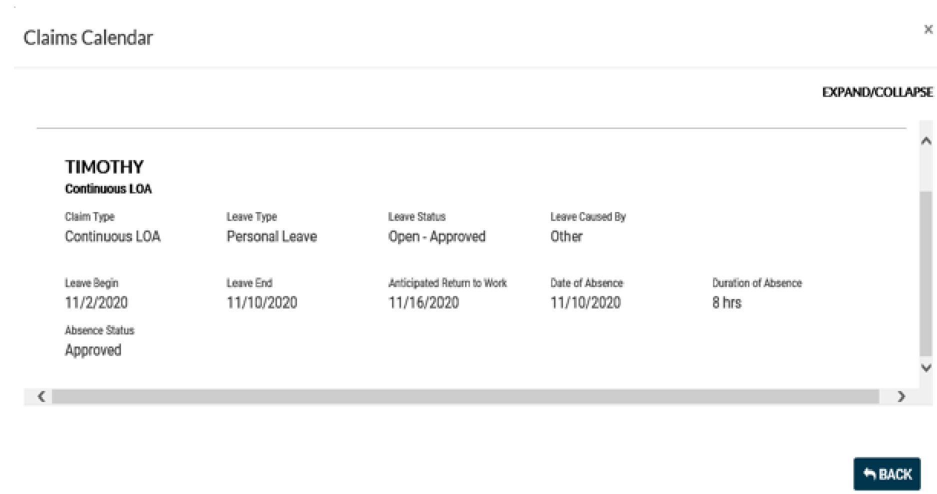
Clicking “MORE” to display the calendar for the entire month.



Absence Information

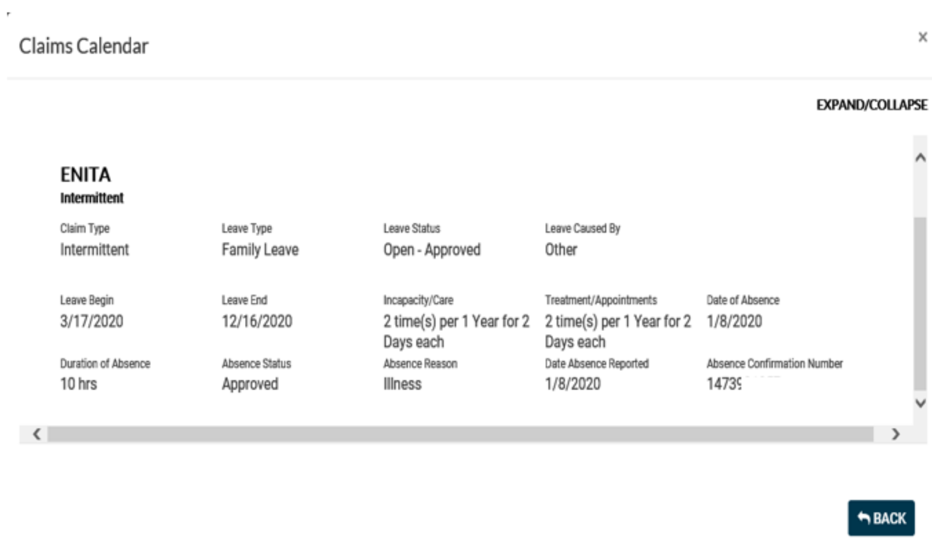
Clicking on individual absences in a calendar will show more details. Click "Expand" to show even more details.

For a Continuous LOA will display the absence status is approved along with the duration for that specific date.



For an intermittent leave of absence; this box will display the Frequency & Duration (F&D) for the leave.

It will also display the number of hours requested for that absence.



In this image, the associate's absence was approved because it fell within the parameters of the F&D, it was reported to Sedgwick timely (within 2 calendar days after the absence occurred), and it's for a date that falls within the Begin and End date of the intermittent LOA.

Confirmation number will also be included for ILOA absences.

Leave Balance

The leave balance page displays policies being applied for a specific claim, and their respective availability.

- Clicking on "Leave Balance Summary" will display the current policies applied to the leave and available balance.
- Only policies that are applicable based on the claim type will be displayed.
- A claim's "leave balance" will be based on a number of factors that can be directly impacted by claims taken within the last 12 months.
    - Intermittent will only show FMLA
    - Medical Leave of Absence will show all applicable policies

Leave Balance

The table below, including policy balances, relates only to leave of absence information reported to date by or on behalf of the associate for consideration and protection under the Family and Medical Leave Act, State Leave Laws, Military Leave, or other Company Leave policies. Absence taken under a Paid Time Off program, such as vacation and sick time is not included.

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.

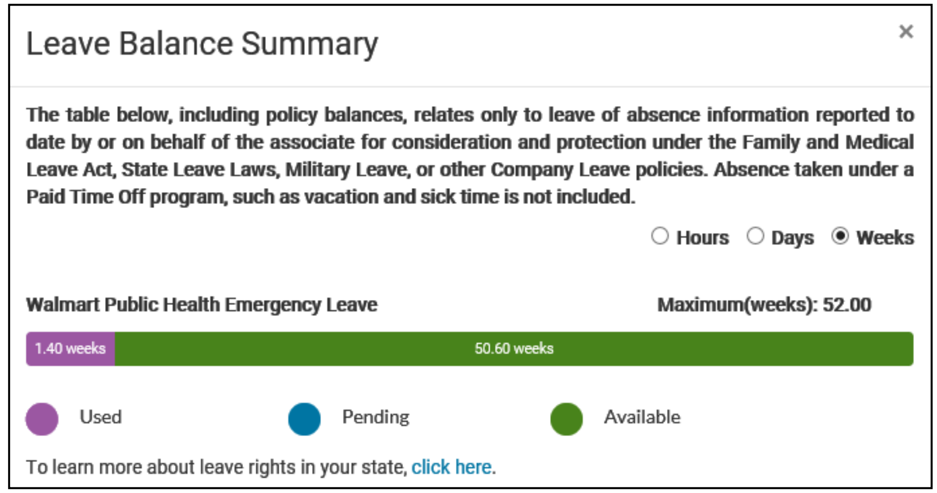
Claim Time Used is based on how much time has been used for this claim only, as of today.

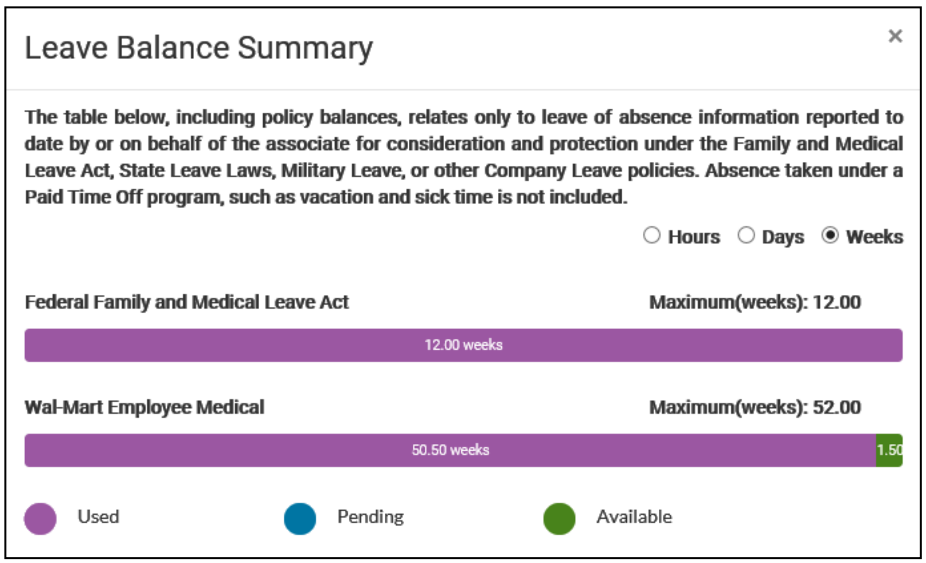
POLICY NAME	CLAIM TIME USED
Federal Family and Medical Leave Act	**12.00 Weeks**
Walmart Medical	**50.50 Weeks**

Leave Balance Summary

The Leave Balance Summary will display the balance up to the current date, as well as which polices are being applied to the claim.

- Multiple policies will run concurrently (at the same time) during the duration of a claim or until they exhaust. Some policies will exhaust sooner or at different times than others.
- ASCs will need to meet certain criteria to determine which policies will be applicable.
- Usage and availability can be viewed in terms of Weeks, Days, or Hours.

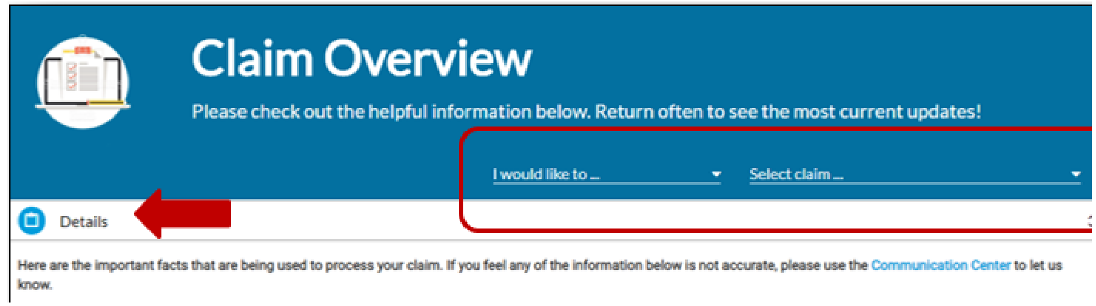




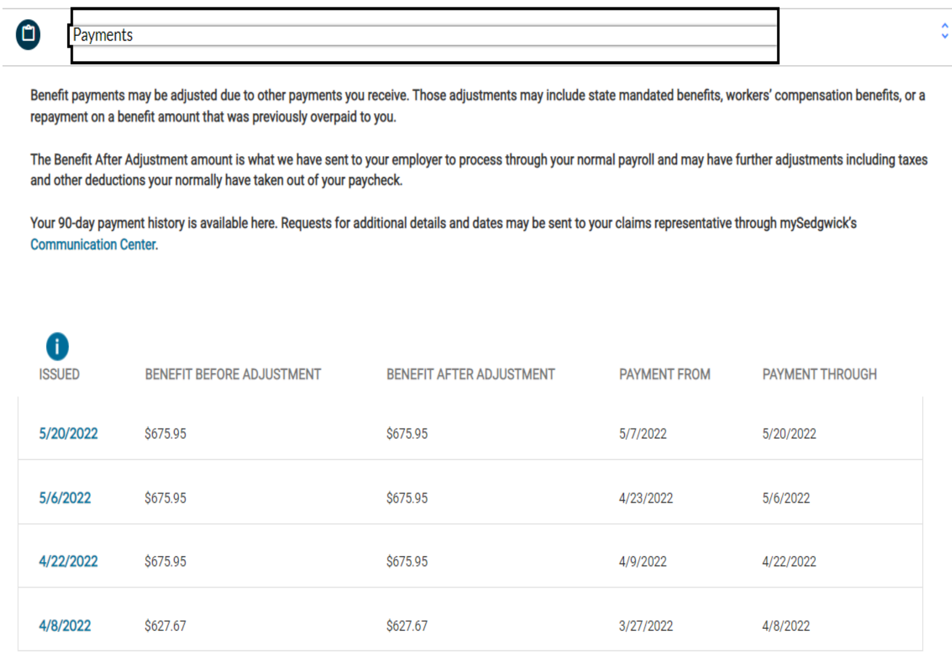
The images show the leave balance summary of two separate, unrelated claims. The first uses only one policy, the second uses multiple policies.

Payments

Payment information for individual claims can be accessed below the “Details” box, by clicking the “Payments” header.



The “ISSUED” date is the date that we send the associate’s payroll the information for their next payment. It is not the date they receive payment; it is received on the following scheduled pay date after the issued date.



Payments

Benefit payments may be adjusted due to other payments you receive. Those adjustments may include state mandated benefits, workers’ compensation benefits, or a repayment on a benefit amount that was previously overpaid to you.

The Benefit After Adjustment amount is what we have sent to your employer to process through your normal payroll and may have further adjustments including taxes and other deductions your normally have taken out of your paycheck.

Your 90-day payment history is available here. Requests for additional details and dates may be sent to your claims representative through mySedgwick’s Communication Center.

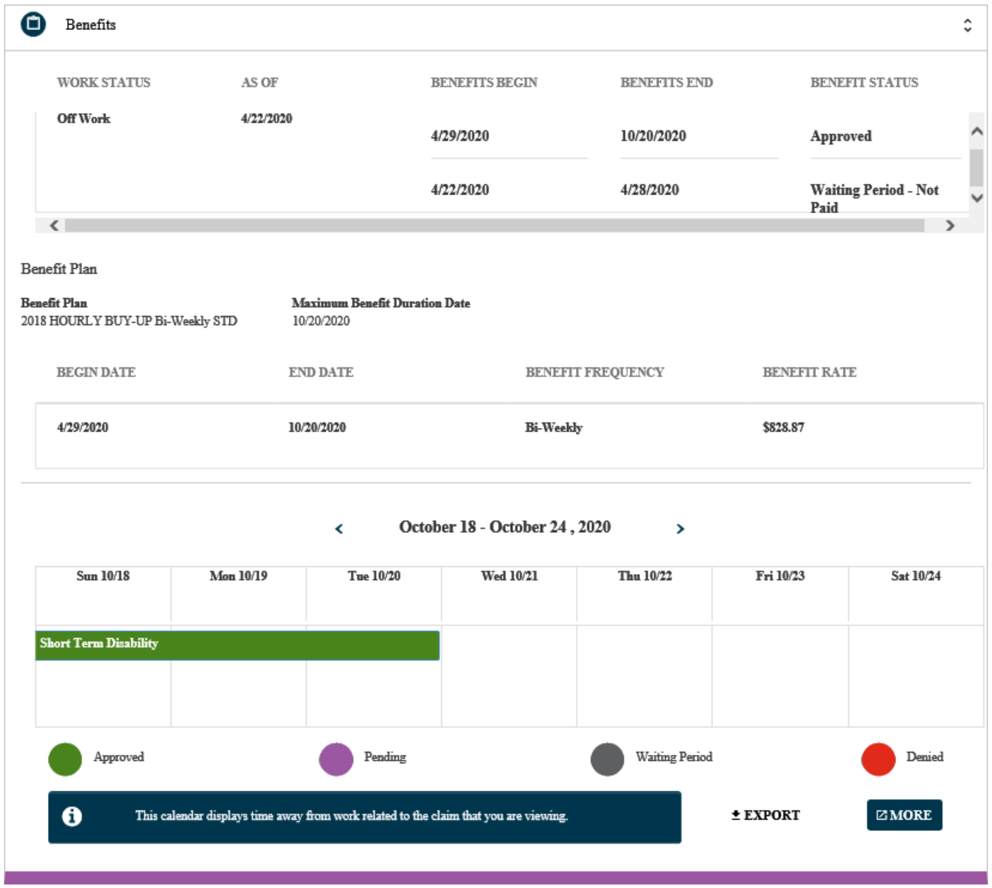
ISSUED	BENEFIT BEFORE ADJUSTMENT	BENEFIT AFTER ADJUSTMENT	PAYMENT FROM	PAYMENT THROUGH
5/20/2022	$675.95	$675.95	5/7/2022	5/20/2022
5/6/2022	$675.95	$675.95	4/23/2022	5/6/2022
4/22/2022	$675.95	$675.95	4/9/2022	4/22/2022
4/8/2022	$627.67	$627.67	3/27/2022	4/8/2022

The amount shown is a gross amount before deductions, taxes, and premiums.

Benefits

Clicking the “Benefits” header under the Claim Overview will show more payment details.

The “Benefit Plan” is determined by the type of leave, and the associate’s eligibility & entitlement.



Note where it says “Waiting Period – Not Paid” this is the duration of the 7-day unpaid-waiting period in which the associate can use PTO.

The “Maximum Benefit Duration” is when paid benefits would exhaust if a leave continues to be extended. In this example, the disability paid benefits reached exhaustion on 10/20/2020. Beyond this point, the associate would be referred to Long Term Disability with Lincoln Financial Group if that benefit is available to them.

Associates with Restrictions

When an ASC has restriction that will also be visible under “Details” in the Claim Overview

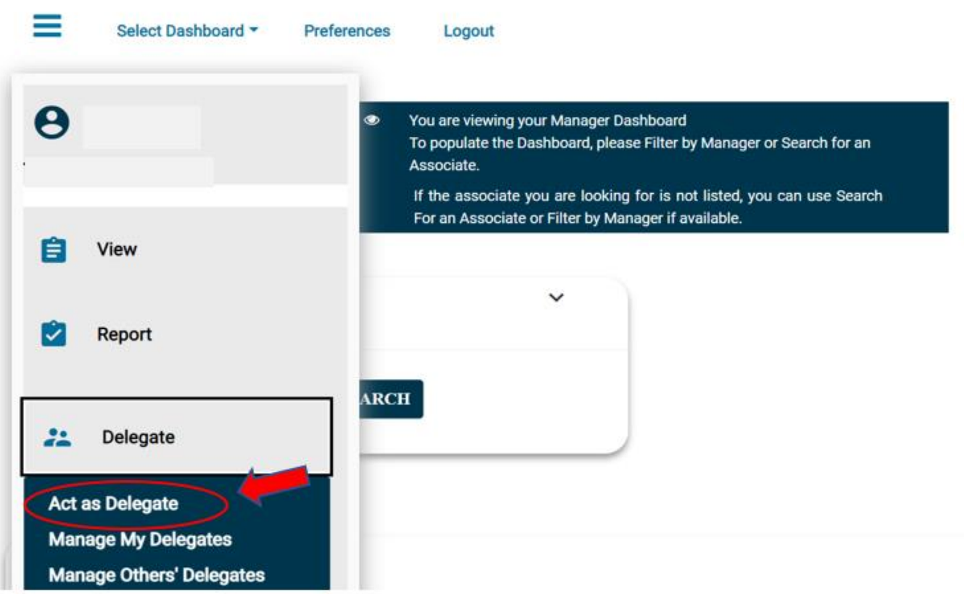
Restrictions

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	SEDGWICK RECOMMENDED DATES	TYPE	ACTIVITY	RESTRICTION
5/7/2019 - 5/6/2020	5/7/2019 - 11/30/2019	Temporary	21 - 50 lbs.	Never
5/7/2019 - 5/6/2020	5/7/2019 - 11/30/2019	Temporary	Climbing Ladders	Never
5/7/2019 - 5/6/2020	5/7/2019 - 11/30/2019	Temporary	Pushing	Never
5/7/2019 - 5/6/2020	5/7/2019 - 11/30/2019	Temporary	Pulling	Never

MORE 1

Delegate



Delegates can act on behalf of those that assigned them as a delegate (usually in their absence), to perform certain actions during a specified timeframe within mySedgwick.

For example, an executive goes out of town and wants an assistant to manage their associates during the absence. The executive adds the assistant as a delegate so the assistant can act on behalf of the executive.

This is also applicable to the mySedgwick site for Associates.

Delegators and Delegates

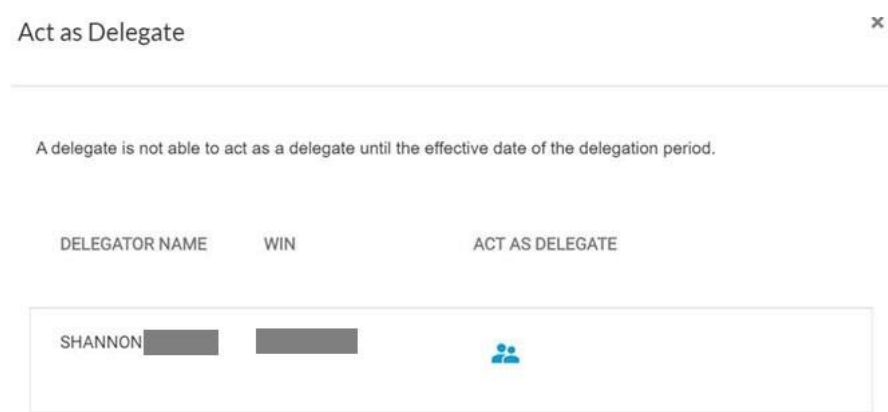
If you can delegate activities to another user or if you have been assigned to act on someone's behalf, the **Delegate** option on the navigation menu at the top of the page presents the following choices:

- **Act as Delegate:** Any user who has been assigned to act as a delegate for another can access this feature. You may only act as a delegate for someone else if they have assigned you to do so. See page 2 for details.
- **Manage My Delegates:** Those with access to this feature (typically managers or supervisors who oversee multiple associates) can assign others access to their associates' claims and select associated permissions. See page 2 for details.
- **Manage Others' Delegates:** Those responsible for overseeing many associates and managers can manage the delegates and permissions assigned for others. See page 6 for details.

To act as a delegate:

1. Click at the top of any page to open the navigation menu.
2. Click **Delegate**, and then select **Act as Delegate**. An **Act as Delegate** pane opens, listing the delegator(s) for whom you are currently assigned as a delegate: listed here may be limited or appear differently than described.
3. Click **Act as Delegate**: The delegator's Manager Dashboard opens, displaying claims and associates to which they have access. Also, a message displays at the top of the dashboard and every subsequent page you visit, reminding you that you are acting as a delegate.

While acting as a delegate for another, you can view the claims of associates who report to the delegator and perform certain actions on those claims, such as confirm return to work dates or report new claims. You can only perform the functions for which you have been given permission, and you can only act on claims for associates assigned to the delegator. Delegates cannot act on their own claims.



Note: *This feature is available only to users with the proper authority, such as supervisors or managers.* ***You may assign multiple delegates, as needed.*** *You may only act as a delegate when another supervisor or manager has assigned you as their delegate.*

Managing Delegates

To stop acting as a delegate, click in the message at the top of the page

There are three steps to establishing another mySedgwick user as a delegate to act on your behalf:

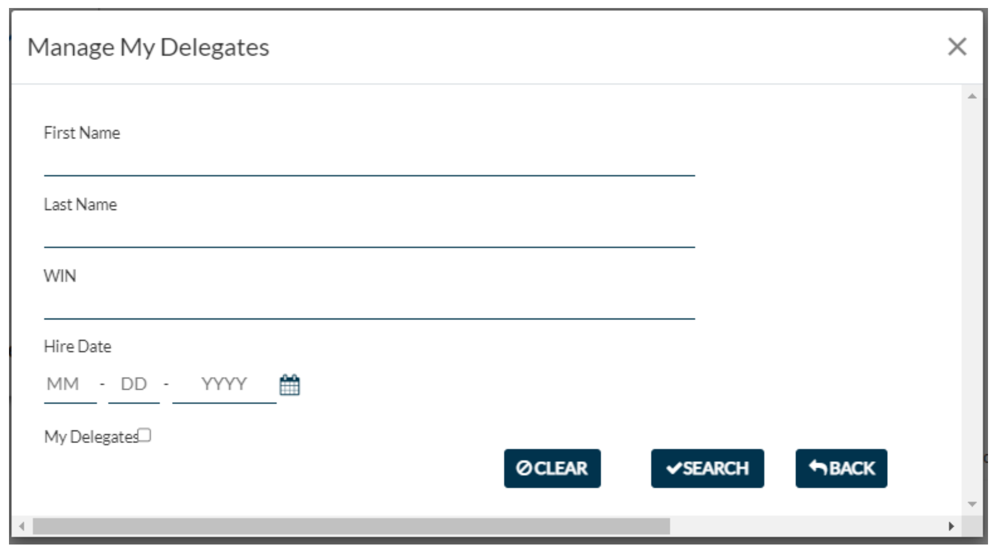
1. Search for an associate and select them as your delegate
2. Edit the period during which they may act as your delegate
3. Manage their permissions

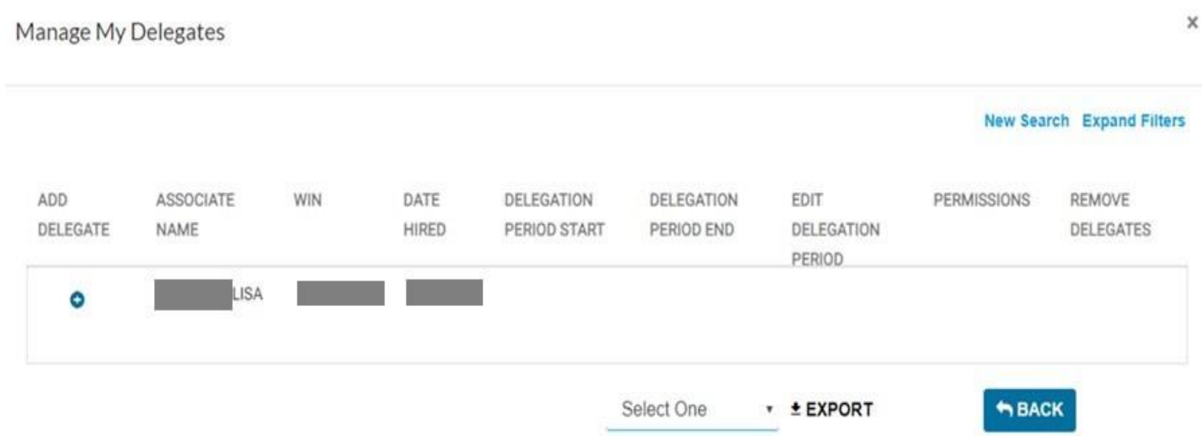
Note: Depending on your level of security or any employer-specific customizations, the features or accessibility can vary.

Searching For and Selecting a Delegate

To search for another mySedgwick user and designate them as your delegate:

1. Click at the top of any page to open the navigation menu.
2. Click **Delegate**, then select **Manage My Delegates**. A "Manage My Delegates" pane opens, providing fields where you can enter criteria for finding a user.
3. To list users you have previously designated as delegates, leave all search fields blank and select **My Delegates**.
4. After specifying your criteria, click **Search**. A list of users matching your search is displayed.
5. Click **Add Delegate** beside the users you wish to designate as your delegate.





Once you have added a delegate, you can edit their delegation period and change their permissions.

To search for another user or modify your search criteria, click **New Search** or **Expand Filters**, respectively.

To end a delegate's access early, follow the steps above to locate them in the Manage My Delegates pane, and then click **Remove Delegates.**

What are *permissions*?

Permissions are the functions that you can allow or prevent a delegate from performing. Delegates can only perform the functions granted to them when they act as your delegate.

You can grant or deny the following permissions:

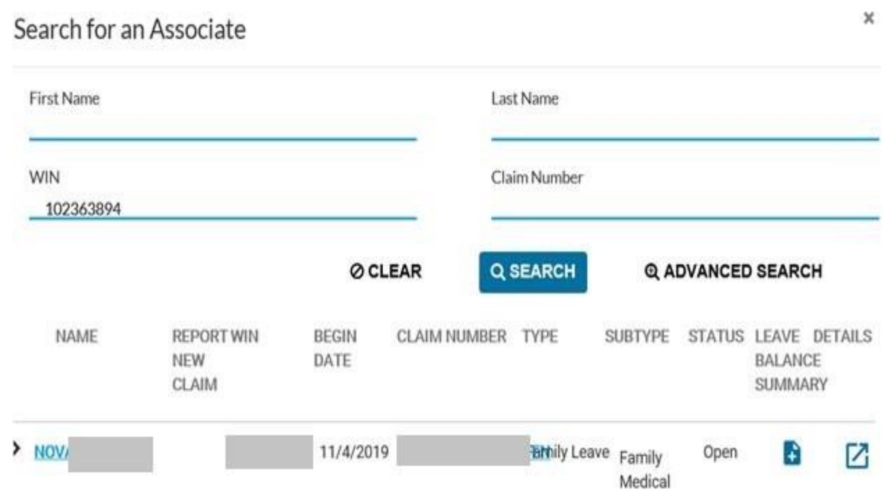
- Report intermittent absence: If granted, the delegate can report an intermittent absence for you and your associates.
- Length of time a delegate has remaining: If granted, the delegate can extend the delegation period (the amount of time before delegation privileges expire). Delegation periods are 365 days.
- Report new claim: If granted, the delegate can report a new claim for you and your associates.

Note: All permissions are granted by default, so if you want a delegate to be limited, you must edit their permissions from the Manage My Delegates or Manage Other Delegates pages. Remove associates as your delegates when the privilege is no longer needed.

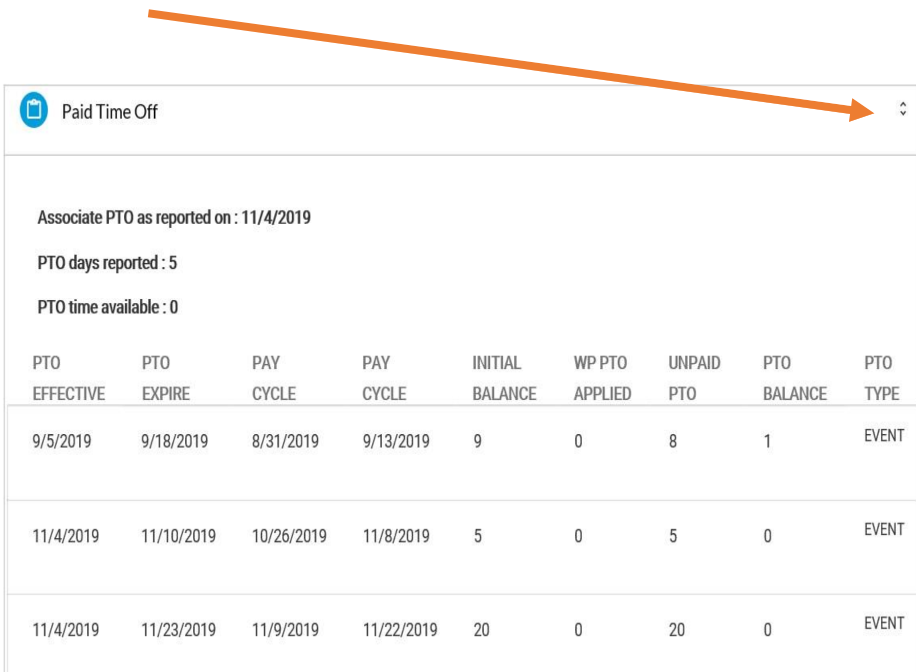
Paid Time Off Tool

The **PTO Tool** provides a snapshot of the PTO salaried associates have used each pay period while out on leave. It also helps with managing salaried PTO usage as well as assistance in answering pay questions as they arise.

Search for an associate using **Search for an Associate** function or open an associate's claim listed under **Associates Off Work**. You may also click on **Advance Search** and search by WIN. Click on the desired claim number after search results have populated.



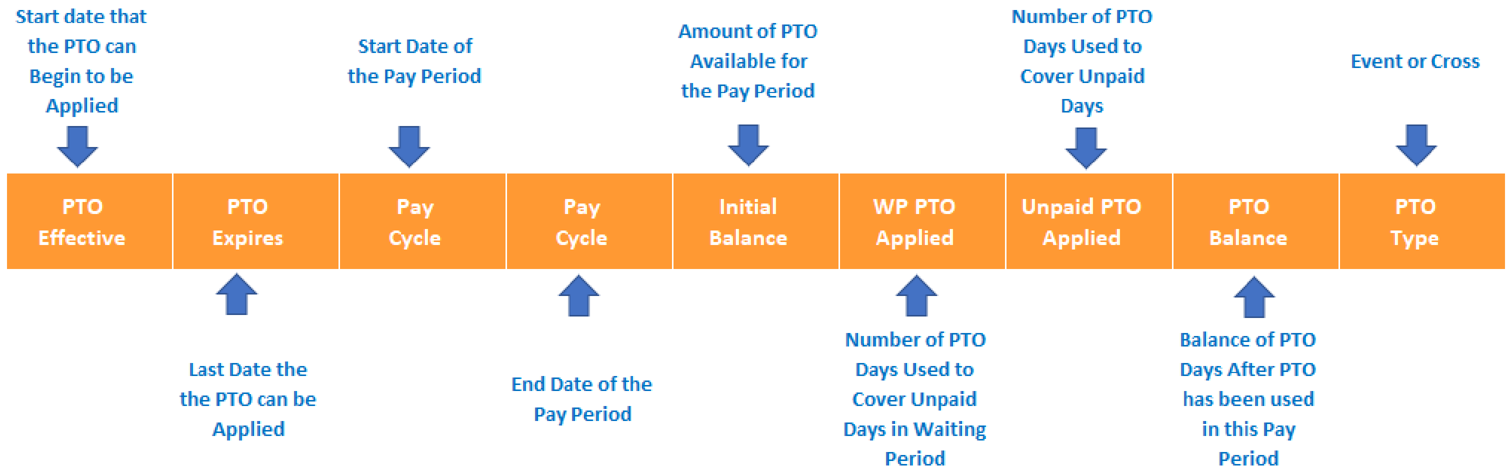
Once the claim details have opened, expand the **Paid Time Off** drop down option by clicking the double arrows to view the PTO usage detail which is updated by Sedgwick.



PTO EFFECTIVE	PTO EXPIRE	PAY CYCLE	PAY CYCLE	INITIAL BALANCE	WP PTO APPLIED	UNPAID PTO	PTO BALANCE	PTO TYPE
9/5/2019	9/18/2019	8/31/2019	9/13/2019	9	0	8	1	EVENT
11/4/2019	11/10/2019	10/26/2019	11/8/2019	5	0	5	0	EVENT
11/4/2019	11/23/2019	11/9/2019	11/22/2019	20	0	20	0	EVENT

Note: It may take the examiner up to 24 hours to update the PTO information

Understanding the Paid Time Off columns:



Items to Note:

- Generally, the PTO Effective and PTO Expires dates correspond to the dates of the leave.
- You should review the associate's Initial Balance to ensure the associate has the amount of PTO available for their election while out on a leave of absence.
- Call Sedgwick to report any changes to the associate's PTO balance as an incorrect amount can be pay impacting.
- The PTO Usage Tool only monitors PTO used while out on a leave. PTO used outside of a leave of absence managed by Sedgwick, will not be reflected on this tool.
- If you have any questions regarding this tool, please contact Sedgwick or LOAQOD@wal-mart.com .
- There are two types of PTO: EVENT and CROSS.
  – EVENT = Normal PTO Bucket
  – CROSS = Indicates the associate is using PTO from the new PTO bucket when a leave crosses over 2/1 each year.
- In a crossover claim/case, the PTO Expire column, for rows marked as EVENT, will always show an expiration date of 1/31 as this is the date the PTO bucket expires for the associate.
- In the CROSS row, the PTO Expire date will be listed as the last date of the absence, in which PTO can be applied for that case/claim.
- If an associate has PTO leftover from their old PTO bucket, these days will be carried over and added to their new PTO bucket for use after 2/1.

SCENARIO 1:

- Associate requests STD claim and elected 24 days of PTO at intake.
- 6 days of PTO are used for scheduled days in the Waiting Period.
- The last 5 days of the STD claim are denied and 5 PTO days are used to cover that time.
- Before associate RTW from STD claim, on 5/19, their mother passes away and they report bereavement leave, after the 3 scheduled days paid by Walmart, and elect 20 days of PTO for this absence.

PTO Usage Tool in mySedgwick:

PTO Effective	PTO Expire	Pay Cycle	Pay Cycle	Initial Balance	WP PTO Applied	PTO Applied to Unpaid days	PTO Balance	PTO Type
3/6/2022	5/16/2022	3/3/2022	3/16/2022	24	6	0	18	EVENT
3/6/2022	5/16/2022	5/12/2022	5/25/2022	18	0	5	13	EVENT
5/22/2022	6/30/2022	5/12/2022	5/25/2022	20	0	2	18	EVENT

Items to Note:

1. You will only see rows for pay periods that used PTO while the associate was out on leave.
2. You may see multiple rows for a pay period when the associate has one case end and a new case begin, where PTO is used on both cases, within the same pay period.

SCENARIO 2:

- Associate requests STD claim that will cross over 2/1/2022
- At intake the associate elects 19 days from the 2021 PTO bucket and 10 days from their 2022 PTO bucket
- 6 days of PTO are used for scheduled days in the Waiting Period
- The last 30 days of the STD claim are denied
- 8 PTO days are used to cover that time from the 2021 PTO bucket and 2 days are used from the 2022 PTO bucket in the PPE 2/2/2022
- The associate also carries over 5 PTO days from the 2021 PTO bucket and this is added to the 10 PTO days that the associate elected from their 2022 PTO bucket

PTO Usage Tool in mySedgwick:

PTO Effective	PTO Expire	Pay Cycle	Pay Cycle	Initial Balance	WP PTO Applied	PTO Applied to Unpaid days	PTO Balance	PTO Type
1/6/2022	1/31/2022	1/6/2022	1/19/2022	19	6	0	13	EVENT
1/6/2022	1/31/2022	1/20/2022	2/2/2022	13	0	8	5	EVENT
2/1/2022	3/30/2022	1/20/2022	2/2/2022	15	0	2	13	CROSS
2/1/2022	3/30/2022	2/3/2022	2/16/2022	13	0	10	3	CROSS

SCENARIO 3:

- Associate requests leave case and elected 24 day of PTO at intake.
- 20 days of Unpaid PTO are used for scheduled days in the leave
- The HRM calls in to advise that the associate did not have any PTO available to use and the PTO balance is changed to 0
- This results in an overpayment of PTO time to the associate and a negative balance is now visible on the PTO Usage tool

PTO Usage Tool in mySedgwick BEFORE PTO Balance Change (24):

PTO Effective	PTO Expire	Pay Cycle	Pay Cycle	Initial Balance	WP PTO Applied	PTO Applied to Unpaid days	PTO Balance	PTO Type
2/4/2022	5/1/2022	2/3/2022	2/16/2022	24	0	10	14	EVENT
2/4/2022	5/1/2022	2/17/2022	3/2/2022	14	0	10	4	EVENT
2/4/2022	5/1/2022	3/3/2022	3/16/2022	4	0	4	0	EVENT

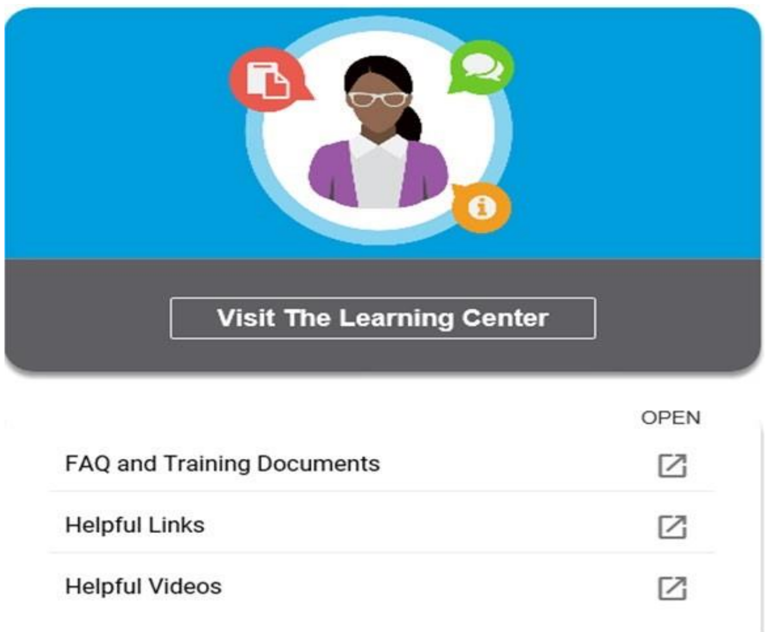
PTO Usage Tool in mySedgwick AFTER PTO Balance Change (0):

PTO Effective	PTO Expire	Pay Cycle	Pay Cycle	Initial Balance	WP PTO Applied	PTO Applied to Unpaid days	PTO Balance	PTO Type
2/4/2022	5/1/2022	2/3/2022	2/16/2022	0	0	10	-10	EVENT
2/4/2022	5/1/2022	2/17/2022	3/2/2022	0	0	10	-20	EVENT
2/4/2022	5/1/2022	3/3/2022	3/16/2022	0	0	4	-24	EVENT

Items to Note: Negative numbers indicate that the associate used PTO and the balance has changed resulting in an overpayment.

The 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 or FMLA leave. You can also access additional information and helpful links from this section of the dashboard.



FAQs & Training documents page provides documents and frequently asked questions specific to Walmart.

- **Helpful Links** page contains a list of links based on claim/case type.
- **Helpful Videos** page contains a list of helpful videos.

Questions about a claim or case?

Contact your Claim Specialist at (800) 492-5678.

Questions about mySedgwick or technical support?

Contact the Sedgwick Technical Applications Team at (866) 647-7610.

Learning Center

Navigate to...

Disability
Introduction
Disability Benefits Calculations
Disability Submitting Claim Information
Disability What's Next?
Disability After The Decision is Made
Disability Returning to Work
FMLA

Introduction

What is a Short Term Disability Cl

Short-term disability is a coverage that provides financial protecti you need to take a leave of absence (LOA) for your own qualifyin condition, including childbirth.

Get more details about your associate's short term disability plan options at One.Walmart.com.

How Do All of These Claims Work?

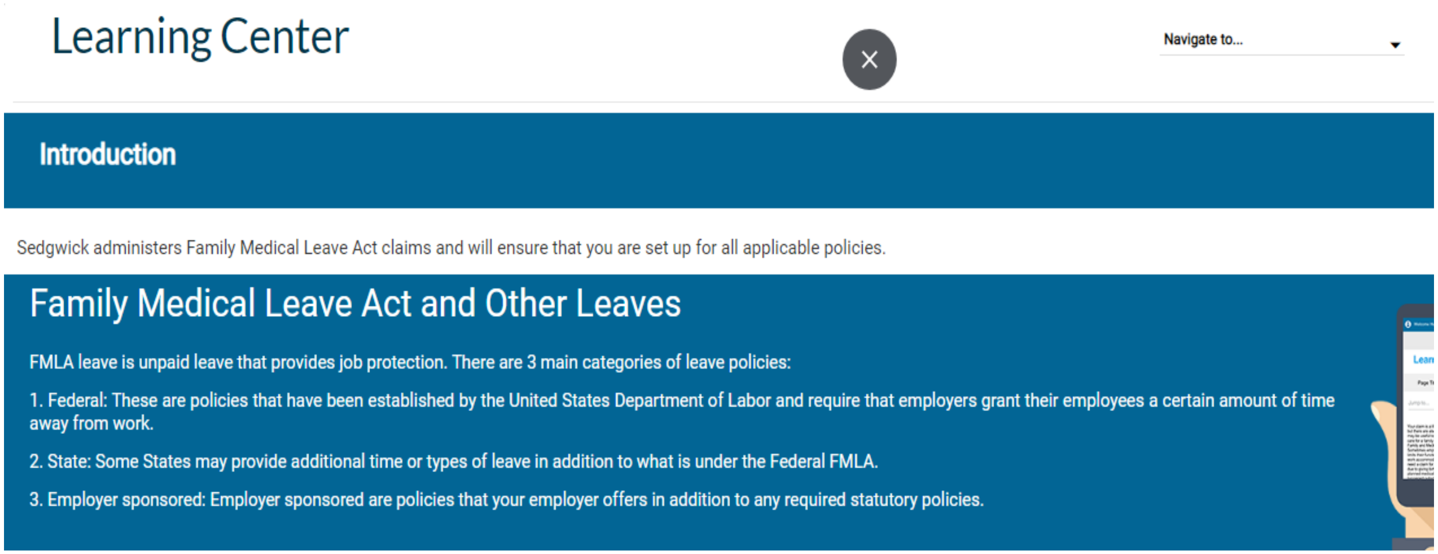
Wondering what types of claims apply to what situations? Take a look at the table below for a quick overview.

	Short Term Disabilty	FMLA/ State Leave	Workers' Compensation	ADA
"Unable to work due to an injury that occured outside of work"	✓	✓		
"Unable to work due to an injury that occured at work"		✓	✓	
"Unable to work 2 days every month due to my own chronic health condition"		✓		
"Unable to work for 3 weeks to care for an ill family member"		✓		
"Unable to be totally successful at work due to limited functionality"				✓

CLOSE

The dropdown menu will take you to different pages that explain generally how the claim process works, what information is needed to submit a claim, and what information may be needed for an existing claim.

The "FMLA" option navigates to a different part of the Learning Center that specifically focuses on information related to Leave of Absence Cases and the Family Medical Leave Act.



Not every associate qualifies for FMLA, and not every leave *requires* FMLA.

Certain Leave of Absences (LOAs) explicitly <u>do not use</u> FMLA, even if an associate is FMLA-eligible, including personal LOAs, Compelling Reason, and COVID LOAs.