

# Matrix Absence Radar

## Informational videos for employees and employers

The world of leaves and absences can be intimidating and confusing. That's why Matrix has created videos to inform employees about common leaves and absence types and their claim processes. For employers, there are several videos to help understand Matrix's claim procedures and online tools for managing them.

Each short video stars Rita, Matrix's friendly animated assistant, who breaks down information and processes in a way that's easy to understand. Go ahead and pay her a visit to learn more!



### For Employees



#### [How to File a New Leave of Absence Claim](#)

Rita discusses the options available to file a claim—via smartphone/tablet, computer, or over the phone—and links to their corresponding instructions.



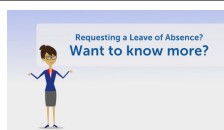
#### [How to Report Intermittent Absences](#)

Rita explains intermittent absences, options for reporting them, and steps you need to take to report the absences successfully.



#### [What to Expect After Filing a Disability and Family Medical Leave Act \(FMLA\) claim](#)

In this four-part video, Rita walks through what you can expect after filing a Disability and Family Medical Leave Act (FMLA) claim.



#### [Requesting a Leave of Absence](#)

This three-part video includes information about the leave of absence request process, Absence Management Specialists and request decisions, and returning to work.

### For Employers



#### [Life of a Concurrent Claim](#)

Rita introduces Matrix and reviews communication methods, the short term disability and FMLA claims and intake process, and what's expected of you.

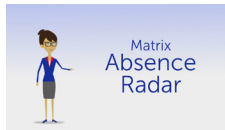
## For Employees



### [Matrix eServices Reporting Tool](#)

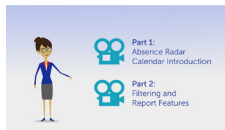
Learn about the features and benefits of the Matrix eServices Reporting Tool and how to use it to:

- ▶ Run a Report
- ▶ Schedule a Report
- ▶ Work with Scheduled Reports (including My Favorites & My Inbox)
- ▶ Build Your Own Report
- ▶ Run an AdHoc Report
- ▶ My Document
- ▶ Create Dashboard



### [Matrix Absence Radar Status Notifications](#)

This video introduces Status Notifications to those with HR responsibilities, what they include and how to use them to help keep track of employee absences.



### [Matrix Absence Radar Calendar Part I & Part II](#)

This two-part video introduces the Absence Radar Calendar to those with HR responsibilities, what it includes and how to use it to keep track of and plan for employee absences.