alight worklife
AbsenceConnect

Self-Service Portal Employee User Guide

Alight Worklife's AbsenceConnect, is a self-service platform that provides efficient and simple ways to create and track your requests. This guide outlines the various self-service capabilities available for users.

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Employee Landing Page

https://lithiadriveway.absenceconnect.ca/
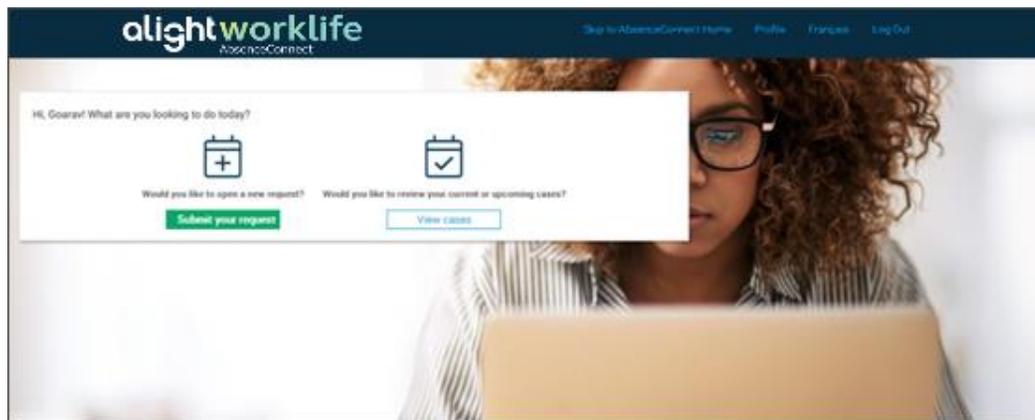
- **Submit a request -** To open a new case click on 'Submit Your Request' and go to 'Submit a Request' page.

- **View cases -** To review your past and current cases, click on 'View Cases' to go to the Home page.

1.1 Submit A Request

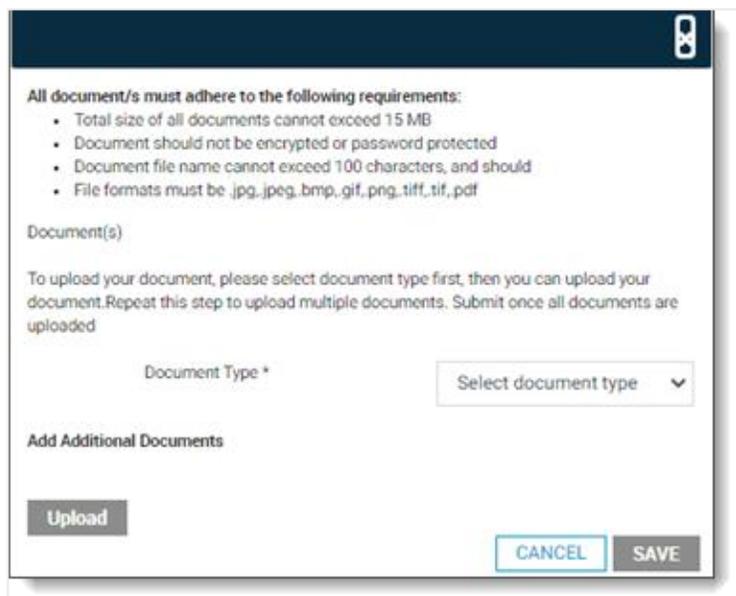Starting a new claim request is effortless with AbsenceConnect self-serve portal. Click 'Begin' to start the process.

Choose the reason for creating the request. Select the option that is applicable to your situation and click 'Next' to fill in the details.

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Profile   Français   Log Out

My Cases

Submit a Request

| Get Started | Add Details | Review & Submit |

Get Started

Ready to submit your request? Let's get started.

What's the reason for your request?*

○ Short Term Disability
○ Workers' Compensation
○ Accommodation
○ Leave of Absence

Cancel   Next

Fill accurate information and upload supporting documents, as required.

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Profile   Français   Log Out

My Cases

Submit a Request

| Get Started | Add Details | Review & Submit |

Add Details

Tell us your request dates and some details about your request.

First Date of Absence *

dd-mmm-yyyy 📅

Last Day Worked *

dd-mmm-yyyy 📅

When did this illness/injury prevent you from performing your job?

dd-mmm-yyyy 📅

When do you expect to return to work?

dd-mmm-yyyy 📅

Please provide any additional details which may be helpful to the Case Manager

Enter additional details

0 / 1000 characters

Please upload all pertinent documentation related to this request

Upload Documents

Previous   Cancel   Resume Later   Next

![alight worklife AbsenceConnect logo]

To begin uploading relevant documents, click on 'Upload Documents'.

Select the document type.
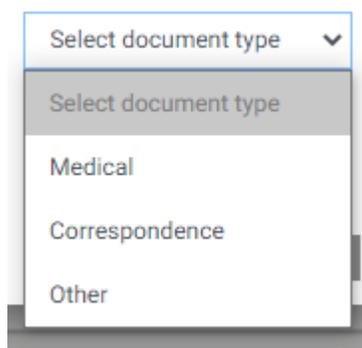
Click on 'Upload' and select the file from your computer.
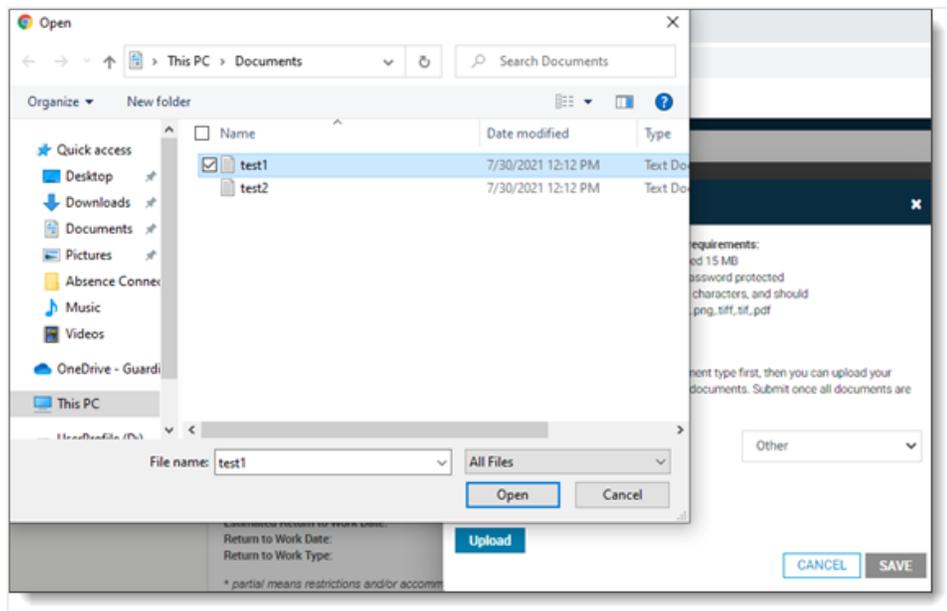
Click on 'Upload'.
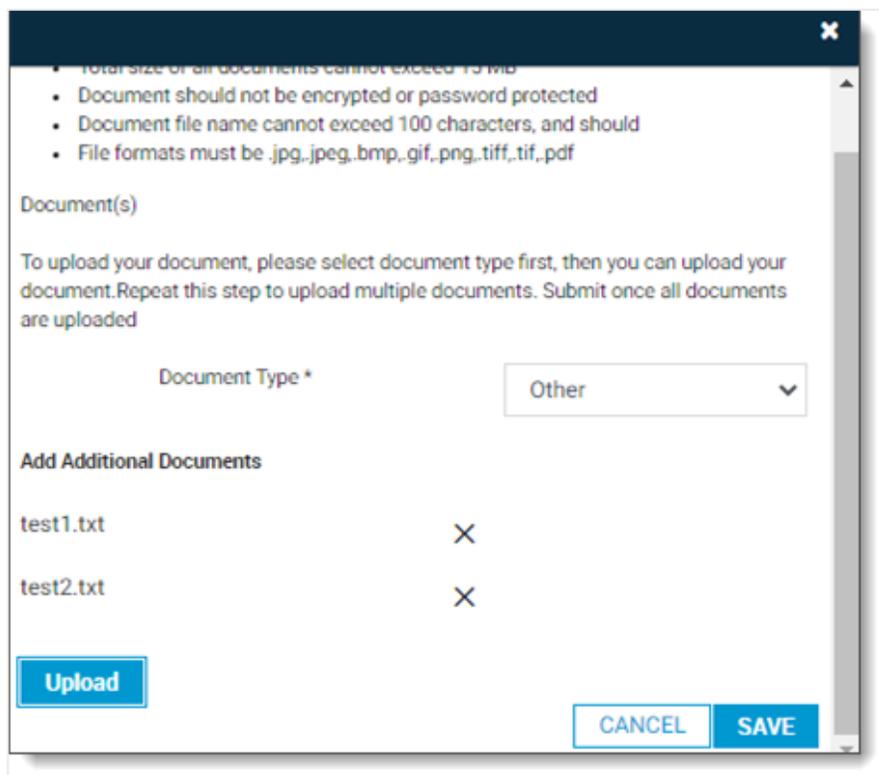
Once the documents are chosen, click on "Save" and the documents will be uploaded. They will then be listed on the case information page under the Documents section.

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RETURN TO WORK INFORMATION

Estimated Return to Work Date:	N/A
Return to Work Date:	N/A
Return to Work Type:	N/A

* partial means restrictions and/or accommodations might exist

CASE ACTIONS

Upload Documents

Report Return to Work Details

DOCUMENTS

File Name	Date Recieved
test2.txt	30-Jul-2021
test1.txt	30-Jul-2021

Review all the details, verify all documents uploaded and click 'Submit'

Get Started	Add Details	Review & Submit

Review & Submit

You're almost finished. Let's make sure everything is correct.

Short Term Disability

Request Details   Edit Details

First Date of Absence
04-Oct-2021

Last Day Worked
02-Oct-2021

When did this illness/injury prevent you from performing your job?
11-Oct-2021

When do you expect to return to work?
31-Oct-2021

Please provide any additional details which may be helpful to the Case Manager
N/A

Previous   Cancel   Submit

Click on 'Next', review the details, and submit.

Cancel   Resume Later   Next

You also have the option to save the details and resume later.

If you want to change any information at this point, click 'Edit Details.' Submitting the details will create a new case for this request.

Click 'OK' to acknowledge your case submission.
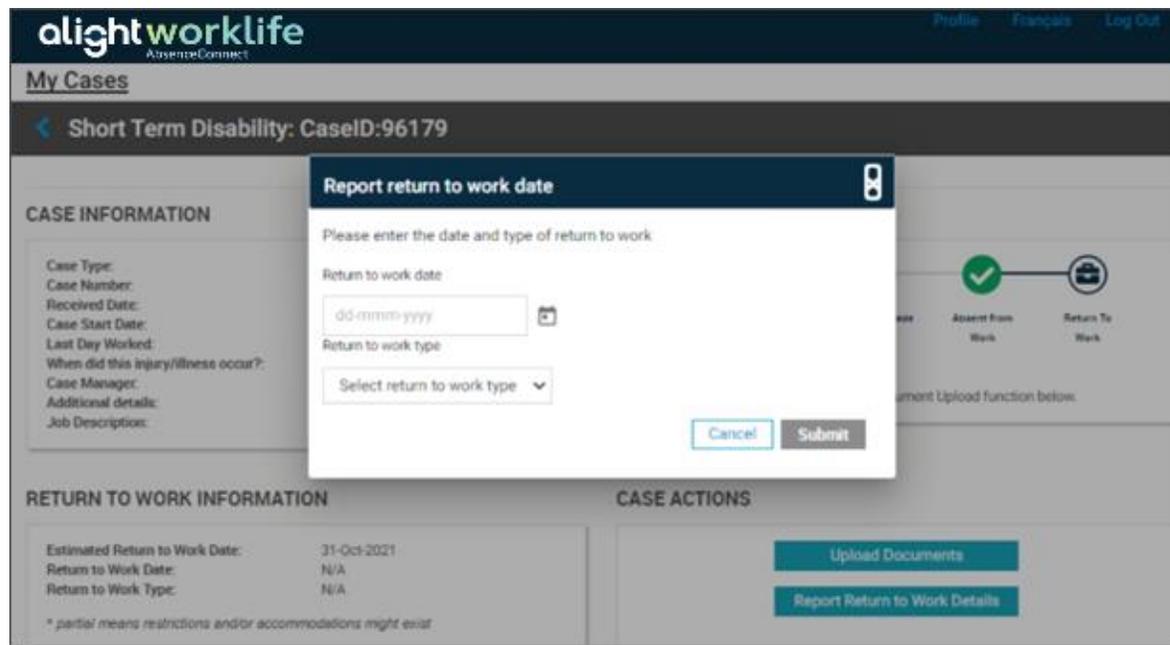
1.2 View Cases

To view your case history, go to the home page and click on 'View Cases'.

View your current and previous cases here. Select the case you want to edit or close. You can also upload documents on this page under 'Case Actions.'
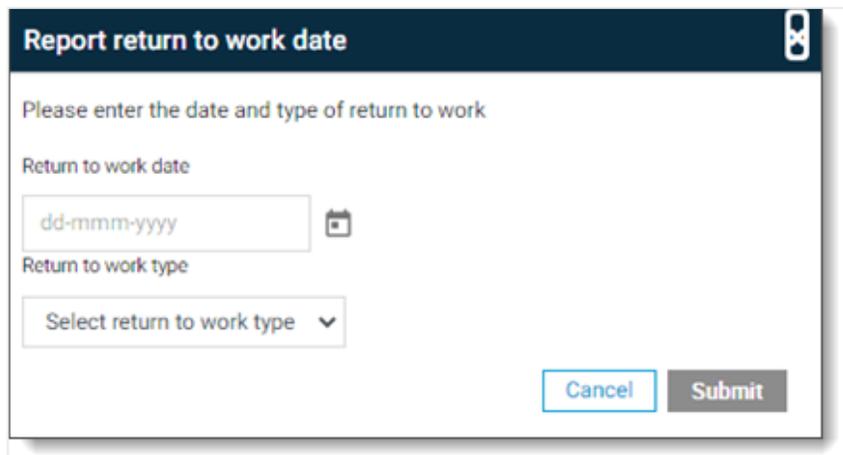
Select 'Report Return to Work' if you are returning to work. Fill the required details and click 'Submit'.

Enter return-to-work date and select the return-to-work type from the drop-down.

The options for return-to-work type are:

- Full Time
- Gradual
- Modified Duties
- Gradual Modified

Once the details are submitted, the case information will be updated under the return-to-work information section.

1.3 Edit Personal Information

To update or change any personal information, click 'Profile' and select the category to 'Edit'.

Employee information that can be updated (depending on the configurations chosen by your company) are:

- Mailing Address
- Phone Numbers
- Email
- Communication Preferences