FMLA Administration OVERVIEW

01. Receive FMLA

MoneyWise receives notification of potential FMLA event from Employer.

02. Employee Notified

Paperwork is mailed via USPS 1st Class Next Business Day Mail, as well as emailed directly to the Employee.

03. Field Questions

MoneyWise will answer any FMLA related questions from employee.

04. Process Paperwork

Employee returns paperwork to MoneyWise.

05. Process & Communicate

MoneyWise will process FMLA paperwork and send a status (approve/deny) notice directly to employee via mail and email.

06. Employer Notification

Employer is notified via email and on the Employer Portal Dashboard.

07. Ongoing Management

MoneyWise will actively monitor FMLA employee timelines, request recertifications as needed, and provide continuous updates to the employer at every stage. In addition, if any benefits premiums are due we will collect and remit to the employer on a monthly basis.

MoneyWise Solutions FMLA Administration Overview

For more information contact us at FMLA@MoneyWiseSolutions.com

MoneyWise Solutions