eForm Action Types

Leave of Absence

• Used to indicate that an employee will be on leave
On the **Initiate New eForm Request** page, click on **Leave of Absence** from the dropdown box.
Use the Justification text box to explain or “justify” the reason for the new eForm action requested.
Enter or Lookup the employee’s ID in the Empl ID field
Select the appropriate Empl record.
Enter the Expected Return date
Enter the **Begin Date** of the employee’s leave.
Select the Leave Reason:
- Paid LOA
- Unpaid LOA
### Employee Information

<table>
<thead>
<tr>
<th>Select</th>
<th>Empl RCD</th>
<th>Expected Return</th>
<th>Job Indicator</th>
<th>Company</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Eff Date</th>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
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<td>✓</td>
<td>0</td>
<td>Primary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>09/01/2017</td>
<td>Pay Rate Change</td>
<td>Merit</td>
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<tr>
<td>2</td>
<td></td>
<td>1</td>
<td>Secondary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>01/01/2015</td>
<td>Position Change</td>
<td>Position FTE/Ben Elig/Reg/Temp</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>2</td>
<td>Secondary</td>
<td>SAN</td>
<td>Active</td>
<td></td>
<td></td>
<td>Group Change</td>
<td></td>
</tr>
</tbody>
</table>

### Leave Information

- **Begin Date**: 06/01/2018
- **Leave Reason**: 
- **Leave Reason**: 
- **LOA % Time**: All Time and Leave Entered

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Paid LOA
Unpaid LOA
Leave Information

*Begin Date 09/01/2018
*Leave Action Paid LOA
*Leave Reason Academic Developmental
LOA % Time

All Time and Leave Entered

Paid LOA = Academic Development
<table>
<thead>
<tr>
<th>Leave Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begin Date</strong></td>
</tr>
<tr>
<td><strong>Leave Action</strong></td>
</tr>
<tr>
<td><strong>Leave Reason</strong></td>
</tr>
<tr>
<td><strong>LOA % Time</strong></td>
</tr>
<tr>
<td><strong>All Time and Leave Entered</strong></td>
</tr>
</tbody>
</table>

Unpaid LOA = Academic
Select the LOA % Time:

- 100%
- 50-99%
- Less Than 50%
If applicable, select the checkbox **All Time and Leave Entered.**
Save the document
Submit form