Leave of Absence Job Aid

The Leave of Absence eForm is used to indicate that an employee will be on Leave.

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

1. Navigate to the eForms Action Request page and click on the Add a New Value tab.
2. The Initiate New eForms Request page is displayed. Select the Leave of Absence (LOA) option from the “Action” drop down menu.

3. The Leave of Absence eForm is displayed. Use the Justification text box to explain or “justify” the reason for the new eForm action requested.

4. Use the Employee Information section to provide details for the request:
   a) Enter or look up the employee’s ID in the Empl ID field.
   b) The employee’s employment records will display. Select the appropriate Empl Record. **Note:** all Empl Records for the employee will display but you will only have the option to select records for the department(s) you have access to; this is dependent on your security access.
   c) Once the Empl Record(s) has been selected, enter the Expected Return date.

5. Use the Leave Information section to provide details for the request:
   a) Enter the expected start date for the employee’s leave in the Begin Date field.
   b) Select the Leave Reason:
      • Paid LOA
      • Unpaid LOA
   c) Dependent on the first “Leave Reason” selected, the available options for the second Leave Reason will vary. Choose the appropriate option from the drop-down menu.
      • Paid LOA
        1. Academic Developmental
      • Unpaid LOA
        1. Academic
d) Provide the **LOA % Time**:
   - 100%
   - 50-99%
   - Less than 50%

e) If applicable, select the checkbox **All Time and Leave Entered**.

6. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

7. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

8. After you’ve added attachments and comments, click the **Submit** button.

9. The eForm **Status** shows “Pending Approvals” and the current approval routing is displayed at the bottom of the page.