eForm Action Types

Leave of Absence

- Used to indicate that an employee will be on leave

Initiate New eForm Request

Initiate New eForms Request

Action

Actions	▼
Justification	

Status

Appointment

Contract Additions and Changes

Create Person of Interest

End Appointment

Leave Of Absence

New Position Request

Retirement

Return From Leave

Termination

Request ID
Request Date

Processing Messages

Request History

▼ Contact Infor

Entered By	
Name	
Phone	
Email ID	
Dept ID	ERVICES
Secondary Co	
Name	
Phone	

On the **Initiate New eForm Request** page, click on **Leave of Absence** from the dropdown box

Notify

Add

Leave of Absence

Action

Actions	Leave Of Absence		**Status**		**Request ID**
Justification	LOA Fall/Spring				**Request Date**

Processing Messages

Request History

Use the Justification text box to explain or "justify" the reason for the new eForm action requested

Employee Information

Empl ID 6001019930 🔍 Hernandez, Sam

	Select	Empl RCD	Expected Return	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1	☐	0		Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit
2	☐	1		Secondary	SAN	Active	Active	04/01/2018	Rehire	Rehire - Same Institution
3	☐	2		Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change

Leave of Absence

Action

Actions	Leave Of Absence	Status
Justification	LOA Fall/Spring	

Request ID
Request Date
Processing Messages
Request History

Enter or Lookup the employee's ID in the Empl ID field

Employee Information

Empl ID 6001019930 🔍 Hernandez, Sam

	Select	Empl RCD	Expected Return	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1	☐	0		Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit
2	☐	1		Secondary	SAN	Active	Active	04/01/2018	Rehire	Rehire - Same Institution
3	☐	2		Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change

Leave of Absence

Action

Actions: Leave Of Absence   **Status**

Justification: LOA Fall/Spring

Request ID
Request Date
Processing Messages
Request History

Select the appropriate Empl record.

Employee Information

Empl ID 6001019930 🔍 Hernandez, Sam

	Select	Empl RCD	Expected Return	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1	☐	0		Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit
2	☐	1		Secondary	SAN	Active	Active	04/01/2018	Rehire	Rehire - Same Institution
3	☐	2		Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change

Leave of Absence

Action

Actions	Leave Of Absence	**Status**		**Request ID**
Justification	LOA Fall/Spring			**Request Date**

Processing Messages

Request History

Employee Information

Empl ID 6001019930 🔍 | Hernandez, Sam

	Select	Empl RCD	Expected Return	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1	☑	0	05/31/2019 📅	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit
2	☐	1		Secondary	SAN	Active	Active	04/01/2018	Rehire	Rehire - Same Institution
3	☐	2		Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change

Leave Information

*Begin Date	09/01/2018 📅
*Leave Action	
*Leave Reason	
LOA % Time	
	☐ All Time and Leave Entered

Enter the **Begin Date** of the employee's leave

Leave Information	
*Begin Date	09/01/2018 📅
*Leave Action	⌄
*Leave Reason	⌄
LOA % Time	⌄
	☐ All Time and Leave Entered

Select the Leave Reason:
Paid LOA
Unpaid LOA

▶ Attachments

▶ Comments

▶ Contact Information

Save   Submit   Approve   Deny   CallBack   Sendback   Cancel   Copy...

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

▸ Attachments

▸ Comments

▸ Contact Information

Save   Submit   Approve   Deny   CallBack   Sendback   Cancel   Copy

Leave Information

*Begin Date   09/01/2018 📅

*Leave Action   Unpaid LOA ⌄

*Leave Reason   Academic ⌄

LOA % Time   100% ⌄

☐ All Time and Leave Entered

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

▸ Attachments

▸ Comments

▸ Contact Information

Save   Submit   Approve   Deny   CallBack   Sendback   Cancel   Copy...

Leave Information

*Begin Date 09/01/2018

*Leave Action Unpaid LOA

*Leave Reason Academic

LOA % Time 100%

☐ All Time and Leave Entered

▶ Attachments

▶ Comments

▶ Contact Information

Save the document

| Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy... |

Leave Information

*Begin Date 09/01/2018

*Leave Action Unpaid LOA

*Leave Reason Academic

LOA % Time 100%

☐ All Time and Leave Entered

Add LOA

Attachments

	Type	Note	Attached File	Attach Date/Time	By	
1						

Add/Delete

▶ **Comments**

▶ **Contact Information**

Save   Submit   Approve   Deny   CallBack   Sendback   Cancel   Copy...

Leave Information

*Begin Date 06/01/2018 📅

Leave Reason Paid LOA ▼

*Leave Reason Academic Developmental ▼

LOA % Time 100% ▼

☑ All Time and Leave Entered

Submit form

▼ **Comments**   Find First ◀ 1 of 1 ▶ Last

Add/Edit

Comment By   DateTime

▶ **Contact Information**

Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy...