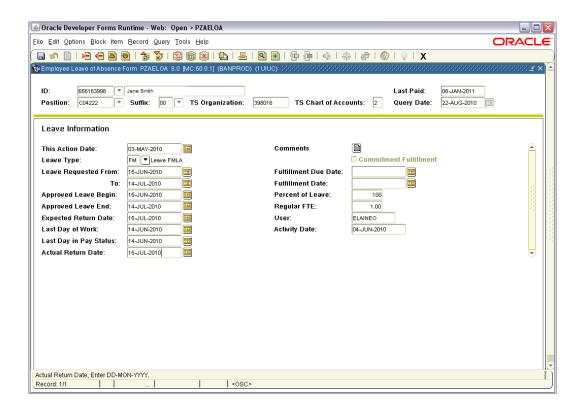
Completing PZAELOA for Partial-Paid or Unpaid Leaves



- **1.** Enter the employee's ID number in the **ID** field. If necessary enter the Position and Suffix numbers.
- Click the Next Block button to advance to the Leave Information block.
- The current date is entered in the This Action Date field by default. This Action Date field can be overwritten if necessary.
- Double click in the Leave Type field and select the appropriate leave type or click the down arrow button. Select Leave Type FM – Leave FMLA.
- 5. In the Leave Requested From field enter the requested leave begin date. By default, the current date is entered. The Leave Requested From date field can be overwritten if necessary.
- In the Leave Requested To field enter the requested leave end date.
- 7. In the Approved Leave Begin field enter the date on which the leave begins without pay.
- **8.** In the **Approved Leave End** field enter the date on which leave is approved to end.

- 9. In the Expected Return Date field type the expected return date. This date can be derived from the FMLA/UFML/VESSA Usage Report. Generally this is a projected date.
- 10. In the Last Day of Work field type the employee's last work date in the job. This is the employee's last day of physical work. This is either one day prior to the end date or when the allotted hours have expired.
- 11. In the Last Day in Pay Status field type the last day that the employee will be or was paid for this job. This is the last day for which the employee used vacation or sick leave.
- **12.** In the **Actual Return Date** field type the first date the employee is physically back to work.
- Click in the Percent of Leave field and enter the percentage of time employee will be on leave (100%).
- 14. The Regular FTE field is the employee's current FTE as shown in NBAJOBS.
- 15. Save the record.