

# Banner Process for Placing Employee on VESSA Leave

Oracle Developer Forms Runtime - Web: Open > PZAELOA

File Edit Options Block Item Record Query Tools Help

Employee Leave of Absence Form PZAELOA 8.0 [MC:50.0.1] (BANPROD) (1UIUC)

ID: 656163998 Jane Smith Last Paid: 08-JAN-2011  
 Position: C04222 Suffix: 00 TS Organization: 398016 TS Chart of Accounts: 2 Query Date: 22-AUG-2010

**Leave Information**

This Action Date: 03-MAY-2010  
 Leave Type: VS Leave VESSA  
 Leave Requested From: 15-JUN-2010 To: 14-JUL-2010  
 Approved Leave Begin: 15-JUN-2010 Approved Leave End: 14-JUL-2010  
 Expected Return Date: 15-JUL-2010  
 Last Day of Work: 14-JUN-2010  
 Last Day in Pay Status: 14-JUN-2010  
 Actual Return Date: 15-JUL-2010

**Comments**

Commitment Fulfillment

Fulfillment Due Date:  
 Fulfillment Date:  
 Percent of Leave: 100  
 Regular FTE: 1.00  
 User: ELAINEO  
 Activity Date: 04-JUN-2010

Actual Return Date; Enter DD-MON-YYYY.  
 Record: 1/1 <OSC>

1. Enter the employee's ID number in the **ID** field. If necessary enter the Position and Suffix numbers.
2. Click the **Next Block** button to advance to the **Leave Information** block.
3. The current date is entered in the **This Action Date** field by default. **This Action Date** field can be overwritten if necessary.
4. Double click in the **Leave Type** field and select the appropriate leave type or click the down arrow button. Select Leave Type **VS – Leave VESSA**.
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.
6. 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.
13. 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.