

Leave of Absence Tracking in Banner/HRFE – Returning from a Leave of Absence

	<i>Academic</i>		<i>Civil Service</i>	
	UNPAID	PARTIAL PAY	UNPAID	PARTIAL PAY
HRFE: Job Detail				
General Info: Leave Accrual	Checked (NO change)	Checked (NO change)	Checked (NO change)	Checked (NO change)
Job Detail Info: Job Status	Change to Active	Active (NO change)	Change to Active	Active (NO change)
Job Detail Info: FTE	NO change	NO change	NO change	NO change
Job Detail Info: Appt %	100 (NO change)	Return the Appt % to 100	100 (NO change)	100 (NO change)
Job Detail Info: Change Reason	LV002	LV002	LV002	LV002
Job Detail Info: Hours Per Pay	No Change	Adjust	NO change	NO change
Default Earnings Codes block	add any non-regular earnings codes;	Adjust Hrs/Units for regular earnings codes and any non-regular earnings codes	add any non-regular earnings codes (For Exempt Employees)	Adjust Hrs/Units for regular earnings codes and any non-regular earnings codes
Comments	Add comments related to the Return from Leave	Add comments related to the Return from Leave	Add comments related to the Return from Leave	Add comments related to the Return from Leave

Leave of Absence Tracking in Banner/HR Front End

	<i>Academic</i>		<i>Civil Service</i>	
	UNPAID	PARTIAL PAY	UNPAID	PARTIAL PAY
HRFE – General Info	NO change	NO change	Add or update Leave of Absence information (End Date, Reason and Comments)	Add or update Leave of Absence information (End Date, Reason and Comments)
PZAELOA (Vessa and UFML)	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit
PEAFMLA (ONLY used when employee is on FMLA leave)	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit	Check to ensure unit completed form; If not completed, notify appropriate unit