

Leave of Absence Tracking in HR Front End– Starting 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	Leave Without Pay With Benefits	Active (NO change)	Leave Without Pay With Benefits IF seniority should accrue Leave Without Pay Without Benefits IF seniority should NOT accrue	Active (NO change)
Job Detail Info: FTE	NO change	NO change	NO change	NO change
Job Detail Info: Appt %	100 (NO change)	Adjust to reflect % of time working on the job	100 (NO change)	100 (NO change)
Job Detail Info: Change Reason	LV001	LV001	LV001	LV001
Job Detail Info: Hours Per Pay	No Change	Adjust	NO change	NO change
Default Earnings Codes block	add an End Date for any non-regular earnings codes .	Adjust Hrs/Units for regular earnings codes and add an End Date for any non-regular earnings codes .	add an End Date for any non-regular earnings codes (For Exempt Employees)	Adjust Hour/Units for Regular Earning Codes and Add an End Date for Non-Regular Earnings Codes (For Exempt Employees)
Comments	Add Comments related to the Leave	Add Comments related to the Leave	Add Comments related to the Leave	Add Comments related to the Leave

Leave of Absence Tracking in Banner/HR Front End

	<i>Academic</i>		<i>Civil Service</i>	
	UNPAID	PARTIAL PAY	UNPAID	PARTIAL PAY
HR Front End: EMPL DATA	NO change	NO change	Add or update Leave of Absence information (Begin Date, Reason and Comments)	Add or update Leave of Absence information (Begin 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