



**LOA – GENERAL**

**Change Record:**

Creation Date: 12/11/13	Created by: s. crittenden
Changes:	<ul style="list-style-type: none"> <li>• All references to OSP have been changed to OSHR</li> <li>• All references to Office of State Personnel have been changed to Office of State <b>Human Resources</b></li> </ul>

**Trigger:**

There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

**Business Process Procedure Overview:**

Leave of Absence – used when an employee is out of work on paid or unpaid leave.

**General Reasons:**

- 01 - FMLA - employee is out for a reason that qualifies for FMLA.
- 06 - Parental (not FMLA) - employee is not eligible for FMLA.
- 07 - Family Illness Leave - employee is out due to having to take care of immediate family members and the employee chooses to not use FMLA.
- 08 - Extended Illness - employee illness that is not covered by FMLA or short term disability.
- 18 – Education - employee is on leave to go back to school.
- 23 – Other – no other reason is applicable.
- 24 - Emergency Layoff - may be used for the following:
  - o Public Health officials quarantine an employee, or
  - o Public Health officials and the agency authority concur that the employee should be excluded from work.
- 32 – Long-Term Disability (Leave) - Employee has completed short-term disability and is approved for long-term disability (LTD) but the employee needs/chooses to exhaust any unused vacation/bonus and/or sick leave prior to separation for LTD.

**Workers’ Compensation Reasons:** *(See LOA Workers’ Compensation BPP)*

- 12 - WC 7 day waiting period - employee waiting period before workers’ compensation begins payment.
- 13 - WC Leave of Absence w/supplement - employee is placed on this WC on 8th day of workers’ comp and is exhausting eligible sick or vacation/bonus leave hours during WC leave. (See OSHR schedule for eligible hours.)
- 14 - WC Leave of Absence - employee is placed on Workers’ Compensation.
- 15 - WC LEO Continuation Pay - employee is a law enforcement officer being placed on Workers’ Compensation with Continuation Pay up to 2 years.
- 16 - WC Non Sworn Officer Continuation Pay - employee is a non sworn officer being placed on Workers’ Compensation with Continuation Pay up to 2 years. (See GS 143-166-13 for details.)
- 17 - Injury Leave - employee is injured by a direct and deliberate act of an offender/inmate supervised by Department of Correction, or an employee (teacher) in any educational institution supported by and under the control of the State. (See GS 115C-338 for details.)

**Short-Term Disability Reasons:** *(See LOA Short-Term Disability BPP)*

- 19 - Short-Term Disability 60 day waiting period – to track waiting period regardless if paid or unpaid
- 26 - Short-Term Disability (Leave) - employee is using leave during short-term disability.
- 22 - Short-Term Disability (Lump sum) – employee is paid out for leave in one payment.
- 20 - Short-Term Disability Regular – employee is placed on this reason on the 61<sup>st</sup> day if not using leave.
- 21 - Short-Term Disability Extended – employee is extended beyond 12 months.

**Military Reasons:** *(See LOA Military BPP)*

- 10 - Reserve Active Duty (leave) - employee is exhausting vacation, bonus or comp time prior to RAD 30 day leave.
- 11 - Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30 day leave.
- 09 - Reserve Active Duty (30 days) - employee is placed on RAD 30 days with Active Duty orders (30 calendar days of full pay)
- 25 - Reserve Active Duty - employee is placed on RAD Active Duty on 31st day.
- 27 – Extended Military - Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty.
- 28 - Military Care Giver - Employee is out for a reason that qualifies for Military Care Giver leave.
- 29 - Military Training - Employee is out for involuntary active/inactive duty training.
- 30 - Civil Air Patrol - Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Crime Control and Public Safety.
- 31 - State Defense Militia Duty - Employee has been ordered or called out by the Governor for a special activity or State duty mission.

**Benefits** *(Employee is not using approved leave.)*

Agency Specific Benefits

- Each agency is responsible for administering these plans according to their agency process.

NC Flex Plans

- Will terminate in the OSC HR/Payroll system.
- Will end the last day of the month premiums were paid.
- Employees can continue these benefits plans while on LOA by paying the NC Flex vendors directly.
- Premiums will not be deducted from WC or STD payments.

State Health Plan

- Employer contribution will continue as long as the employee is on FMLA, WC or STD (with more than 5 years of contributing service in the Retirement System).
- Employees on LOA's listed above are responsible for sending any dependent premiums and/or any employee only costs (80/20 plan) to BEST Shared Services. If premiums for EE only coverage are not received each month, their coverage will be reduced to the 70/30 Plan. Their next opportunity for any changes will be at the next Annual Enrollment.
- Premium payments can be deducted from STD payments only.
- Employees on LOA that requires them to pay full cost for their health insurance coverage must send premiums to BEST Shared Services. If premiums are not received their health insurance coverage will be terminated.

### LOA Checklist

- PA20 Display
  - IT0000 - Actions
    - View employee’s Action history to ensure correct action is being entered and former actions have been entered appropriately.
    - Verify eligibility for requested leave
- CATS\_DA – verify that time has been entered, released and approved. Also, verify last day worked (9500 - Time Worked).
- PT50 to ensure that employee has enough leave, if requesting to exhaust leave.
- Communicate with the Benefits Representative
- Benefits – setup procedures for payment continuation or termination of benefits.

### Tips and Tricks:

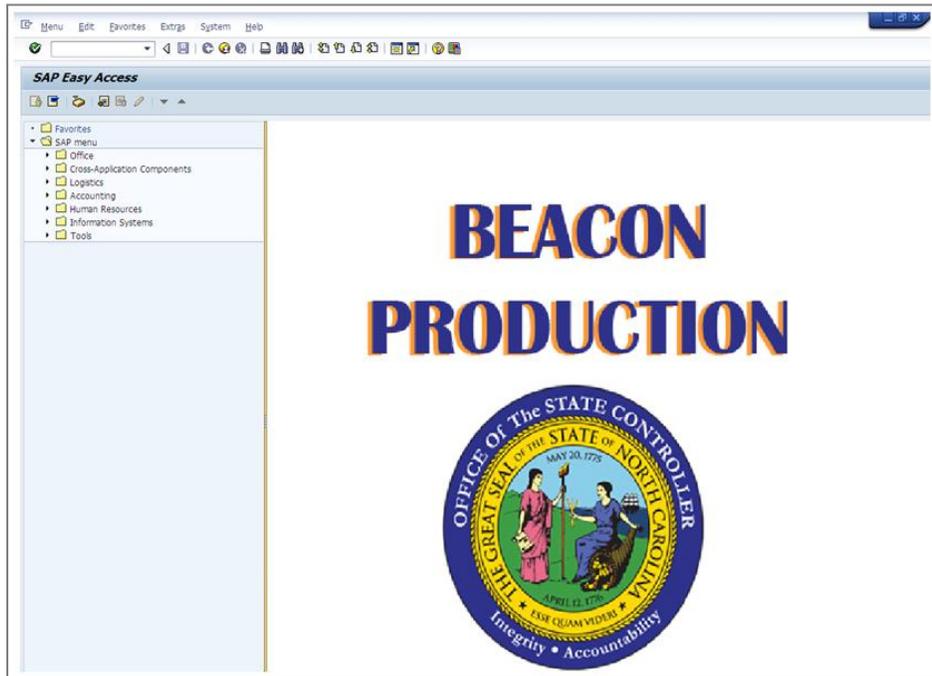
- Employee is active in the system.
- Time, Benefits, Payroll, State Service and longevity are dependent on entries made for action, reason and infotypes.
- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2
- Employee should make no time entries while on LOA.
- Time Type 9500 (time worked) shouldn’t be used while employee is on LOA.
- It is very important for HR to enter the LOA Action before the Time/Leave Administrator enters the event into the FMLA Workbench. The LOA Action is not automatically connected to the FMLA Workbench; therefore, HR should coordinate with the Time/Leave Administrator when an LOA Action is entered.

See the **PA Tips and Tricks Job Aid** for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids.*

### Access Transaction:

<b>Via Menu Path:</b>	Your menu path may contain this custom transaction code depending on your security roles.
<b>Via Transaction Code:</b>	ZPAA076; SBWP; PA40

## PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.  <b>Example:</b> ZPAA076

2. Click the **Enter**  button.

 **Information**

You may want to enter this transaction code in your Favorites folder.

- Choose Favorites > Insert Favorites
- Type in ZPAA076
- Click Enter.

To see the transaction code displayed in front of the link in your favorites:

- Choose Edit > Settings
- Place a check next to Display Technical Name
- Click Enter

**Employee Action Request**

Existing PCR No.

Personnel No.  Johnny Sears

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Leave of Absence (NC)

Reason  FMLA

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 80000123
Effective on	The date the action will be effective on.	Enter value in Effective on.  <b>Example:</b> 07/11/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type.  <b>Example:</b> Z3
Reason	Reason for the action, such as FMLA	Enter value in Reason.  <b>Example:</b> 01

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** You only enter the SSN and name for New Hires.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

4. Click the **Enter**  button.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

Existing PCR No.	<input type="text" value=""/>	
Personnel No.	80000123	Johnny Sears
Last 4 digits (SSN)	<input type="text" value=""/>	First <input type="text" value=""/> Last <input type="text" value=""/>
Effective on	07/11/2011	
Action Type	Z3	Leave of Absence (NC)
Reason	01	FMLA

5. Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

### Employee Action Request

Initiate WF

PCR Number:

Personnel Number: 80000123 Johnny Sears Action: 23 Leave of Absence (NC)

Last 4 digits(SSN):  Reason: 01 FMLA

Effective on: 07/11/2011 Chng:  St:

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010129 CR CDS Capital Projects U	Org. Unit	20010129 CR CDS Capital Projects U
Job	30004440 Facility Planner III	Job	30004440 Facility Planner III
EE Position	60083276 Facility Planner III	EE Position	60083276 Facility Planner III

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR74 Level GR	Pay Scale Group	GR74 Level GR
Annual Salary	43,485.00 Hrly Sal 0.00	Annual Salary	43485 Hourly Salary <input type="text"/>
Calc Step - 0	<input type="text"/>	Calc Step - 0	0.00 <input type="text"/>
Min	44,670.00	Min	<input type="text"/>
Max	73,833.00	Max	<input type="text"/>
		Next Inc Date	<input type="text"/>

**Dates**

Last day worked:

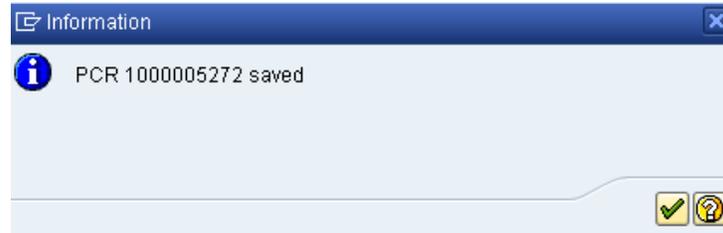
6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary <b>Example:</b> 43,485

Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action but you must enter the salary on the PCR.

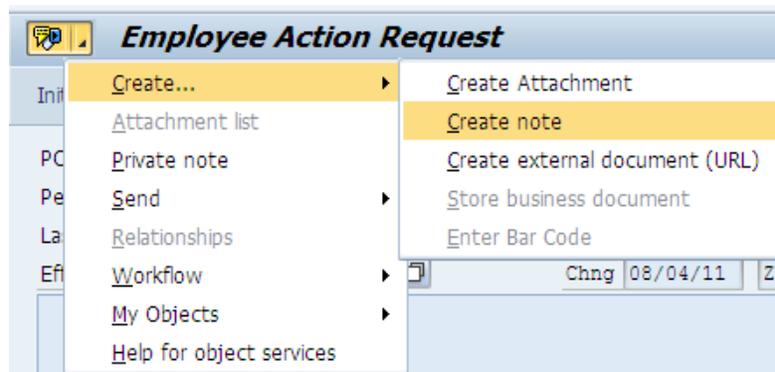
- Click the **Enter**  button.
- Click the **Save (Ctrl+S)**  button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Enter**  button.

You may save this information as many times as you like, each time you will receive a confirmation of the Save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



10. Click the **Services for Objects**  button.
11. Click **Create... >> Create note** from the drop-down list on the menu.

You may enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

Follow the OSHR or agency-specific guidelines on notes and attachments to be added.

The screenshot shows a window titled "Create note". At the top, there is a text box labeled "Title of note" containing the text "Leave of Absence". Below this is a larger text area with the instruction "Enter information as appropriate to support the Leave of Absence action for this individual." At the bottom right of the window, there are two buttons: a green checkmark icon (OK) and a red X icon (Cancel).

12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. <b>Example:</b> Leave of Absence
Long text	An open text field	Enter value in long text. <b>Example:</b> appropriate information

13. Click the **(Enter)**  button.

**Employee Action Request**

Initiate WF

PCR Number: 1000005272  
 Personnel Number: 80000123 Johnny Sears  
 Last 4 digits(SSN): [ ] [ ] [ ] [ ]  
 Effective on: 07/11/2011 Chng: 07/18/11 ZWFINOMPA031 St: D Created

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010129 CR CDS Capital Projects U	Org. Unit	20010129 CR CDS Capital Projects U
Job	30004440 Facility Planner III	Job	30004440 Facility Planner III
EE Position	60083276 Facility Planner III	EE Position	60083276 Facility Planner III

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR74 Level GR	Pay Scale Group	GR74 Level GR
Annual Salary	43,485.00 Hrlly Sal 0.00	Annual Salary	43,485.00 Hourly Salary [ ]
Calc Step - 0	[ ]	Calc Step - 0	[ ] 0.00 [ ]
Min	44,670.00	Min	44,670.00
Max	73,833.00	Max	73,833.00 Next Inc Date [ ]

**Dates**

Last day worked [ ]

- Click the **Enter**  button.
- Click the **Save (Ctrl+S)**  button.
- Click the **Initiate WF**  button.

Select the Initiate Workflow button to send the Leave of Absence Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



- Click the **(Enter)**  button.

**NOTE:** To view the PCR, including notes and/or attachments, see the *Display PCR Job Aid* located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids*.

17. Click the **Back (F3)**  button.
18. The Initiate Leave of Absence Action is complete.

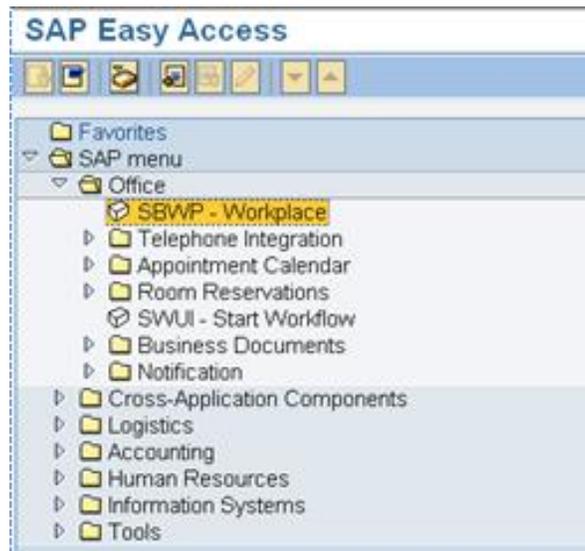
After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

### Instructions for Completing The Action

**Access Transaction:**

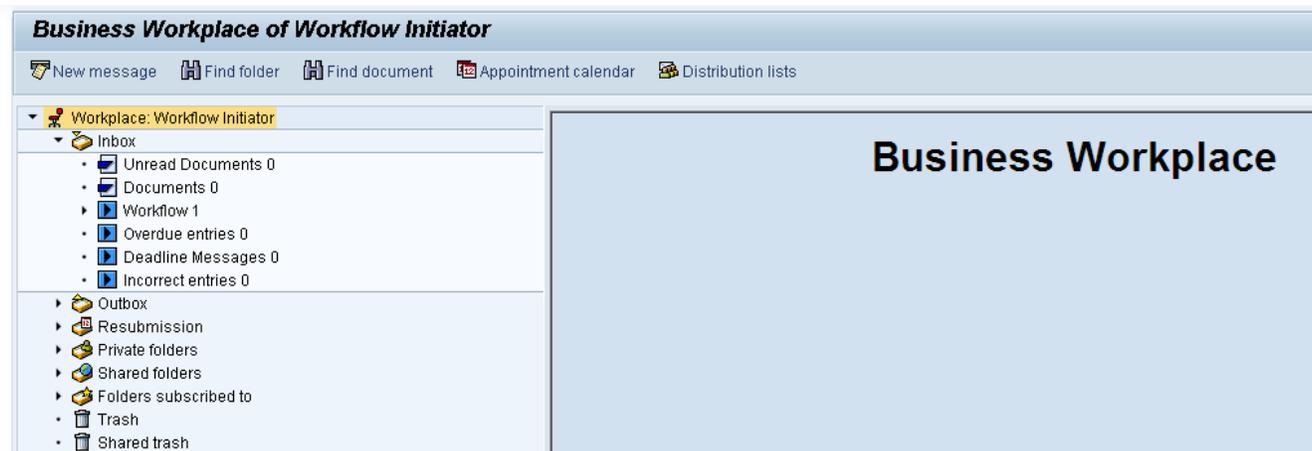
<b>Via Menu Path:</b>	Office >> SBWP – Workplace
<b>Via Transaction Code:</b>	SBWP, PA40

## PROCEDURE



19. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have already initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.



20. Select **Inbox >> Workflow**.
21. You can process using step 22 or step 23.

**Business Workplace of Workflow Initiator**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Workflow Initiator

- Inbox
  - Unread Documents 0
  - Documents 0
  - Workflow 1
    - Grouped according to content
      - Grouped according to content type
      - Grouped according to sort key
      - Grouped according to task
    - Overdue entries 0
    - Deadline Messages 0
    - Incorrect entries 0
  - Outbox
  - Resubmission
  - Private folders
  - Shared folders
  - Folders subscribed to
  - Trash
  - Shared trash

**Workflow 1**

Ex	Title	Status	Creation Da...	Creation ... P	Att...	Co...	W...
	4601 Create PA Action - Leave of Absence (NC) for Johnny Sears - PCR: 1000005272		07/18/2011	08:11:49	5		

Tips & tricks: Replace work item...

**4601 Create PA Action - Leave of Absence (NC) for Johnny Sears - PCR: 1000005272**

**Description**  
PCR Initiator,  
Please complete all data for the new personnel action for Employee Johnny Sears ~ Personnel #80000123 based on the attached request.  
\* Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until

**Objects and attachments**

- PA\_PCR\_Johnny\_Sears\_PCR\_1000005272
- PCR\_List\_Workflow\_Tracker

22. Select the PCR **4601 Create PA Action - Leave of Absence (NC) for Johnny Sears - PCR: 1000005272** row. Double-click on the row.
23. Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCR's are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You may view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Leave of Absence action will be launched.

Personnel Actions

Object manager scenario: EMPLOYEE

- Person
  - Collective search help
  - Search Term
  - Free search

Personnel no. 80000123  
 Name Johnny Sears  
 EEGroup A SPA Employees PersA 4601 Cultural Resources  
 EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOUR...  
 From 07/11/2011

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			

24. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. <b>Example:</b> 07/11/2011

25. Highlight **Leave of Absence (NC)** action type.

26. Click the **Execute (F8)**  button.

The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.

### Copy Actions (0000)

Execute info group Change info group

Pers.No. 80000123  
Name Johnny Sears  
EEGroup A SPA Employees PersA 4601 Cultural Resources  
EESubgroup A1 FT N-FLSAOT Perm  
Start 07/11/2011 to 12/31/9999

**Personnel action**  
Action Type Z3 Leave of Absence (NC)  
Reason for Action 01 FMLA

**Status**  
Customer-specific  
Employment 3 Active  
Special payment 1 Standard wage type

**Organizational assignment**  
Position 60083276 Facility Planner III  
Personnel area 4601 Cultural Resources  
Employee group A SPA Employees  
Employee subgroup A1 FT N-FLSAOT Perm

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

27. Click the **Enter** button.

Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.

Notice at the top of this screen the title includes the word “Copy”. This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time

Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.

Best practice is to review all data, and click Enter to allow the system to validate the data.



28. Click **Edit, >> Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.

 <b>CRITICAL!</b>	Don't forget to enter your comments. Remember you can cut and paste from the PCR.
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29. Click the **Enter**  button.

30. Click the **Save (Ctrl+S)**  button.

### Create Organizational Assignment (0001)

Org Structure

Personnel No 80000123 Name Johnny Sears  
EEGroup A SPA Employees PersA 4601 Cultural Resources  
EESubgroup A1 FT N-FLSAOT Perm Statu Active  
Start 07/11/2011 to 12/31/9999

Enterprise structure

CoCode NC01 STATE OF NC  
Pers.area 4601 Cultural Resources Subarea NC01 7day Norm  
Cost Ctr 4699999999 CULTURE RESOU... Bus. Area 4600 Cultural Resources  
Fund 469999999 CULTURE- SUSP...  
Func. Area 6000000000000001 General Government

Personnel structure

EE group A SPA Employees Payr.area 01 NC Monthly  
EE subgroup A1 FT N-FLSAOT Perm Contract

Organizational plan

Percentage 100.00 Assignment  
Position 60083276 101000001048  
Facility Planner III  
Job key 30004440 Fac Plnr  
Facility Planner III  
Org. Unit 20010129 48010101048  
CR CDS Capital Proj...  
Org.key 460146999999999

31. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

 **CRITICAL!** If the contract field is completed on the previous IT0001, it will copy to the new IT0001.

32. Click the **Save (Ctrl+S)**  button.

33. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type <b>Example:</b> Est Leave Run Out
Date of Task	Date on which the task occurs	Enter value in Date of Task. <b>Example:</b> 08/29/2011
Comment	Additional information about an item	Enter value in Comment. <b>Example:</b> Check with the Supervisor/Employee on this return status

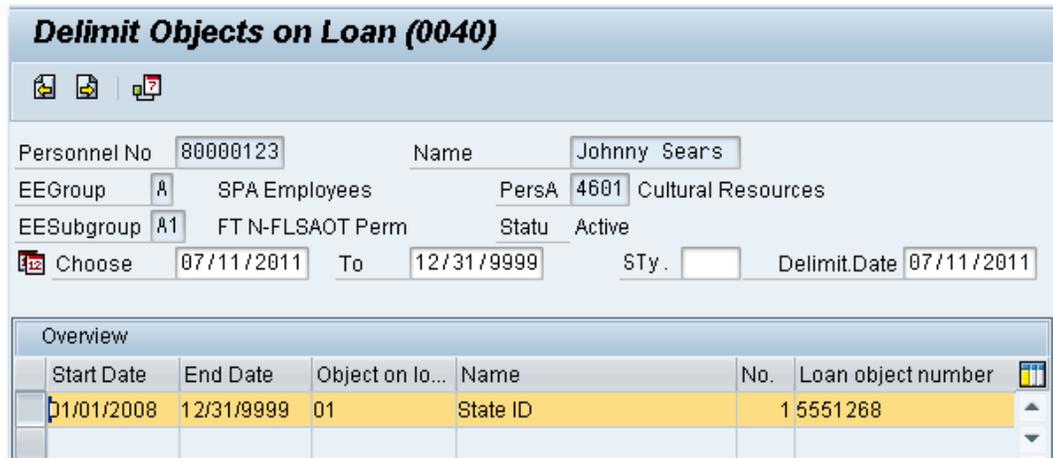
**NOTE:** You may need to create additional IT0019's via PA30. You can run either the Date Monitoring report S\_PH0\_48000450 or BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only)

Monitoring of Tasks			
Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat
New task	9/7/2007	8/7/2007	Military

34. Click the **Enter**  button.

35. Click the **Save (Ctrl+S)**  button.



Start Date	End Date	Object on lo...	Name	No.	Loan object number
01/01/2008	12/31/9999	01	State ID	1	5551268

36. Highlight and click the **01/01/2008** row.

37. Click the **Delimit (Shift+F1)**  button

Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

**Copy Planned Working Time (0007)**

Work schedule

Personnel No 80000123 Name Johnny Sears

EGroup A SPA Employees PersA 4601 Cultural Resources

ESubgroup A1 FT N-FLSAOT Perm Statu Active

Start 07/11/2011 To 12/31/9999

Work schedule rule

Work schedule rule D01N08GN MTWHF-8,SaS-O

Time Mgmt status 1 1 - Positive Time Recording

Working week 07 Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent 100.00

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays

38. Update the following fields:

Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled work days and scheduled non-work days.	Enter Work schedule rule  <b>Example:</b> D01N08GN
Time Mgmt status	Used in Time Evaluation processing	Enter value  <b>Example:</b> Positive Time Recording

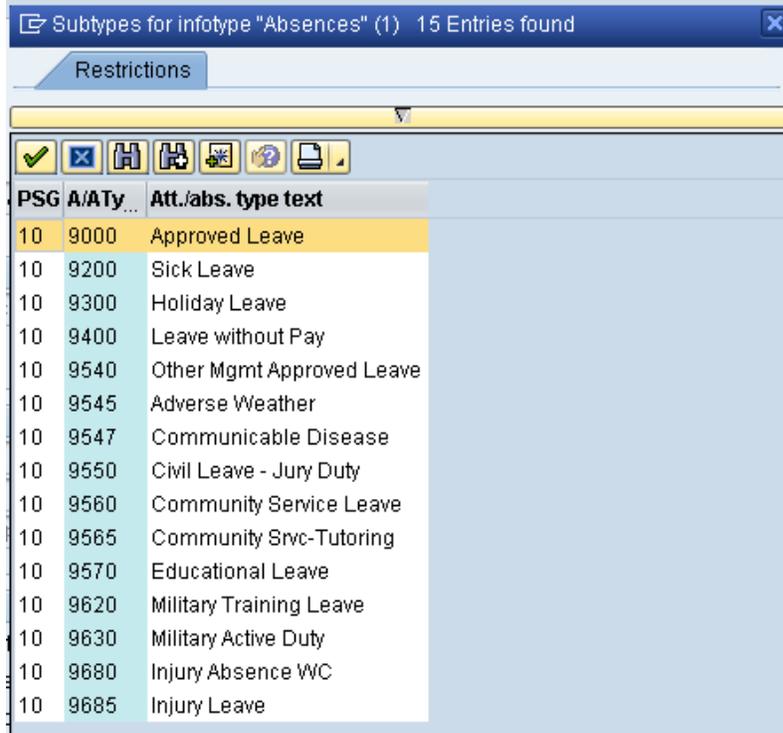
All full-time employees **must** be on a 5 -day 8-hour per day work schedule. The easiest way to accomplish this is to use **D01N08GN**. **All employees, whether full-time or part-time, must be positive time recording.**

For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28 day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1<sup>st</sup> day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

39. Click the **Enter**  button.

40. Click the **Save (Ctrl+S)**  button.



41. Select the **Sick Leave** code in the list box.

42. Click the **Enter**  button.

Choose the applicable leave type to indicate if the employee is to receive pay and if so from which type. Another option is to indicate that the employee is not to accrue leave or longevity while on unpaid leave. The codes are selected as follows:

- If the employee has requested to exhaust leave while on LOA, select the appropriate leave type from the list. by double-clicking on the line or clicking on the line and choosing Continue. If employee is exhausting multiple types of leave, create additional IT2001 record using PA30.
- If the employee is not exhausting leave and code 9400 (LWOP) is not applicable, click the X to close.

**Create Absences (2001)**

Personal work schedule | Activity allocation | Cost assignment | Ext...

Personnel No: 80000123 | Name: Johnny Sears  
 EE group: A SPA Employees | Personnel ar: 4601 | Cultural Resources  
 WS rule: D01N08GN MTWHF-8,SaS-O | Status: Active  
 Start: 07/11/2011 | To: 07/15/2011

**Absence**

Absence type: 9200 Sick Leave  
 Time: -  Prev.day  
 Absence hours: 40.00  Full-day  
 Absence days: 5.00  
 Calendar days: 5.00  
 Quota Used: 40.00 Hours

**Advance payment**

Off-cycle reason:   
 Payment date:   
 Payroll Identifier:   
 Payroll type:

43. Update the following field:

Field Name	Description	Values
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 (LWOP) if unpaid leave).	Enter Date Value <b>Example:</b> 07/15/2011

The Absences infotype only displays if you selected a leave type from the subtype for Absences pop-up.

The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. If the employee should not accrue leave or longevity while on unpaid leave, enter Time Code 9400 (LWOP) in IT2001 (see State policy regarding accrual and longevity exceptions for Workers' Comp, law enforcement and military leave). Once you enter the date and press Enter, the system will automatically calculate the number of absence hours and days. These numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype:

- The "start date" should automatically pre-populate based on the effective date of the LOA Action.
- Enter the "to date" to reflect the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave). Never enter 12/31/9999 as the "to date".



**Information** **Using leave accrued while out on leave:** If an employee wants to use the time that was accrued while he or she was out on paid leave, you will have to create a new IT2001 via PA30 in order to enter the new leave time.

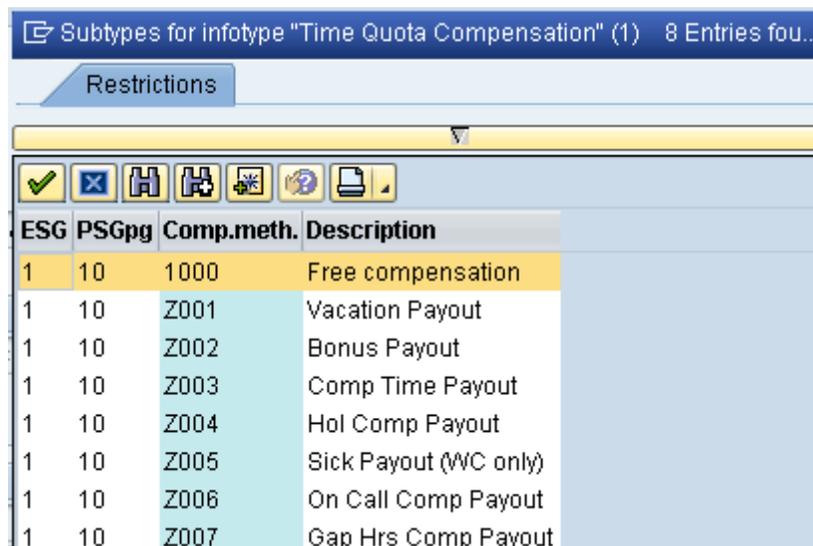
**NOTE:** An agency can make an agency-wide (not individual user) decision that LOA leave can either be entered on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the OSC HR/Payroll system is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**

*Absences (2001) Example with Holidays – see PA420 Leave of Absence Student Guide*



**Information** **Best Business Practice:** Create IT2001 to exhaust leave on a monthly basis rather than the entire LOA period.

- 44. Click the **Enter**  button.
- 45. Click the **Save (Ctrl+S)**  button.
- 46. Select the **Vacation Payout** code in the list box.



ESG	PSGpg	Comp.meth.	Description
1	10	1000	Free compensation
1	10	Z001	Vacation Payout
1	10	Z002	Bonus Payout
1	10	Z003	Comp Time Payout
1	10	Z004	Hol Comp Payout
1	10	Z005	Sick Payout (WC only)
1	10	Z006	On Call Comp Payout
1	10	Z007	Gap Hrs Comp Payout

- 47. Click the **Enter**  button.

Choose the appropriate type of leave to be paid out.

**NOTE:** An employee can only request a lump sum (one time) payment of leave during a Military LOA or Short-Term Disability LOA. Select the applicable leave type if the employee has requested a lump sum (one time) payment of leave instead of receiving it via regular pay disbursement. The employee cannot request leave both via regular pay disbursement (entered by HR on IT2001) and lump sum payment at the same time.

**Create Time Quota Compensation (0416)**

Compensate

Personnel No: 80000123 Name: Johnny Sears  
 EE group: A SPA Employees Personnel ar: 4601 Cultural Resources  
 WS rule: D01N086N MTWHF-8,SaS-O Status: Active  
 Start: 07/11/2011  
 Comp. method: Z001 Vacation Payout

**Compensation specifications**

Time quota type: 10 Vacation Leave  
 Compensation rule: 000  
 No. to compensate:

**Absence quotas**

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount
22	Holiday Comp Time	88.00000	Hours	0.00000	88.00000		0.00
40	Holiday Leave	8.00000	Hours	0.00000	8.00000		0.00
40	Holiday Leave	8.00000	Hours	0.00000	8.00000		0.00
40	Holiday Leave	8.00000	Hours	0.00000	8.00000		0.00
40	Holiday Leave	8.00000	Hours	0.00000	8.00000		0.00
40	Holiday Leave	8.00000	Hours	0.00000	8.00000		0.00
40	Holiday Leave	24.00000	Hours	0.00000	16.00000		0.00
65	Community Service Lea...	24.00000	Hours	0.00000	24.00000		0.00
65	Community Service Lea...	24.00000	Hours	0.00000	24.00000		0.00
65	Community Service Lea...	24.00000	Hours	0.00000	24.00000		0.00
65	Community Service Lea...	24.00000	Hours	0.00000	24.00000		0.00

48. Update the following field:

Field Name	Description	Values
No. to compensate	The number of hours to compensate.	Enter Value in No. to compensate  <b>Example:</b> 88

49. Click the **Enter**  button.

The system will show you the number of hours per quota type available for compensation. Enter the total number of hours to be paid out for the quota type chosen here.

**NOTES**

Do not change the effective date as you do in the Separation Action. Time evaluation is run nightly, so the balances should be current each day.

The balances are current based on the time the Time Administrator or Supervisor has approved.

If the employee has indicated a request for lump sum payment and has more than one type to be paid, you must use PA30 after you complete the LOA Action to select and enter the additional subtypes for IT0416.

  
**CRITICAL!**

It is critical to ensure that all time has been entered, released, approved and that time evaluation has run before entering the LOA Action.

50. Click the **Save (Ctrl+S)**  button.

If the balances are not to payout, skip infotype by:

51. Click the **Next record (Shift+F7)**  button.

If the balances are not ready to payout, skip and create by using transaction code PA30.

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

Personnel Actions

Object manager scenario: EMPLOYEE

- Person
  - Collective search help
  - Search Term
  - Free search

Personnel no. 80000123

Name Johnny Sears

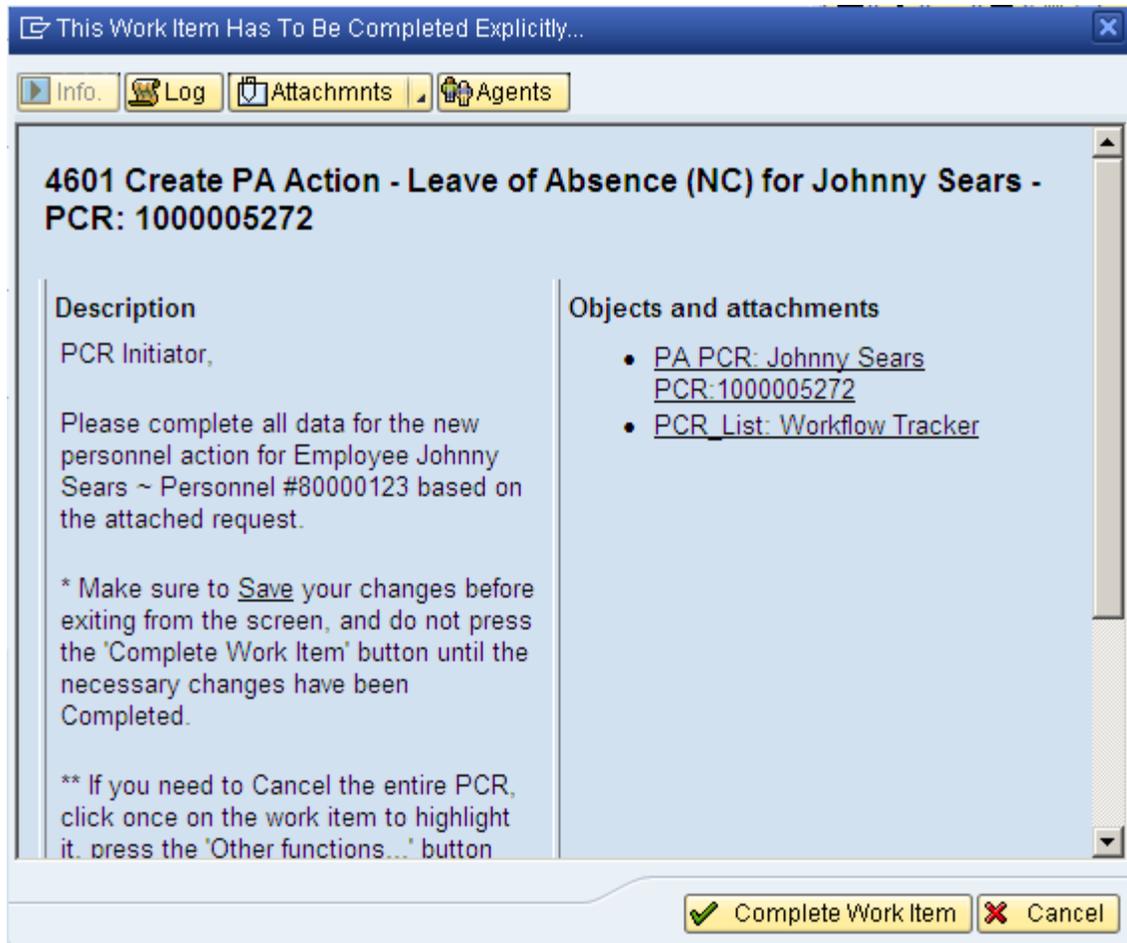
EEGroup A SPA Employees PersA 4601 Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOUR...

From 07/11/2011

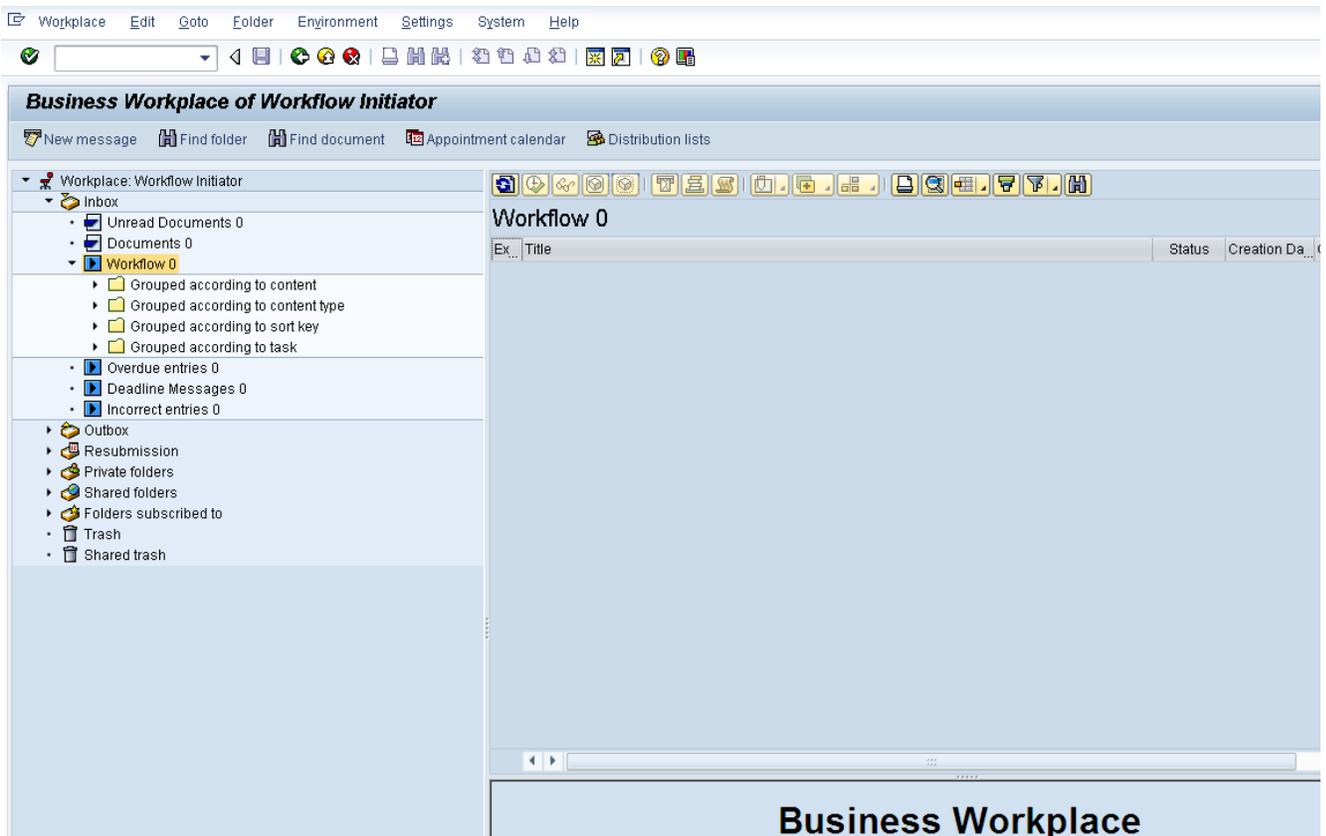
Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
Salary Adjustment (NC)			
Cancel Salary Adjustment(NC)			
Range Revision (NC)			
SeparationPayContinuation(NC)			
Separation (NC)			
Career Progression (NC)			
Band Revision (NC)			

52. Click the **Back (F3)**  button.



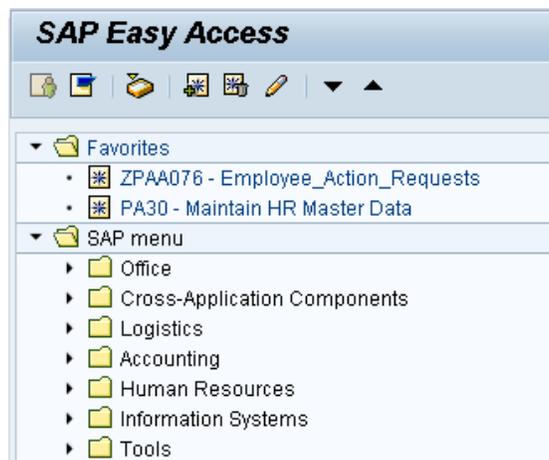
53. Click the **Complete Work Item**  button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you may complete the PCR in workflow.



54. Click the **Back (F3)**  button.

You may remain in this SAP Business Workplace and process additional PCR's, or click the Back to return to the main SAP screen.



55. The Leave of Absence Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

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## ADDITIONAL RESOURCES

Links to:

<b>Student Guides</b>	<b>PA420 – Leave of Absence</b> <ul style="list-style-type: none"><li>• <i>Training HELP website &gt; Student Guides</i></li></ul>
<b>Job Aids</b>	<b>Monitoring of Tasks</b> <ul style="list-style-type: none"><li>• <i>Training HELP website &gt; PA &gt; Job Aids</i></li></ul> <b>LOA Requirements</b> <ul style="list-style-type: none"><li>• <i>Training HELP website &gt; PA &gt; Job Aids</i></li></ul> <b>FMLA Quick Reference Guide</b> <ul style="list-style-type: none"><li>• <i>Training HELP website &gt; Time &gt; Job Aids</i></li></ul>