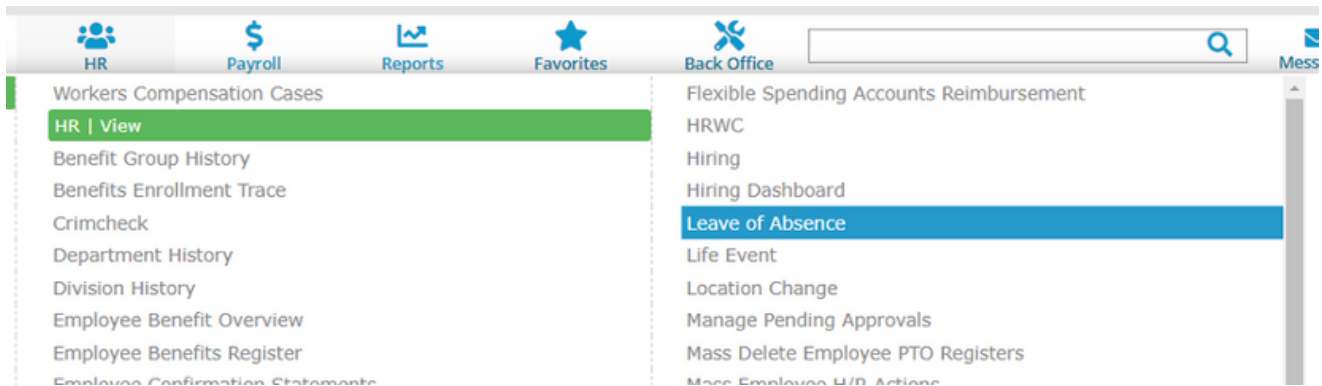


MY HR DASHBOARD- ENTERING LEAVE OF ABSENCE STATUSES

From your My HR Dashboard Home Page, Click on “HR”, then “Leave of Absence.”



Select the employee on leave, either by clicking on “Employee” and selecting them or by typing the employee’s name in the Search Bar.

A screenshot of the HR / Action / Leave of Absence form. The form has a header "HR / Action / Leave of Absence" and a sub-header "Leave of Absence". Below the sub-header is a link "Employee" and a search bar. The form contains several fields: "Current Employment Status", "Current Employment Type", "Leave Employment Status" (a dropdown menu with "--Select--" selected), "Leave Effective Date" (a date input field), "Reason Code" (a dropdown menu with "-- Select --" selected), and "Planned Return from Leave" (a date input field). At the bottom of the form are two buttons: "Save" and "Cancel".

Change the “Leave Employment Status” to “Leave of Absence”

Enter the “Leave Effective Date”

Select a “Reason Code.”

The “Planned Return from Leave” field is optional.

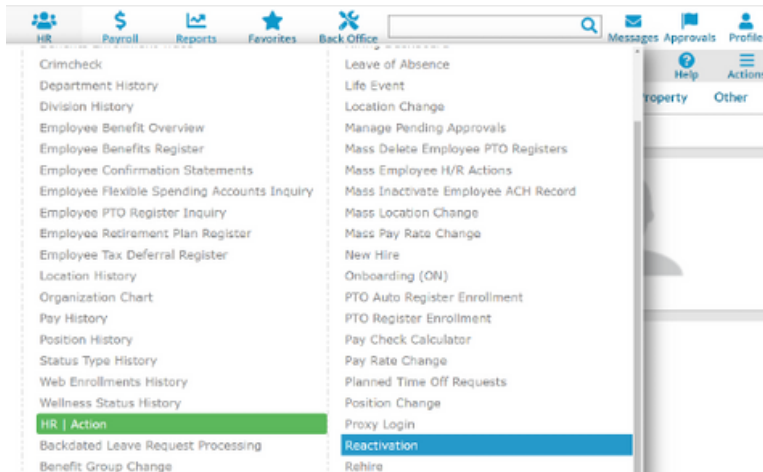
A screenshot of the HR / Action / Leave of Absence form with data entered. The form has a header "HR / Action / Leave of Absence" and a sub-header "Leave of Absence". Below the sub-header is a link "Employee" and a search bar containing the text "R33592". To the right of the search bar is a link "TEST DEMO". The form contains several fields: "Current Employment Status" (ACT), "Current Employment Type" (FT), "Leave Employment Status" (LEAVE OF ABSENCE), "Leave Effective Date" (12/01/2023), "Reason Code" (FMLA Leave), and "Planned Return from Leave" (empty). At the bottom of the form are two buttons: "Save" and "Cancel".

Click “Save” to update the employee’s record.



MY HR DASHBOARD- ENTERING REACTIVATION STATUSES

From your My HR Dashboard Home Page, Click on “HR”, then “Reactivation.”



Select the employee to be reactivated, either by clicking on “Employee” and selecting them or by typing the employee’s name in the Search Bar.

A screenshot of the HR / Action / Reactivation form. The form is empty, showing fields for Employee, Current Employment Status, Current Employment Type, Reactivated Employment Status, Reactivated Employment Type, Reactivation Date, and Reason Code. The 'Save' button is highlighted.

Change the “Reactivated Employment Status” to “ACT”.

Change the “Reactivated Employment Type” to the correct type.

Enter “Reactivation Date”

Select a “Reason Code.”

A screenshot of the HR / Action / Reactivation form with data entered. The Employee field is R33592, Current Employment Status is LOA, Current Employment Type is FT, Reactivated Employment Status is ACT, Reactivated Employment Type is FT, Reactivation Date is 12/13/2023, and Reason Code is FMLA Leave. The 'Save' button is highlighted.

NOTE: If the employee is terminated during or immediately following the leave, use the Terminating Employees How To Guide. Click “Save” to update the employee’s record.

