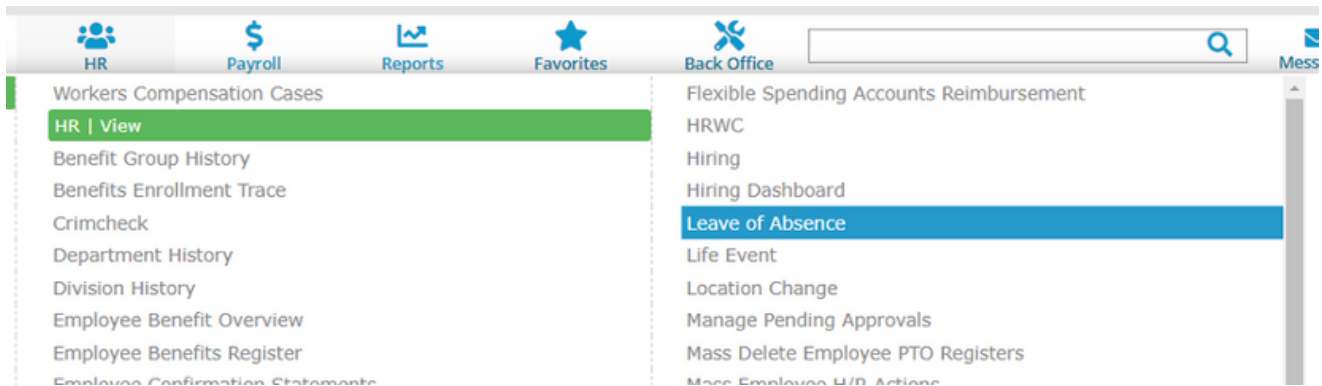# MY HR DASHBOARD-
# ENTERING LEAVE OF ABSENCE STATUSES

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.



Change the "Leave Employment Status" to "Leave of Absence"

Enter the "Leave Effective Date"

Select a "Reason Code."
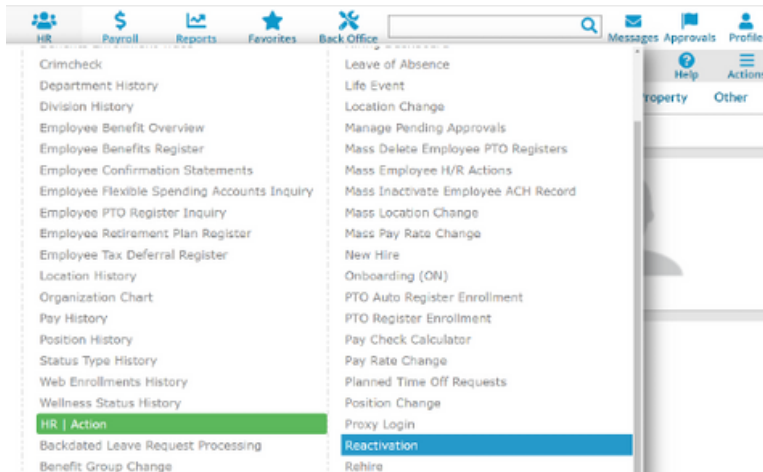
The "Planned Return from Leave" field is optional.

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.



Change the "Reactivated Employment Status" to "ACT".

Change the "Reactivated Employment Type" to the correct type.

Enter "Reactivation Date"

Select a "Reason Code."

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.