

My HR Dashboard- Entering Reactivation and Leave of Absence

- 1. My HR Dashboard Admin: https://spm.prismhr.com/spm/
- 2. Login with your Username and Password.
- 3. Under the 'My Employees' tab, select 'Reactivation'.

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Co	HR Change		Planr	ned Time Off Requests	
CU	Employee Details		Posit	ion Change	
P	Employee PTO Register		Reac	tivation	
	Job Candidates		Rehi	e	
	Job Candidates Status Codes		Statı	us Type Change	
	HR View				
	Department History				
	Division History				
	Employee Benefit Overview				

- 4. 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.
- 5. Change the 'Reactivate Employment Status' to 'ACT'.
- 6. Change the 'Reactivate Employment Type' to the correct type.
- 7. Enter 'Reactivation Date'.
- 8. 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.

Reactivation	
Employee	R33592 Q
Current Employment Status	LOA
Current Employment Type	FT
Reactivated Employment Status	ACT V
Reactivated Employment Type	FT ¥
Reactivation Date	12/13/2023
Reason Code	FMLA Leave V

Leave of Absence

- 1. My HR Dashboard Admin: https://spm.prismhr.com/spm/
- 2. Login with your Username and Password.
- 3. Under the 'My Employees' tab, select 'Leave of Absence'.

Employee Details Employee PTO Register Job Candidates Job Candidates Status Codes HR View Department History Division History Employee Benefit Overview Employee Flexible Spending Accounts Inquiry Employee PTO Register Inquiry Location History	Dianned ⁻
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Organization Chart	
Pay History	
Position History	
Status Type History	
HR Action	
Department Change	
Division Change	
Employee Termination	
niring	
Leave of Absence	
Location Change	

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

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Current Employment Type	
Leave Employment Status	Select 🗸
Leave Effective Date	
Reason Code	Select 🗸
Planned Return from Leave	

- 5. Change the 'Leave Employment Status' to 'Leave of Absence'.
- 6. Enter the 'Leave Effective Date'.
- 7. Select a 'Reason Code'.
- 8. The 'Planned Return from Leave' field is optional.
- 9. Click 'Save' to update the employee's record.