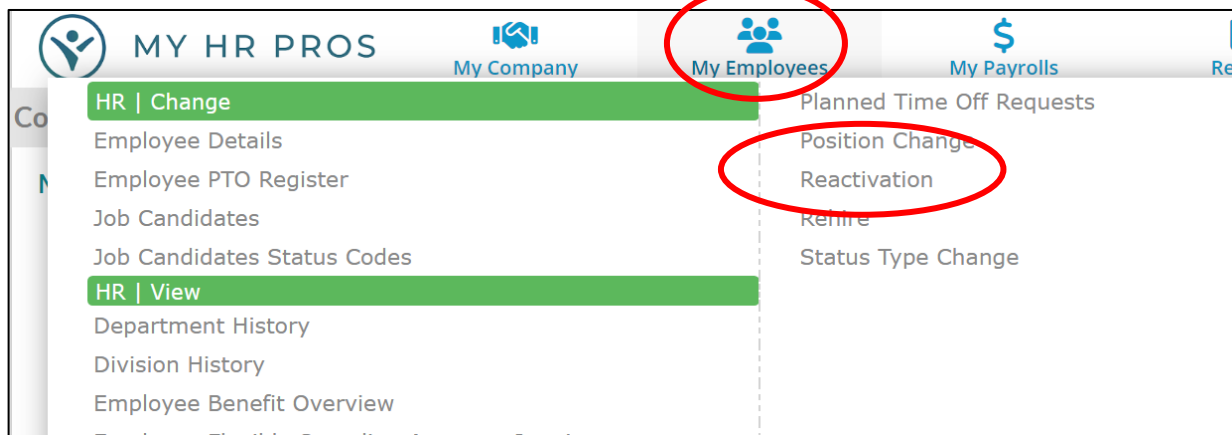




MY HR PROS

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'.



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.**

HR / Action / Reactivation

Reactivation

Employee

Current Employment Status

Current Employment Type

Reactivated Employment Status

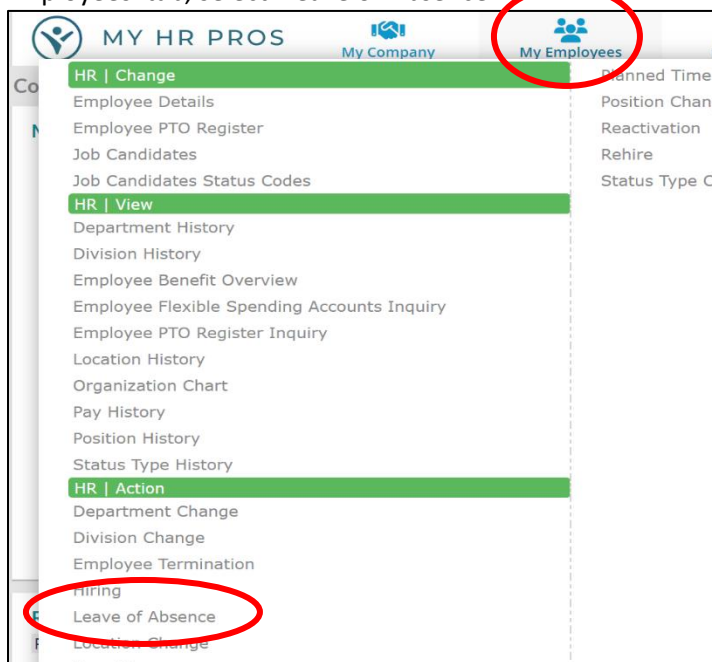
Reactivated Employment Type

Reactivation Date

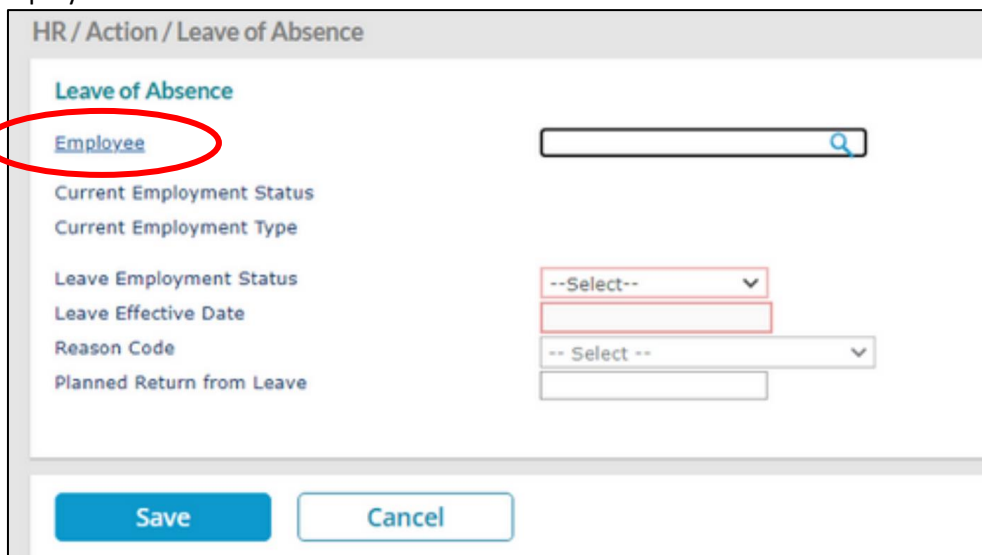
Reason Code

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'.



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.

A screenshot of the 'HR / Action / Leave of Absence' form. The form title is 'HR / Action / Leave of Absence'. Below the title, the word 'Leave of Absence' is displayed in blue. The 'Employee' field is circled in red and has a search bar next to it. Below the search bar, there are several fields: 'Current Employment Status', 'Current Employment Type', 'Leave Employment Status' (with a dropdown menu showing '--Select--'), 'Leave Effective Date' (with a date input field), 'Reason Code' (with a dropdown menu showing '-- Select --'), and 'Planned Return from Leave' (with a date input field). At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

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.