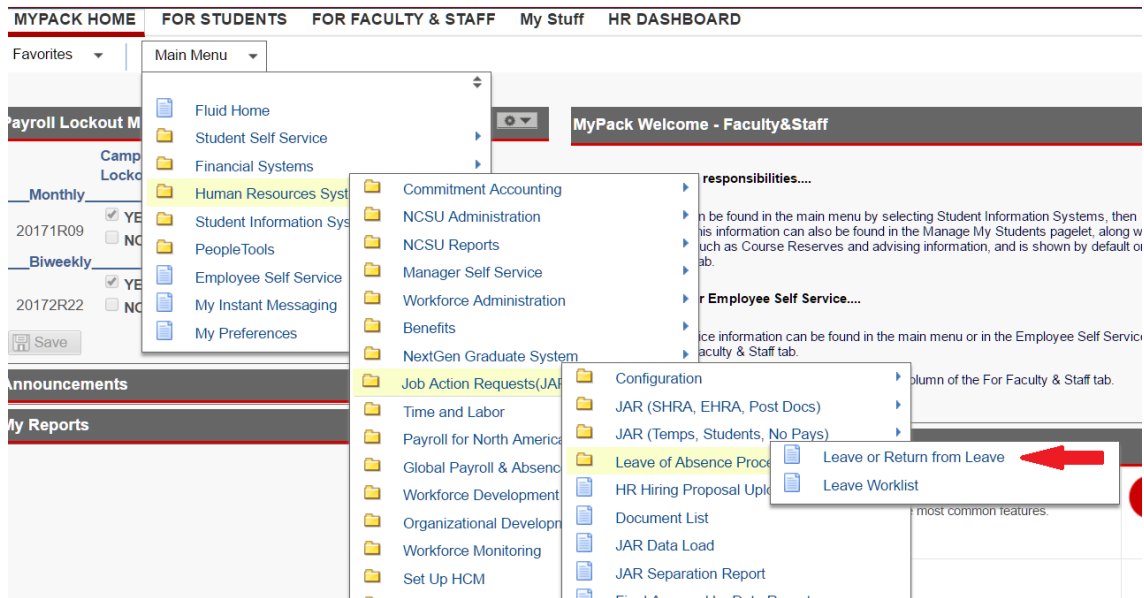


# How To Enter An Unpaid Leave of Absence and Return from PAID or UNPAID Leave of Absence

**(NOTE: Paid leave absences should still be entered on the job panel directly)**

The navigation path to the JAR Leave of Absence Request is:

Main Menu > Human Resources Systems > Job Action Requests (JAR) > Leave of Absence Process > Leave or Return from Leave



On the Leave or Return from Leave page fill in the effective date of the unpaid leave of absence and the employee's ID number. Once completed click Search. The employee should appear at the bottom of the screen. To move forward with requesting the action click on the box next to the employee ID number then click Go.

A screenshot of the 'Leave or Return from Leave' form. It features two input fields: '\*Effective Date:' with a calendar icon and '\*Employee ID:' with a search icon. To the right of these fields are 'Search' and 'Clear' buttons. At the bottom right, there is a 'Go >>' button.

Leave or Return from Leave

As Of Date: 05/19/2017 Note: As Of Date is used only in development/testing.

\*Effective Date: 05/05/2017

\*Employee ID: 001115674

1 row returned in 0.38 seconds

**Search Results**

Select	Employee ID	Empl #	Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expected Job End Date
1	001115674	0	Jane Employee	SHRA Employee	05/02/2017	Active	480201	HR Information Mgmt (HRIM)	10422	Administrative Support Spec	

On the **Initiate** page select the appropriate Action and Reason from the drop down boxes. Current job information is viewable on this page along with distribution data.

If additional information is needed for the request please include this in the comment box before clicking on Submit for Approval.

By clicking on the Show Comments link this will display the timeline of the transaction including the Initiator and Approver information.

LOA Activity Guide

Leave of Absence AG

Legend

Task Progress: 0/3

- Initiate
- Approve
- Update Balances & Service Date

Leave / Return SHRA Employee for AG00047230

As Of Date: 05/19/2017

To Update this text:  
Setup Activity Guide > Configure Action Items > Configure Related Data > Action Item Description

Transaction ID: AG00047230 Empl ID: 001115674 Rod #: 0 Name: Jane Employee Empl Class: SHRA Employee

Effective Date: 05/22/2017

\*Action: Leave of Absence

\*Reason:

Department: 480201 HR Information Mgmt (HRIM)  
Supervisor: 000003799 John Manager  
Job Title: Administrative Support Spec  
Recurring Contract: 12 Month Assignment  
Status: Active  
Standard Hours: 40.00  
FTE: 1.000000

**Distribution Data**

Fiscal Year: 2017 Dept ID: 480201  Work Against Position Nbr: 00102352

Project ID	Account	Override	Percent	Amount
1 271097	51219	<input type="checkbox"/>	100.000	33,495.000
<b>Totals:</b>			100.000	33,495.00

Show Comments Attachments

Once the request has been submitted the Initiator should receive an automatic ACTION SUBMITTED confirmation email. An example of this email is shown below.

**ACTION SUBMITTED: Your JAR transaction for Employee, Jane has been submitted.**

This is a confirmation that you have submitted the following transaction for review and approval.

Transaction ID: AG00047232  
Date of Submission: 05-19-2017

Employee ID: 001115674  
Employee Name: Employee,Jane

Effective Date: 05-22-2017  
Action Description: Leave of Absence

Department: 480201 -HR Information Mgmt (HRIM)  
Comments: N/A

The Benefits Team has received your request. You will be notified once they have approved or denied the request. Click the link below to be directed to the pending transaction.

[https://shibpre.acs.ncsu.edu/psp/MP91PRE/EMPLOYEE/NCHCM/s/WEBLIB\\_NC\\_JAR.ISCRIPT1.FieldFormula.IScript\\_LOA\\_AG?CONTEXTIDPARAMS=TEMPLATE\\_ID:JAR\\_LOALL&CONTEXTIDPARAMS=EMPLID:001115674&CONTEXTIDPARAMS=TRANSACTION\\_ID:A00047232](https://shibpre.acs.ncsu.edu/psp/MP91PRE/EMPLOYEE/NCHCM/s/WEBLIB_NC_JAR.ISCRIPT1.FieldFormula.IScript_LOA_AG?CONTEXTIDPARAMS=TEMPLATE_ID:JAR_LOALL&CONTEXTIDPARAMS=EMPLID:001115674&CONTEXTIDPARAMS=TRANSACTION_ID:A00047232)

The Leave Administration team will review the request.

- When the request is **Approved** then the Initiator will receive a confirmation email and the action will automatically feed to the Job Data panel within the HR system.
- When the transaction is required to be processed via WolfTime, the Initiator will receive a **Denied** email with instructions for processing the leave requests.
- If anything needs to be updated on the JAR transactions, a **PushBack** email will be sent with instructions on what changes are needed.

## Returning Employees From PAID and UNPAID Leave

On the **Leave or Return from Leave** page fill in the effective date of the return from leave of absence and the employee's ID number. Once completed click Search. The employee should appear at the bottom of the screen. To move forward with requesting the action click on the box next to the employee ID number then click Go.

**Attachments:** If an employee is returning from their own personal medical leave, please attach the return to work (RTW) note. If there is not a RTW note the employee should not be allowed to return until they have been medically cleared.

Leave or Return from Leave

As Of Date: 05/19/2017 [S] Note: As Of Date is used only in development/testing.

\*Effective Date: 07/10/2017 [S] Search Clear

\*Employee ID: 001115674 [C] Jane Employee

1 row returned in 0.35 seconds

Search Results

Select	Employee ID	Empl #	Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expedited Job End Date
1 [X]	001115674	0	Jane Employee	SHRA Employee	05/22/2017	Leave	430201	HR Information Mgmt (HRIM)	10422	Administrative Support Spec	

Current Active, Future, Pending, and Terminated Jobs

Empl ID	Empl Record	Effective Date	Empl Class	Dept ID	Dept Description	Supervisor	Job Code	Job Title	Hours/Week	Hire Date	Job Status	Expedited End Dt
1	001115674	0	05/22/2017	SHRA Employee	430201	HR Information Mgmt (HRIM)	John Manager	10422	Administrative Support Spec	40.00	02/15/2016	Active

Go >>

On the **Initiate** page select the appropriate Action and Reason from the drop down boxes. Current job information is viewable on this page along with distribution data.

If additional information is needed for the request please include this in the comment box before clicking on Submit for Approval.

By clicking on the Show Comments link this will display the timeline of the transaction including the Initiator and Approver information.

LOA Activity Guide | Leave of Absence AG | Leave / Return SHRA Employee for AG00047234

**Initiate** | As Of Date: 05/29/2017

To Update this text:  
Setup Activity Guide > Configure Action Items > Configure Related Data > Action Item Description

Transaction ID: AG00047234 | Empl ID: 001115674 | Rod #: 0 | Name: Jane Employee | Empl Class: SHRA Employee

Effective Date: 07/10/2017

\*Action: Return from Leave

\*Reason: Return from Unpaid Leave

Department: 480201 HR Information Mgmt (HRIM)  
Supervisor: 000003799 John Manager  
Job Title: Administrative Support Spec  
Recurring Contract: 12 Month Assignment  
Status: Active  
Standard Hours: 40.00  
FTE: 1.000000

**Distribution Data**

Fiscal Year: 2017 | Dept ID: 480201 |  Work Against | Position Nbr: 00102352

Project ID	Account	Override	Percent	Amount
1 271097	51219	<input type="checkbox"/>	100.000	33,495.000
Totals:				100.000 33,495.00

Show Comments | Attachments

Save for Later | Submit for Approval

Once the request has been submitted the Initiator should receive an automatic ACTION SUBMITTED confirmation email.

Email Example:

**ACTION SUBMITTED: Your JAR transaction for Employee, Jane has been submitted.**

This is a confirmation that you have submitted the following transaction for review and approval.

Transaction ID: AG00047233  
Date of Submission: 07-10-2017

Employee ID: 001115674  
Employee Name: Employee, Jane

Effective Date: 07-10-2017  
Action Description: Return from Leave

Department: 480201 -HR Information Mgmt (HRIM)  
Comments: N/A

The Benefits Team has received your request. You will be notified once they have approved or denied the request.

Click the link below to be directed to the pending transaction.

[https://shibpre.acs.ncsu.edu/psp/MP91PRE/EMPLOYEE/NCHCM/s/WEBLIB\\_NC\\_JAR.ISCRIP1.FieldFormula.IScript\\_LOA\\_AG?CONTEXTIDPARAMS=TEMPLATE\\_ID:JAR\\_LOALL&CONTEXTIDPARAMS=EMPLID:001115674&CONTEXTIDPARAMS=TRANSACTION\\_ID:AG00047232](https://shibpre.acs.ncsu.edu/psp/MP91PRE/EMPLOYEE/NCHCM/s/WEBLIB_NC_JAR.ISCRIP1.FieldFormula.IScript_LOA_AG?CONTEXTIDPARAMS=TEMPLATE_ID:JAR_LOALL&CONTEXTIDPARAMS=EMPLID:001115674&CONTEXTIDPARAMS=TRANSACTION_ID:AG00047232)

The HR-Benefits and Leave Administration team will review the request. When the request is approved then the Initiator will receive a confirmation email and the action will automatically feed to the Job Data panel within the HR system. If the Return is **denied** for any reason, Initiators will also receive an email with comments.

Please note if you should receive a red bolded effective date while trying to process the Return from Leave request this indicates that there is a future dated row in the Job Data panel. Therefore the request cannot be submitted for approval via JAR. Please contact the HR-Benefits and Leave Administration team to receive further instructions on how to return the employee.

## Leave or Return from Leave

As Of Date 06/17/2017

Note: As Of Date is used only in development/testing

\*Effective Date: 06/12/2017

Search

Clear

\*Employee ID: 000938567

Minnie Mouse

1 row returned in 0.34 seconds

### Search Results

Personalize | Find | First

Select	Employee ID	Empl #	Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expected Job End Date
1	000938567	0	Minnie Mouse	SHRA Employee	07/01/2017	Leave	515001	Enterprise Application Svcs	12201	Information Technology Mgr	

Go >>