PeopleSoft HR

ECR Automation Process

# Leave of Absence

May 2012

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# Create a Leave of Absence

In order to grant an employee a leave of absence, it must be created by the employee's department administrator (Originator), approved by appropriate offices based on the funding involved, and then entered into PeopleSoft HR by the Human Resources Service Center (HRSC).

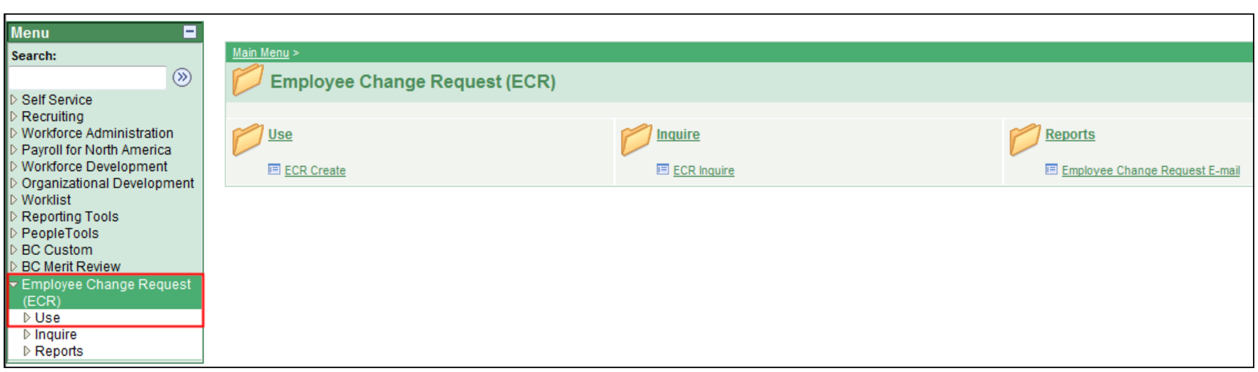
Before creating a Leave of Absence for an employee, the originator should determine:

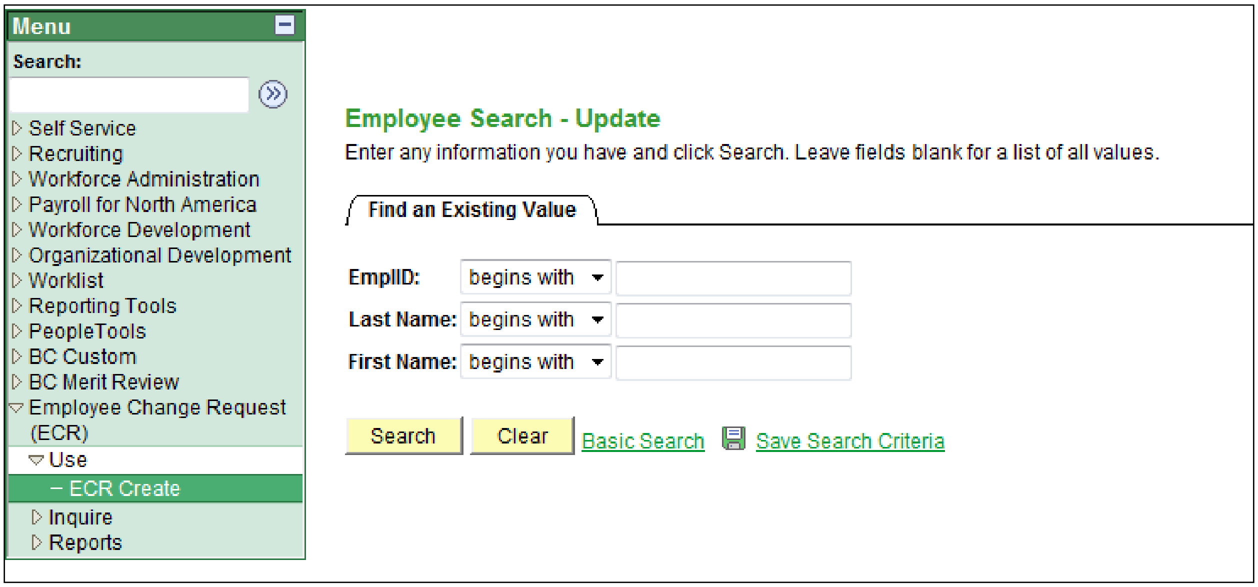
- The type of leave being requested: Paid Leave, Unpaid Leave, or a Combination of Paid Leave followed by Unpaid Leave.
- The effective date the leave will begin
- Whether the date the employee will return from leave is "Known" or "Unknown". (If Known: What the confirmed Return Date is; and if Unknown: Whether there is an Expected Return Date.)
- The reason for the leave (some reasons are acceptable for Paid Leave, some are acceptable for Unpaid Leave, and some are acceptable for both).
- Whether the leave will require supporting documentation to be sent to Benefits; (e.g. for Maternity or Medical Leave) or whether it will require a Job Earnings Distribution/Extension transaction.
- Any vacation or sick leave to be applied to the leave, in hours or days.

***NOTE: If the date of the return from leave is unknown, or if the employee's leave request was submitted prior to March 2012, a paper ECR form must be used to return the employee from leave.***

When the Originator is ready to create a Leave of Absence using the automated ECR process, he/she will follow the menu navigation below to access the employee search page and then use the instructions below:

- **Home > Employee Change Request (ECR) > Use > ECR Create**

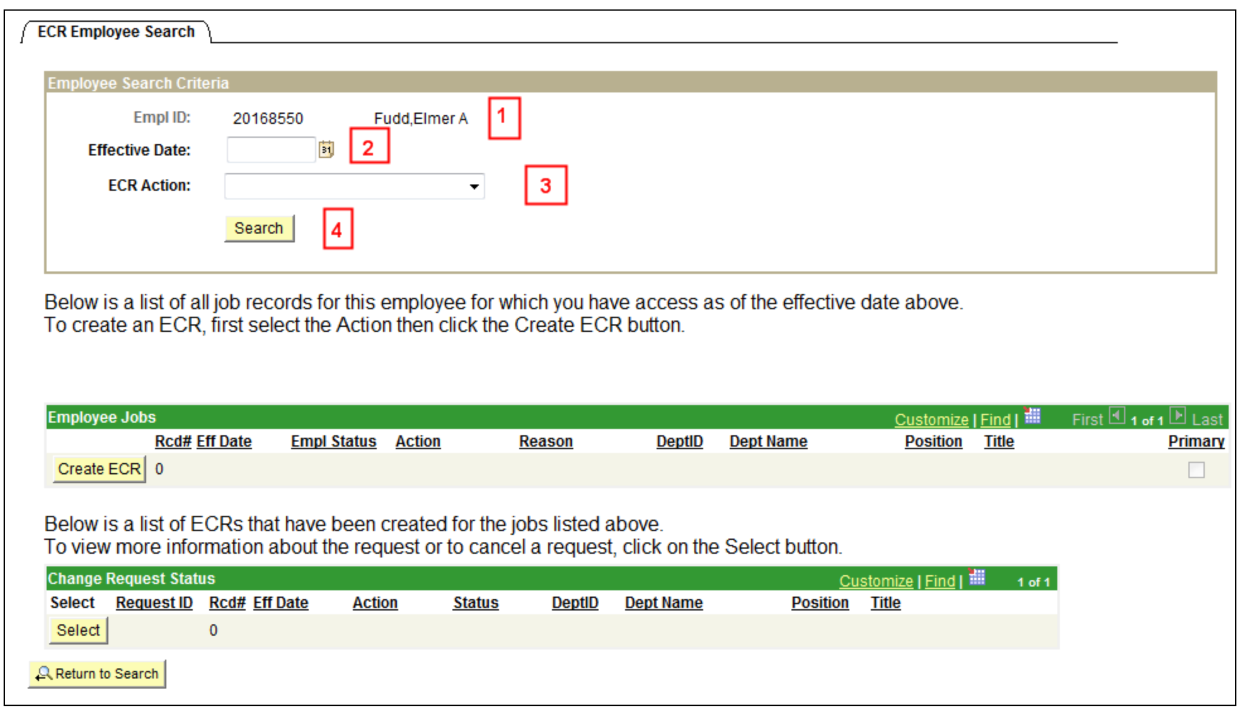





- If you know the Name or Eagle ID of the employee, type it into the appropriate field. A search can still be performed if you only have a partial name or Eagle ID.

  **NOTE:** The Name fields are not case-sensitive.

# ECR Employee Search Page



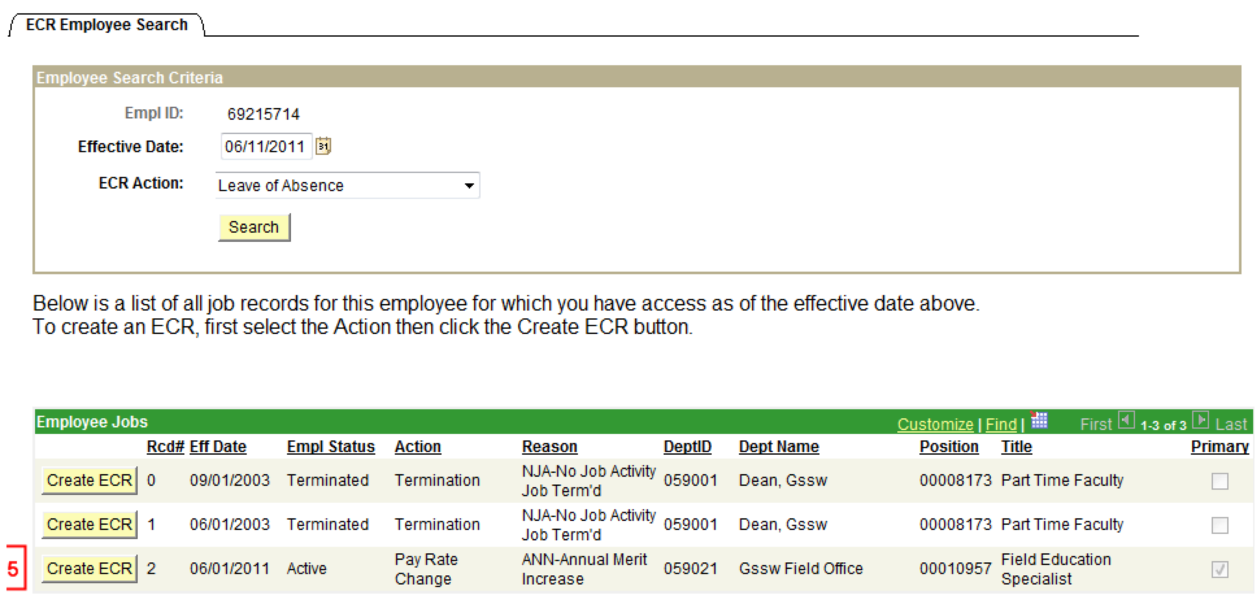
1. Verify the Eagle ID and Name of the employee for whom the transaction is being done.

2. Enter the Effective Date of the Leave of Absence. This is the Effective Date that will be reflected in PeopleSoft HR.

3. Select "**Leave of Absence**" from the ECR Action drop down field.

4. Click the Search button to display the Employee Jobs for the employee. This will display all the job records within the security access of the originator. This allows the originator to determine which job record to select and run the Create ECR process.

# ECR Search Page



ECR Employee Search

Employee Search Criteria

Empl ID: 69215714

Effective Date: 06/11/2011

ECR Action: Leave of Absence

Search

Below is a list of all job records for this employee for which you have access as of the effective date above.
To create an ECR, first select the Action then click the Create ECR button.

Employee Jobs — Customize | Find | First 1-3 of 3 Last

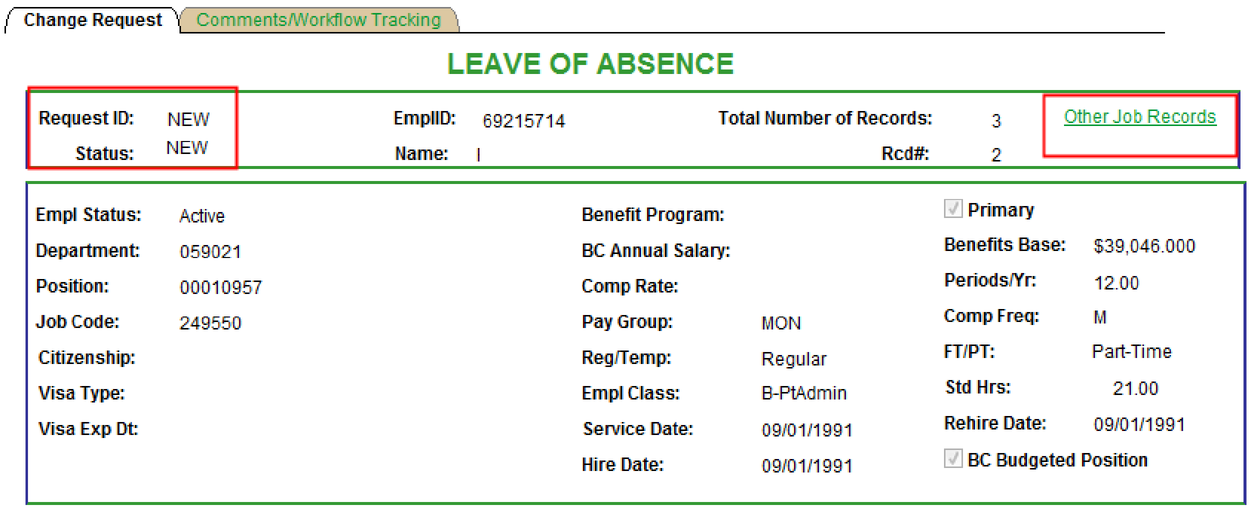
| | | Rcd# | Eff Date | Empl Status | Action | Reason | DeptID | Dept Name | Position | Title | Primary |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Create ECR | 0 | 09/01/2003 | Terminated | Termination | NJA-No Job Activity Job Term'd | 059001 | Dean, Gssw | 00008173 | Part Time Faculty | ☐ |
| | Create ECR | 1 | 06/01/2003 | Terminated | Termination | NJA-No Job Activity Job Term'd | 059001 | Dean, Gssw | 00008173 | Part Time Faculty | ☐ |
| 5 | Create ECR | 2 | 06/01/2011 | Active | Pay Rate Change | ANN-Annual Merit Increase | 059021 | Gssw Field Office | 00010957 | Field Education Specialist | ☑ |

5. Click the Create ECR button next to the job record to begin creating the Leave of Absence.

   **NOTE:** Any ECR transactions that are pending or have been processed for the employee will also display under the **Change Request Status** section of the page.

The following screen will display:

# ECR Leave of Absence Request Page (All Leave Types)


Change Request | Comments/Workflow Tracking

LEAVE OF ABSENCE

Request ID: NEW
Status: NEW
EmplID: 69215714
Name:
Total Number of Records: 3
Rcd#: 2
Other Job Records

Empl Status: Active
Department: 059021
Position: 00010957
Job Code: 249550
Citizenship:
Visa Type:
Visa Exp Dt:
Benefit Program:
BC Annual Salary:
Comp Rate:
Pay Group: MON
Reg/Temp: Regular
Empl Class: B-PtAdmin
Service Date: 09/01/1991
Hire Date: 09/01/1991
Primary
Benefits Base: $39,046.000
Periods/Yr: 12.00
Comp Freq: M
FT/PT: Part-Time
Std Hrs: 21.00
Rehire Date: 09/01/1991
BC Budgeted Position

Information specific to the employee and important for processing a Leave of Absence has been identified and captured in the top section of the screen. This information is reflective of the data specific to the job being updated. This data displays current information as of the effective date. It will not display future dated information for the employee.

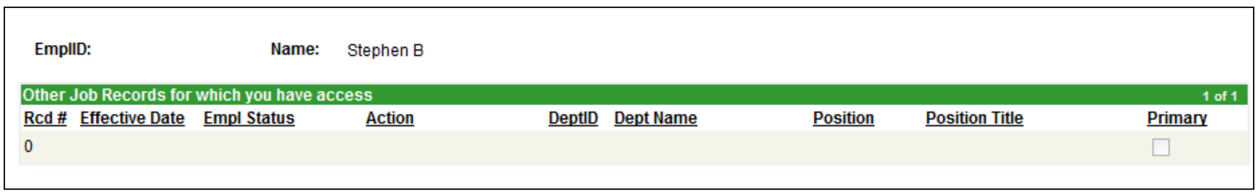
**NOTES:**

- **Request ID and Status** will default to **'NEW'** until the transaction has been submitted. The **Status** will update as the transaction goes through the process.

| Status | Definition |
|---|---|
| New Request | The status defaults to 'New 'when the request is first opened.<br>The Request ID defaults to 'New.' |
| Pending (area) Approval | The status is 'Pending (area) Approval' while waiting for approver action: Approve or Deny.<br>Possible approval areas are: Office of the Provost, Benefits, Office of Sponsored Projects (OSP), Controller's Office, Endowment, Foreign Tax, and HRSC. |
| Denied | The status is set to 'Denied' when the request is denied by an approver.<br>Upon denial, the request is routed back to the originator.<br>At this point, the originator may cancel or resubmit the request.<br>On resubmit, Request ID remains the same as original. |
| Cancelled | The status is 'Cancelled' when the request is cancelled by the originator.<br>No further activity allowed on this request. |
| | |

| | |
|---|---|
| Manual Update | The status is ‘Manual Update’ when the HRSC rep presses the ‘Manual Update’ button. The request must be entered into Job Data manually. This is done in the event of a system error or if the rep determines that a manual update is required. The request is complete.<br>No further activity allowed on this request however, the HRSC has the ability to add a comment. The Originator will receive notification of the manual update. |
| Completed | The status is ‘Completed’ when the data is entered successfully into PeopleSoft.<br>No further activity allowed on this request however, the HRSC has the ability to add a comment. |

- The **Other Job Records** link opens a screen that displays other job records the employee has (if applicable) that the user has security access to view.

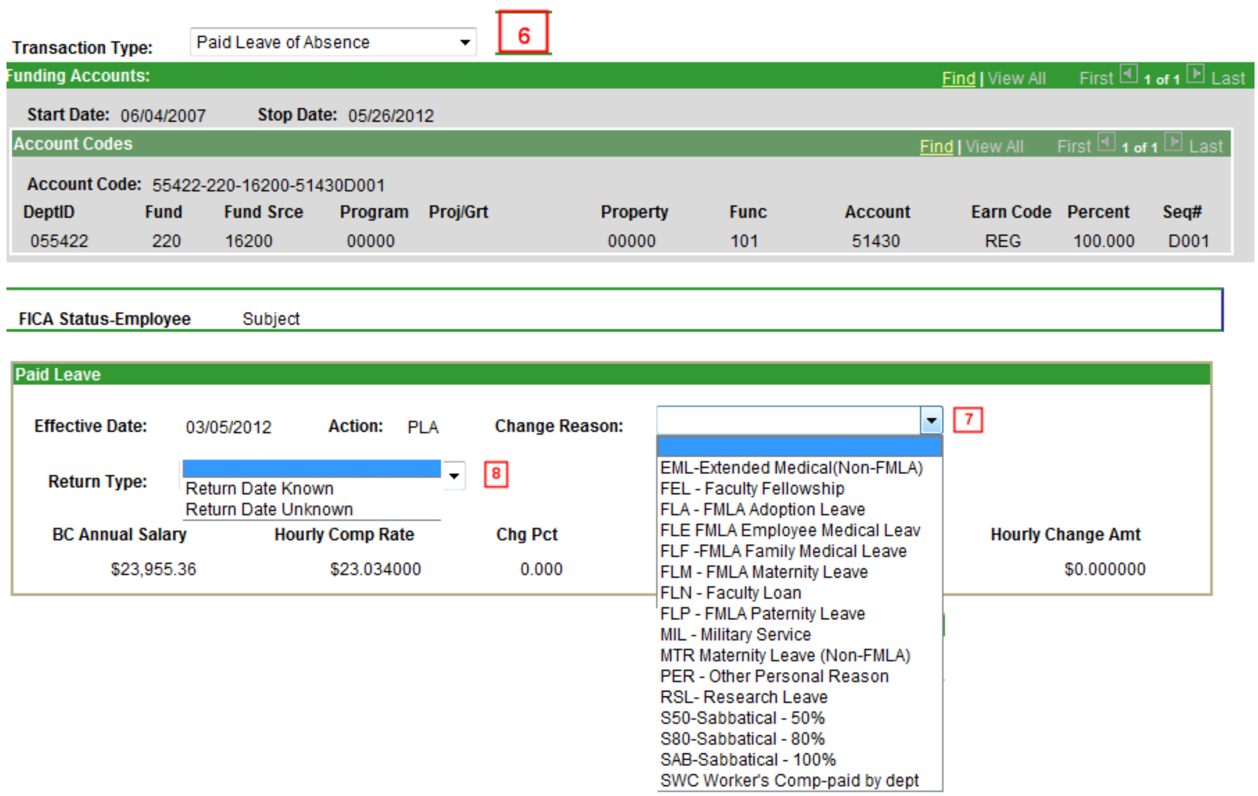



To continue, proceed to the section of this guide that corresponds to the type of Leave being created: Paid Leave of Absence, Unpaid Leave of Absence, or Combination Leave of Absence.

## Paid Leave of Absence Page

6. For a Paid Leave of Absence, select “Paid Leave of Absence” from the Transaction Type dropdown. Note that the header at the top of the page will change to PAID LEAVE OF ABSENCE after you do this.

(If you wish to create an Unpaid Leave or Combination Leave, please refer to those sections of this guide.)

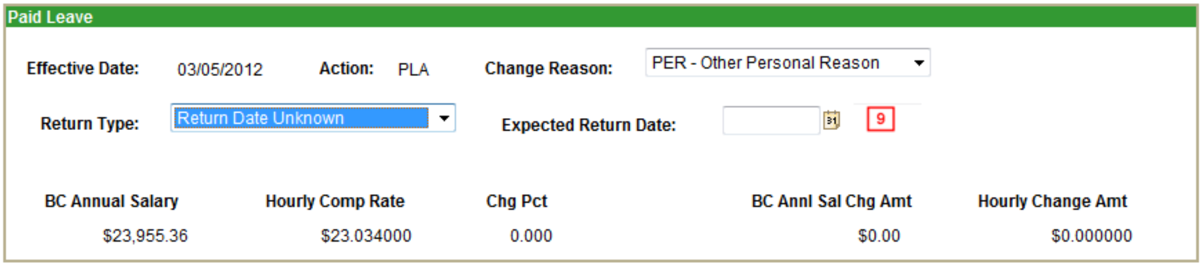



Verify the FICA Status of the employee. This is very important when processing a Leave of Absence, in particular if the employee is a foreign employee.

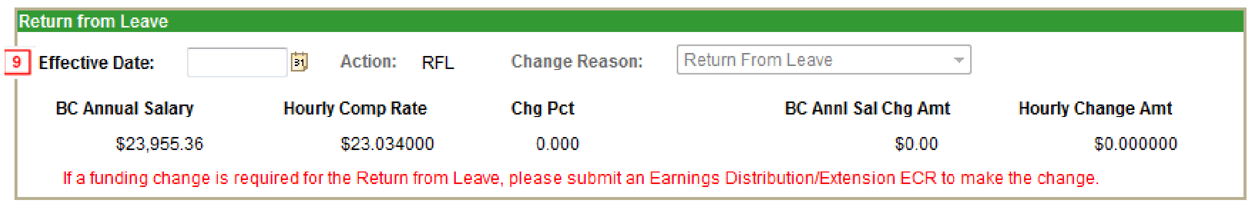
7. Select the reason for the leave from the list shown. All items in the list are valid reasons for a Paid Leave.

8. Select the Return Type according to whether the date of the employee’s return from the leave is Known, or Unknown.

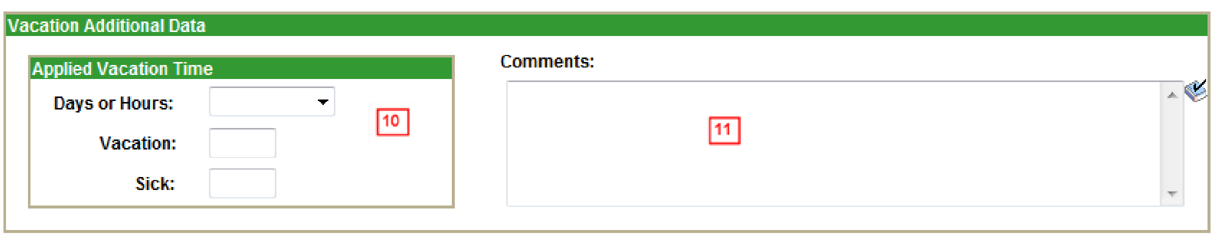
9. If the actual return date is Unknown, enter an “Expected Return Date” in the space that will be provided as shown below. (This is the day the employee is expected to return to work, not the last day the employee is on leave.) The Expected Return Date field may be left blank, although it is strongly recommended that a date be entered for a Paid Leave.




If the return date is Known, the Return from Leave section will appear as below. Enter the Effective Date of the employee’s return from leave. (This is the day the employee will return to work, not the last day the employee is on leave.)

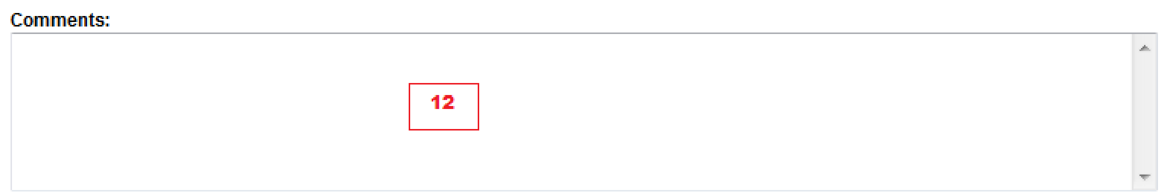


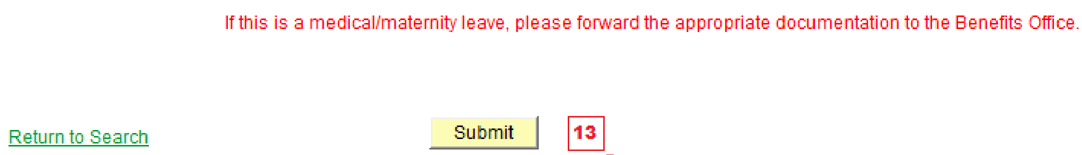

10. Enter Vacation and/or Sick Time, if any is being applied. Values can be entered in days or hours; please be sure to specify Days or Hours from the dropdown.




11. Enter Comments related to the vacation and sick time entered. This field is only for use by the Originator. Anything entered here is ‘View Only’ for all Approvers throughout the process. The comments can be viewed in the comment box next to the vacation/sick fields.

12. Originators and Approvers can enter comments as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.



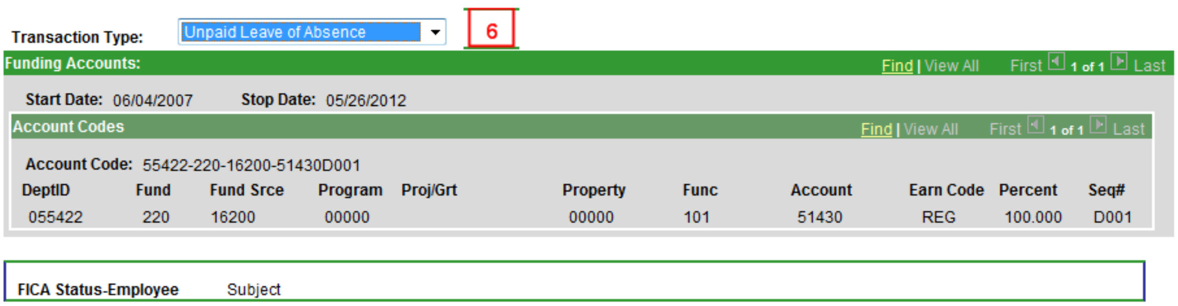




13. Click the **Submit** Button when all required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

# Unpaid Leave of Absence Page

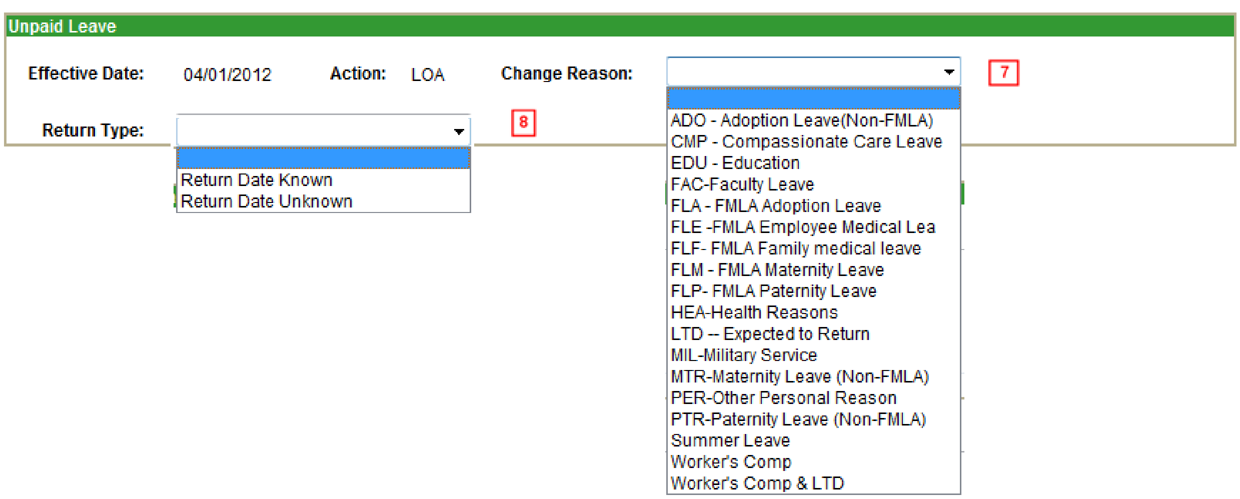
6. For an Unpaid Leave of Absence, select “Unpaid Leave of Absence” from the Transaction Type dropdown. Note that the header at the top of the page will change to UNPAID LEAVE OF ABSENCE after you do this.

(If you wish to create a Paid Leave or Combination Leave, please refer to those sections of this guide.)



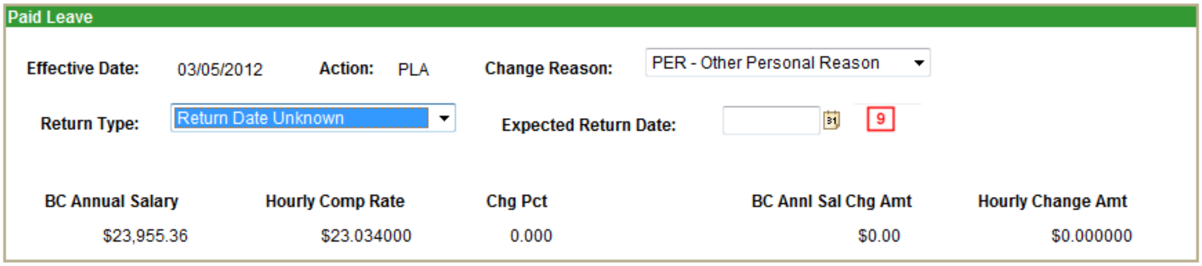

Verify the FICA Status of the employee. This is very important when processing a Leave of Absence, in particular if the employee is a foreign employee.

7. Select the reason for the leave from the list shown. All items in the list are valid reasons for an Unpaid Leave.

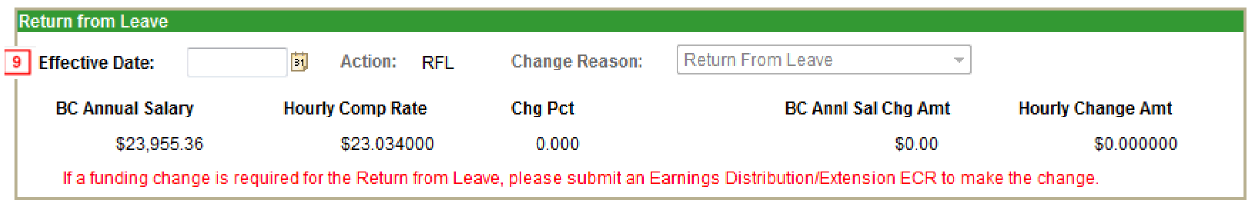



8. Select the Return Type according to whether the date of the employee’s return from the leave is “Known” or “Unknown”.

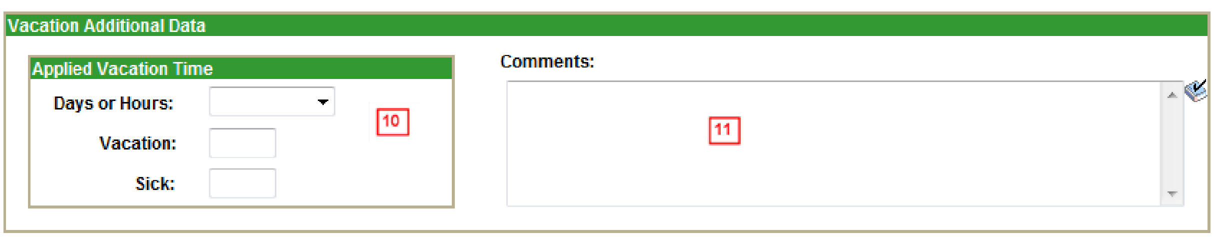
9. If the return date is Unknown, enter an Expected Return Date in the space that will be provided as shown below. (This is the day the employee is expected to return to work, not the last day the employee is on leave.) The Expected Return Date can be left blank if necessary.




If the return date is Known, the Return from Leave section will appear as below. Enter the Effective Date of the employee's return from leave. (This is the day the employee will return to work, not the last day the employee is on leave.)

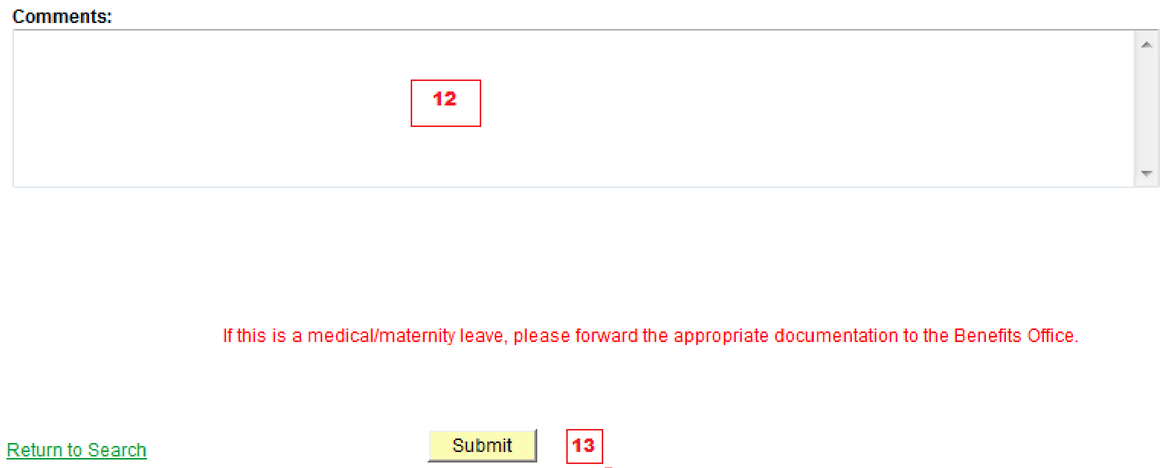



10. Enter Vacation and/or Sick Time, if any is being applied. Values can be entered in days or hours; please be sure to specify "Days" or "Hours" from the dropdown menu.




11. Enter comments related to the vacation and sick time entered. This field is only for use by the Originator. Anything entered here is 'View Only' for all Approvers throughout the process. The comments can be viewed in the comment box next to the vacation/sick fields.

12. Originators and Approvers can enter comments about the leave as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.

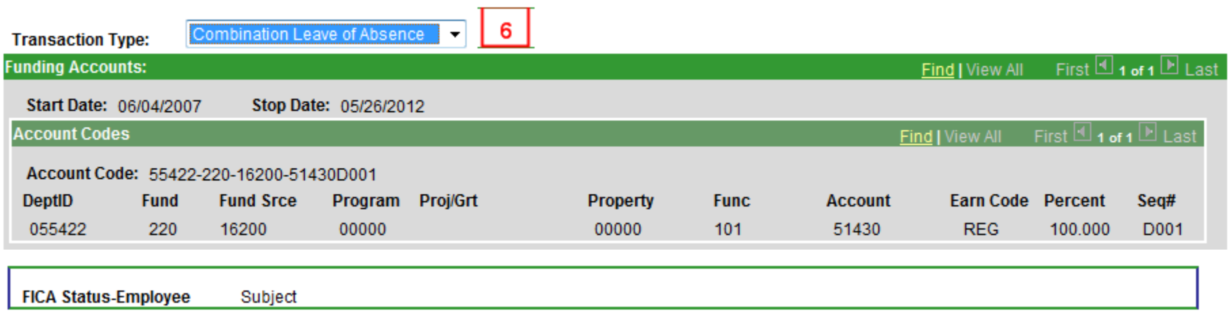



13. Click the **Submit** Button when all required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

# Combination Leave of Absence Page

6. For a Combination Leave of Absence, select “Combination Leave of Absence” from the dropdown. Note that the header at the top of the page will change to COMBINATION LEAVE OF ABSENCE after you do this.

(If you wish to create a Paid Leave or Unpaid Leave, please refer to those sections of this guide.)


Transaction Type: Combination Leave of Absence 6

Funding Accounts: Find | View All First 1 of 1 Last

Start Date: 06/04/2007 Stop Date: 05/26/2012

Account Codes Find | View All First 1 of 1 Last

Account Code: 55422-220-16200-51430D001

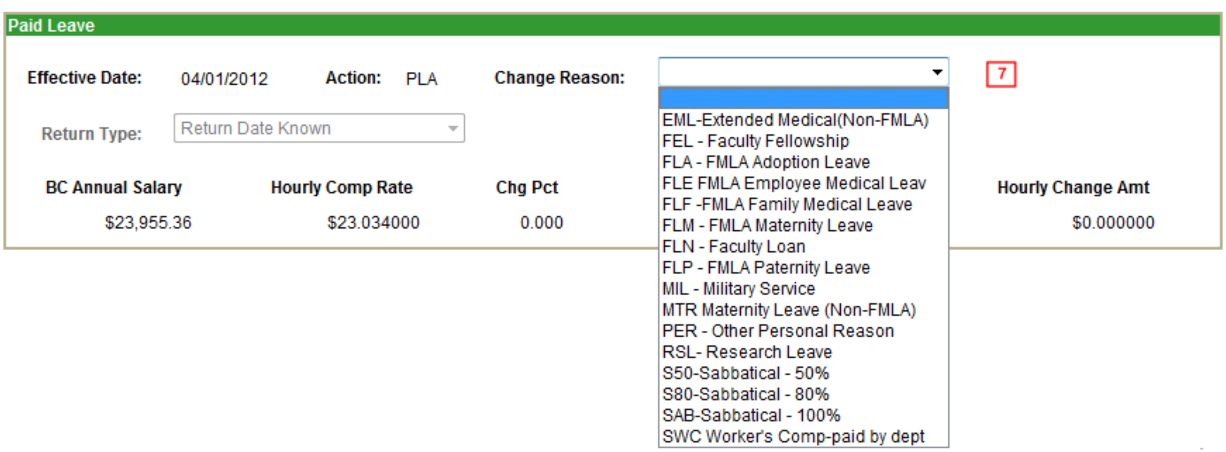
| DeptID | Fund | Fund Srce | Program | Proj/Grt | Property | Func | Account | Earn Code | Percent | Seq# |
|---|---|---|---|---|---|---|---|---|---|---|
| 055422 | 220 | 16200 | 00000 | | 00000 | 101 | 51430 | REG | 100.000 | D001 |

FICA Status-Employee Subject

Verify the FICA Status of the employee. This is very important when processing a Leave of Absence, in particular if the employee is a foreign employee.

7. For the Paid portion of the leave, select the reason for the leave from the list shown. All items in the list are valid reasons for a Paid Leave.

Note that the Return Type defaults to “Return Date Known”. Since this is a Combination Leave, the Originator will know how long the employee will be paid, and when the unpaid portion of the leave will begin.


Paid Leave

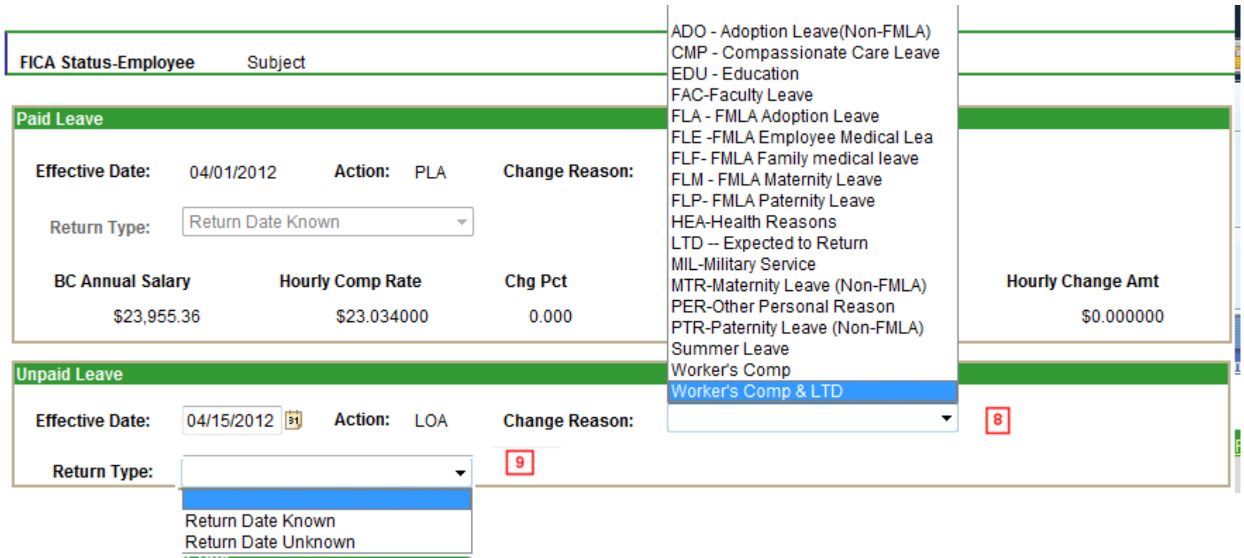
Effective Date: 04/01/2012 Action: PLA Change Reason: 7

Return Type: Return Date Known

| BC Annual Salary | Hourly Comp Rate | Chg Pct | Hourly Change Amt |
|---|---|---|---|
| $23,955.36 | $23.034000 | 0.000 | $0.000000 |

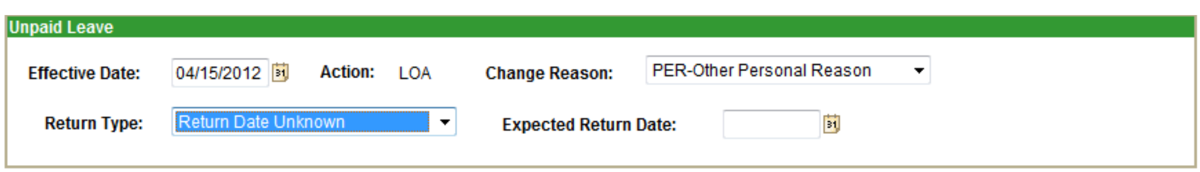
EML-Extended Medical(Non-FMLA)
FEL - Faculty Fellowship
FLA - FMLA Adoption Leave
FLE FMLA Employee Medical Leav
FLF -FMLA Family Medical Leave
FLM - FMLA Maternity Leave
FLN - Faculty Loan
FLP - FMLA Paternity Leave
MIL - Military Service
MTR Maternity Leave (Non-FMLA)
PER - Other Personal Reason
RSL- Research Leave
S50-Sabbatical - 50%
S80-Sabbatical - 80%
SAB-Sabbatical - 100%
SWC Worker's Comp-paid by dept

8. For the Unpaid portion of the leave, select the reason for the leave from the list shown. All items in the list are valid reasons for an Unpaid Leave.

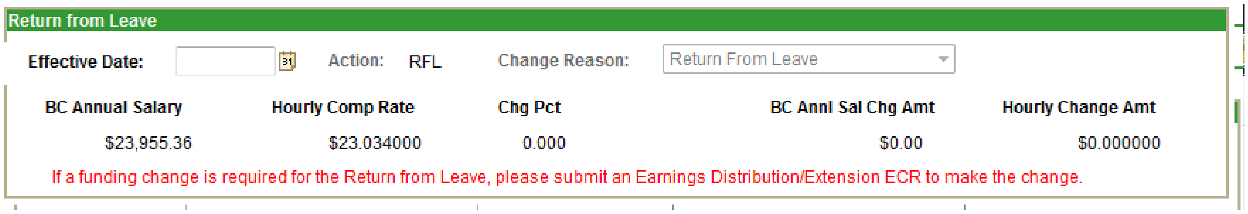



9. Select the appropriate Return Type (Return Date Known or Return Date Unknown) for the Unpaid portion of the leave from the dropdown.

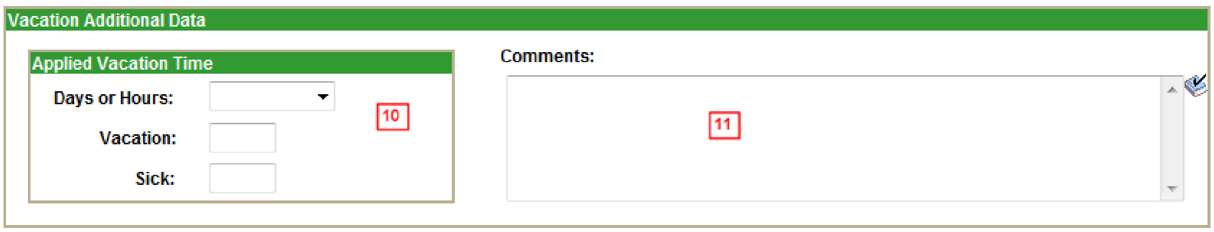
If the return date from the Unpaid Leave is Unknown, enter an Expected Return Date in the space that will be provided as shown below. (This is the day the employee is expected to return to work, not the last day the employee is on leave.) The Expected Return Date may be left blank if necessary.




However, if Return Date Known is selected, the Return from Leave section will appear as below. Enter the Effective Date of the employee's return from leave. (This is the day the employee will return to work, not the last day the employee is on leave.) The Return Date field is required.

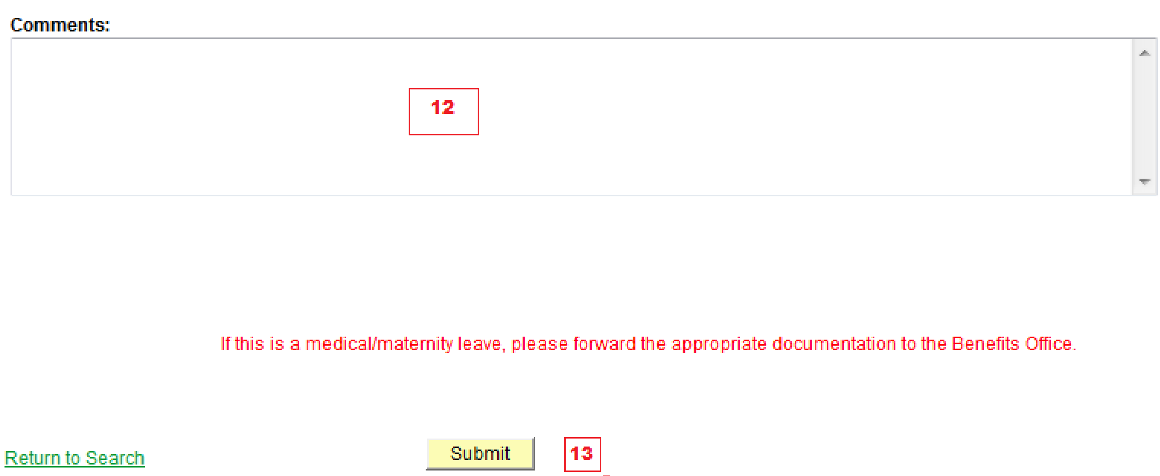



10. Enter Vacation and/or Sick Time, if any is being applied. Values can be entered in days or hours; please be sure to specify Days or Hours from the dropdown.




11. Enter comments related to the vacation and sick time entered. This field is only for use by the originator. Anything entered here is 'View Only' for all approvers throughout the process. The comments can be viewed in the comment box next to the vacation/sick fields.

12. Originators and Approvers can enter comments as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.




13. Click the **Submit** Button when all required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

# Leave of Absence Comments/Workflow Tracking Page

Change Request | Comments/Workflow Tracking

**Request ID:** 2162 **ECR Status:** Completed

**EmplID:** 83018766 **Rcd#:** 0

**Comments / Tracking** 1-4 of 4

| User Name | DateTime | Action | Comment |
|---|---|---|---|
| Susan Hynes | 05/03/2011 10:58AM | Submitted | -submitted for approval without comments- |
| Susan Hynes | 05/03/2011 10:58AM | Approved | Approved as Originator |
| Jack Burke | 05/03/2011 11:04AM | Approved | looks good from a benefits standpoint. |
| Maria Alvarez | 05/03/2011 11:16AM | Approved | let's move forward. |

**Review Workflow Routing** 1-5 of 5

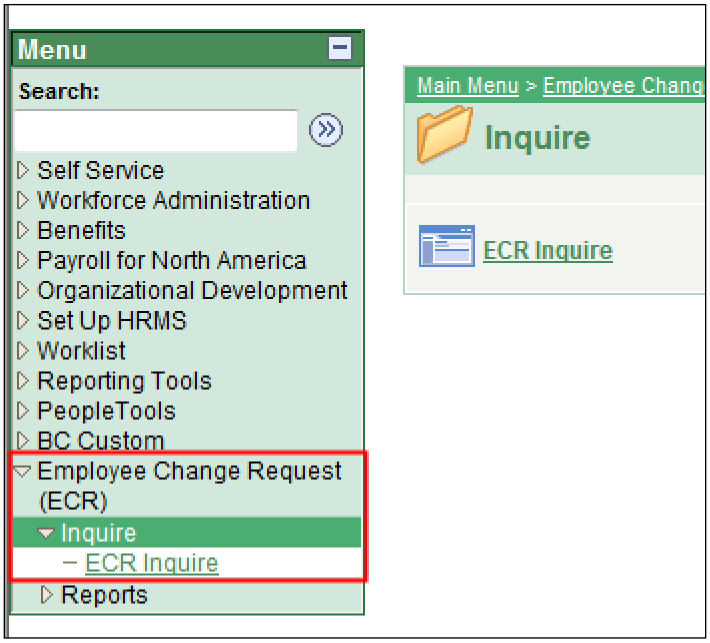
| Description | Action | Oprid | DateTime Stamp |
|---|---|---|---|
| Originator | Originated | HYNESS | 05/03/2011 10:58AM |
| Provost | Approved | HYNESS | 05/03/2011 10:58AM |
| Benefits | Approved | BURKEJ | 05/03/2011 11:04AM |
| HRSC | Approved | CRUZMC | 05/03/2011 11:16AM |
| Employment | Job Updated | CRUZMC | 05/03/2011 11:17AM |

Change Request | Comments/Workflow Tracking

- After the Leave of Absence request is submitted, the workflow approval path is displayed on the second tab called "Comments/Workflow Tracking". This will show each department that must approve the transaction before it is processed in the HRSC. It will also show those departments that receive an email notification of the transaction.

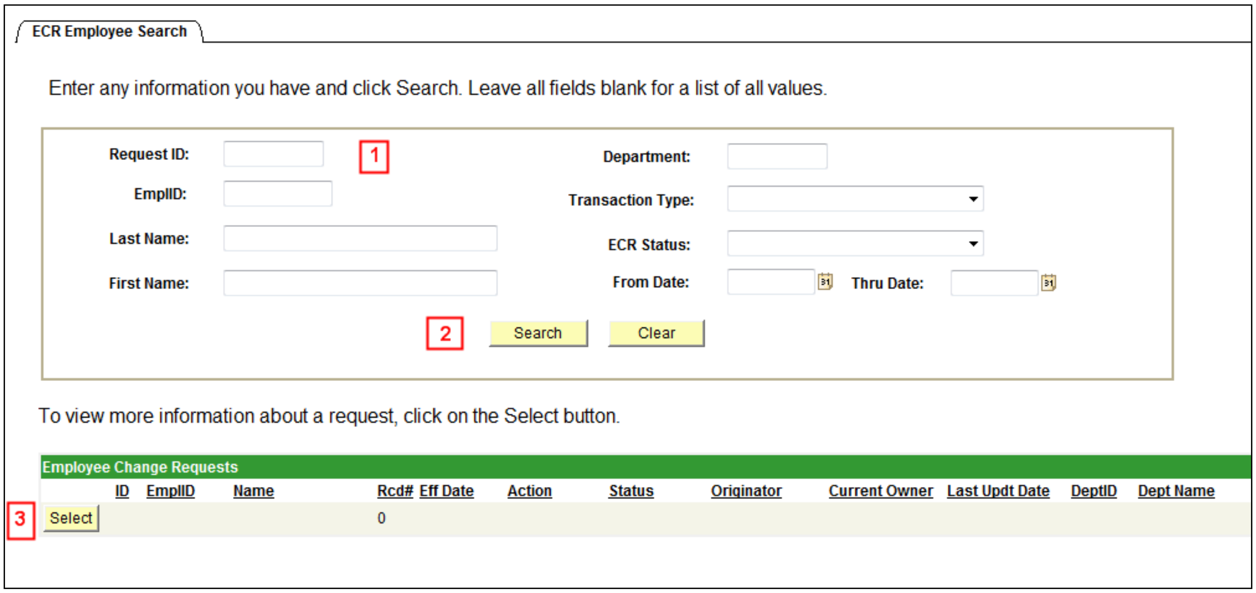
- The request can be viewed by the Originator and the Approvers at any point during the workflow process for a status update.

## ECR Transaction Inquiry




To view a transaction that is in process or already completed, follow the menu navigation below:

**Home > Employee Change Request (ECR) > Inquire > ECR Inquire**




1. In this top section of the ECR Employee Search page, the user can enter any field or combination of fields to search for an ECR. It is also useful to review ECR data already in the system.

2. Click the Search button to display any ECR Requests that meet the search criteria entered. If a broader search is done against certain fields, the data can be downloaded to Excel by selecting the spreadsheet button to the far right of the header. ( )

3. Click the Select button next to the request to pull up a specific ECR Inquiry Page. All the fields will be grayed out except for the current Approver of the transaction.

# Cancel an ECR Transaction Request

To cancel a request that has been submitted, you must first locate and access the ECR using the ECR Inquire option (or select it from the Worklist if it appears there because it has been Denied).

**Home > Employee Change Request (ECR) > Inquire > ECR Inquire**

Change Request | Comments/Workflow Tracking

**PAID LEAVE OF ABSENCE**

**Request ID:** 5822 **EmplID:** 84913198 **Total Number of Records:** 1 Other Job Records
**Status:** Pending Endowment Approval **Name:** Meghan E Scheffler **Rcd#:** 0

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Empl Status:** | Active | | **Benefit Program:** | BC1 | **Primary** | |
| **Department:** | 055422 | Urban Catholic Teaching Corps | **BC Annual Salary:** | $23,955.36 | **Benefits Base:** | $23,995.000 |
| **Position:** | 00010323 | Administrative Assistant | **Comp Rate:** | $23.034000 | **Periods/Yr:** | 52.00 |
| **Job Code:** | 688125 | Administrative Assistant 30 | **Pay Group:** | WKH | **Comp Freq:** | H |
| **Citizenship:** | Native | | **Reg/Temp:** | Temporary | **FT/PT:** | Part-Time |
| **Visa Type:** | | | **Empl Class:** | H-PtHrBen | **Std Hrs:** | 20.00 |
| **Visa Exp Dt:** | | | **Service Date:** | 06/04/2007 | **Rehire Date:** | 06/04/2007 |
| | | | **Hire Date:** | 09/02/2001 | **BC Budgeted Position** | |

Transaction Type: Paid Leave of Absence

**Funding Accounts:** Find | View All First 1 of 1 Last

**Start Date:** 06/04/2007 **Stop Date:** 05/26/2012

**Account Codes** Find | View All First 1 of 1 Last

**Account Code:** 55422-220-16200-51430D001

| DeptID | Fund | Fund Srce | Program | Proj/Grt | Property | Func | Account | Earn Code | Percent | Seq# |
|---|---|---|---|---|---|---|---|---|---|---|
| 055422 | 220 | 16200 | 00000 | | 00000 | 101 | 51430 | REG | 100.000 | D001 |

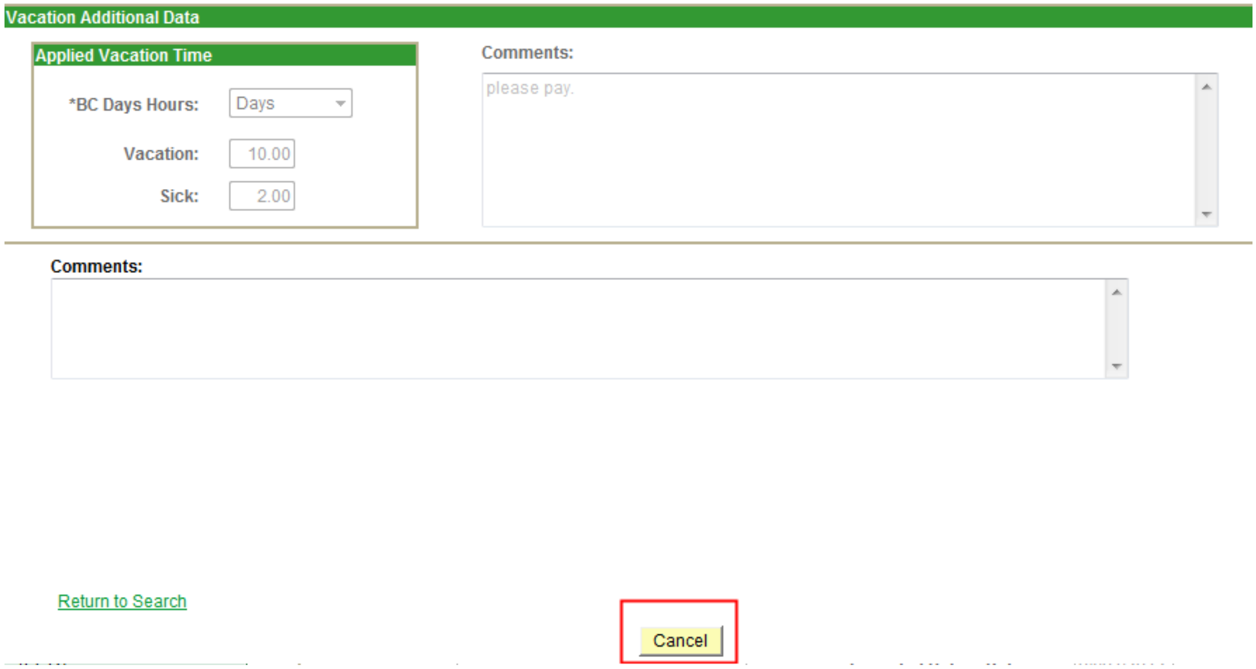
*FICA Status-Employee: Subject

**Paid Leave**

**Effective Date:** 03/01/2012 **Action:** PLA **Change Reason:** FLE FMLA Employee Medical Lea

**Return Type:** Return Date Unknown **Expected Return Date:** 04/01/2012

| BC Annual Salary | Monthly Comp Rate | Change Pct | BC Annl Sal Chg Amt | Monthly Change Amt |
|---|---|---|---|---|
| $65,000.00 | $5,416.667000 | | $0.00 | $0.000000 |



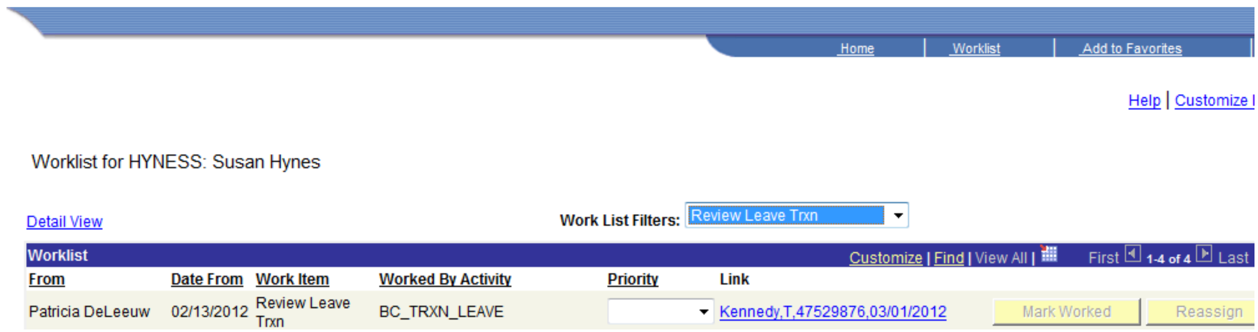

- The Originator is the only one who can cancel an ECR Transaction Request.
- A request can be cancelled at any point during the approval process before the status is updated to ‘Completed’.
- First, enter a comment related to the cancellation (a comment is required to proceed).
- Select ‘Cancel’ at the bottom of the Inquiry Page.
- Confirm the status has been updated to ‘Cancelled’.
- Upon cancellation, an email notification is sent to the next pending Approver and all prior Approvers in the workflow, indicating the transaction has been cancelled.

# Approve or Deny an ECR Transaction Request

1. An Approver has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

   **Home > Employee Change Request (ECR) > Inquire > ECR Inquire**

2. The Worklist allows the user to filter on the different types of transactions that come through the ECR workflow. The Leave of Absence filter name is 'Review Leave Transaction' (shown as Review Leave Trxn). This will display only those items under the selected filter.




3. Each Worklist item is defined by a link that displays: the Employee's Name, Eagle ID, and Effective Date of the transaction. Click on this link to go directly to the ECR transaction page and review the information.

Change Request | Comments/Workflow Tracking

## PAID LEAVE OF ABSENCE

| | | | | | |
|---|---|---|---|---|---|
| **Request ID:** | 5822 | **EmplID:** | 84913198 | **Total Number of Records:** | 1 |
| **Status:** | Pending Endowment Approval | **Name:** | Meghan E Scheffler | **Rcd#:** | 0 |

Other Job Records

| | | | | | | |
|---|---|---|---|---|---|---|
| **Empl Status:** | Active | | **Benefit Program:** | BC1 | **Primary** | |
| **Department:** | 055422 | Urban Catholic Teaching Corps | **BC Annual Salary:** | $23,955.36 | **Benefits Base:** | $23,995.000 |
| **Position:** | 00010323 | Administrative Assistant | **Comp Rate:** | $23.034000 | **Periods/Yr:** | 52.00 |
| **Job Code:** | 688125 | Administrative Assistant 30 | **Pay Group:** | WKH | **Comp Freq:** | H |
| **Citizenship:** | Native | | **Reg/Temp:** | Temporary | **FT/PT:** | Part-Time |
| **Visa Type:** | | | **Empl Class:** | H-PtHrBen | **Std Hrs:** | 20.00 |
| **Visa Exp Dt:** | | | **Service Date:** | 06/04/2007 | **Rehire Date:** | 06/04/2007 |
| | | | **Hire Date:** | 09/02/2001 | **BC Budgeted Position** | |

Transaction Type: Paid Leave of Absence

**Funding Accounts:** Find | View All First 1 of 1 Last

**Start Date:** 06/04/2007 **Stop Date:** 05/26/2012

**Account Codes** Find | View All First 1 of 1 Last

**Account Code:** 55422-220-16200-51430D001

| DeptID | Fund | Fund Srce | Program | Proj/Grt | Property | Func | Account | Earn Code | Percent | Seq# |
|---|---|---|---|---|---|---|---|---|---|---|
| 055422 | 220 | 16200 | 00000 | | 00000 | 101 | 51430 | REG | 100.000 | D001 |

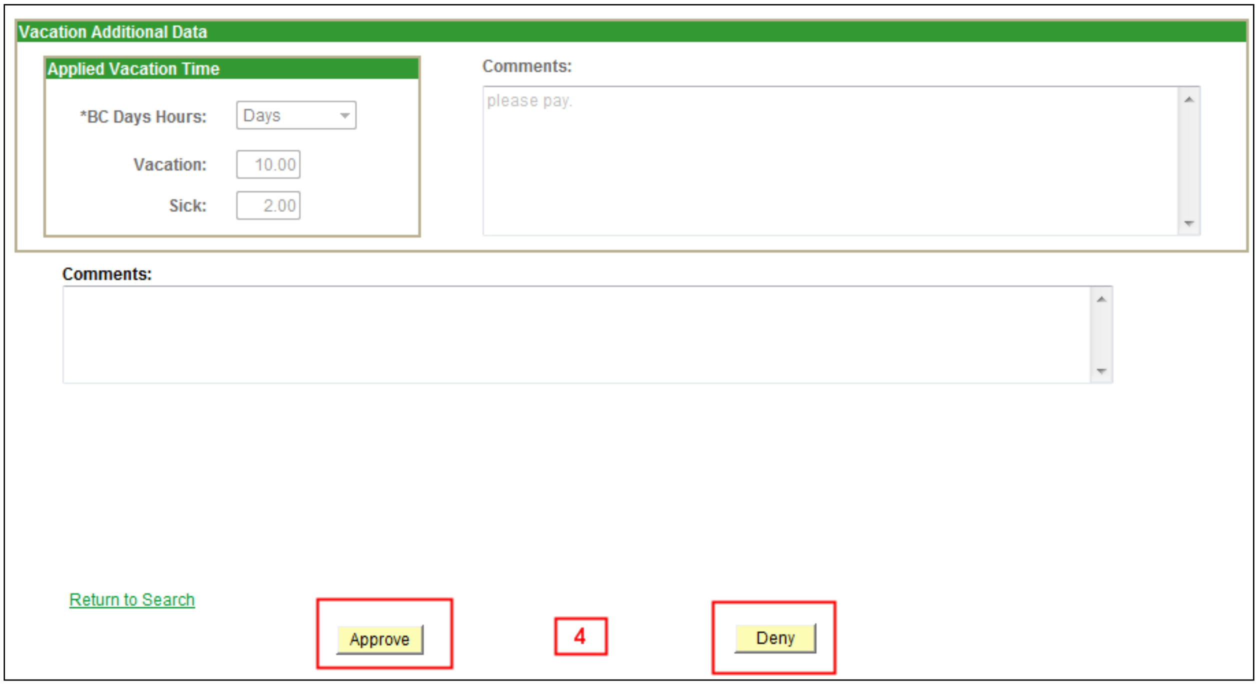
*FICA Status-Employee: Subject

**Paid Leave**

**Effective Date:** 03/01/2012 **Action:** PLA **Change Reason:** FLE FMLA Employee Medical Lea

**Return Type:** Return Date Unknown **Expected Return Date:** 04/01/2012

| BC Annual Salary | Monthly Comp Rate | Change Pct | BC Annl Sal Chg Amt | Monthly Change Amt |
|---|---|---|---|---|
| $65,000.00 | $5,416.667000 | | $0.00 | $0.000000 |




4. If the information provided is accurate, the approver will click 'Approve' to advance the workflow to the next approver on the list. The Comments/Workflow Tracking tab indicates the ECR's routing path, and where it is in the process. It will reflect updated information after each step.

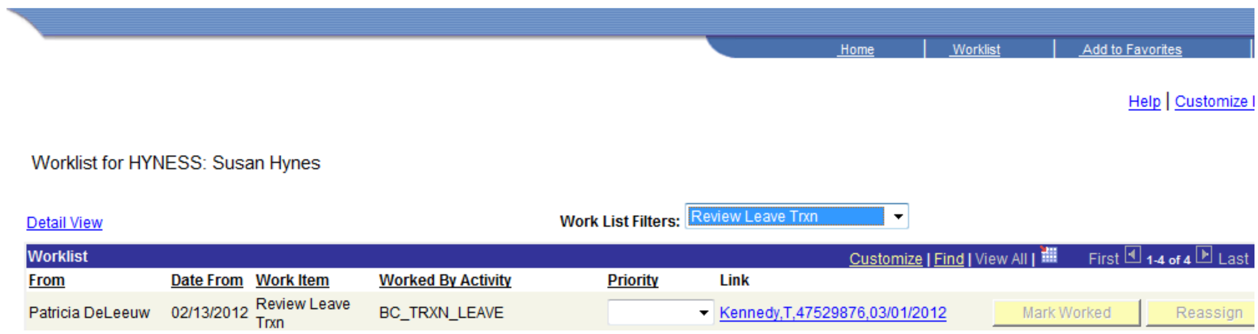
If the information is not correct for any reason, the Approver has the option to Deny the request. This will send a notification email and the ECR request directly back to the Originator with a required comment as to why it has been denied. The Originator has the option to re-submit the request or to cancel the request.

# Resubmit or Cancel a Denied ECR Transaction Request

1. An Originator has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

**Home > Employee Change Request (ECR) > Inquire > ECR Inquire**

2. The Worklist allows the user to filter on the different transactions that come through the ECR workflow. The Leave of Absence filter name is 'Review Leave Transaction' (shown as Review Leave Trxn). This will display only those items under the selected filter.




3. Each Worklist item is defined by a link that displays: the Employee's Name, Eagle ID, and Effective Date of the transaction. Click on this link to go directly to the ECR transaction page and review the information.

Change Request | Comments/Workflow Tracking

## PAID LEAVE OF ABSENCE

**Request ID:** 5822 **EmplID:** 84913198 **Total Number of Records:** 1 Other Job Records

**Status:** Pending Endowment Approval **Name:** Meghan E Scheffler **Rcd#:** 0

**Empl Status:** Active
**Department:** 055422 Urban Catholic Teaching Corps
**Position:** 00010323 Administrative Assistant
**Job Code:** 688125 Administrative Assistant 30
**Citizenship:** Native
**Visa Type:**
**Visa Exp Dt:**

**Benefit Program:** BC1
**BC Annual Salary:** $23,955.36
**Comp Rate:** $23.034000
**Pay Group:** WKH
**Reg/Temp:** Temporary
**Empl Class:** H-PtHrBen
**Service Date:** 06/04/2007
**Hire Date:** 09/02/2001

☑ **Primary**
**Benefits Base:** $23,995.000
**Periods/Yr:** 52.00
**Comp Freq:** H
**FT/PT:** Part-Time
**Std Hrs:** 20.00
**Rehire Date:** 06/04/2007
☐ **BC Budgeted Position**

Transaction Type: Paid Leave of Absence

**Funding Accounts:** Find | View All First 1 of 1 Last

**Start Date:** 06/04/2007 **Stop Date:** 05/26/2012

**Account Codes** Find | View All First 1 of 1 Last

**Account Code:** 55422-220-16200-51430D001

| DeptID | Fund | Fund Srce | Program | Proj/Grt | Property | Func | Account | Earn Code | Percent | Seq# |
|---|---|---|---|---|---|---|---|---|---|---|
| 055422 | 220 | 16200 | 00000 | | 00000 | 101 | 51430 | REG | 100.000 | D001 |

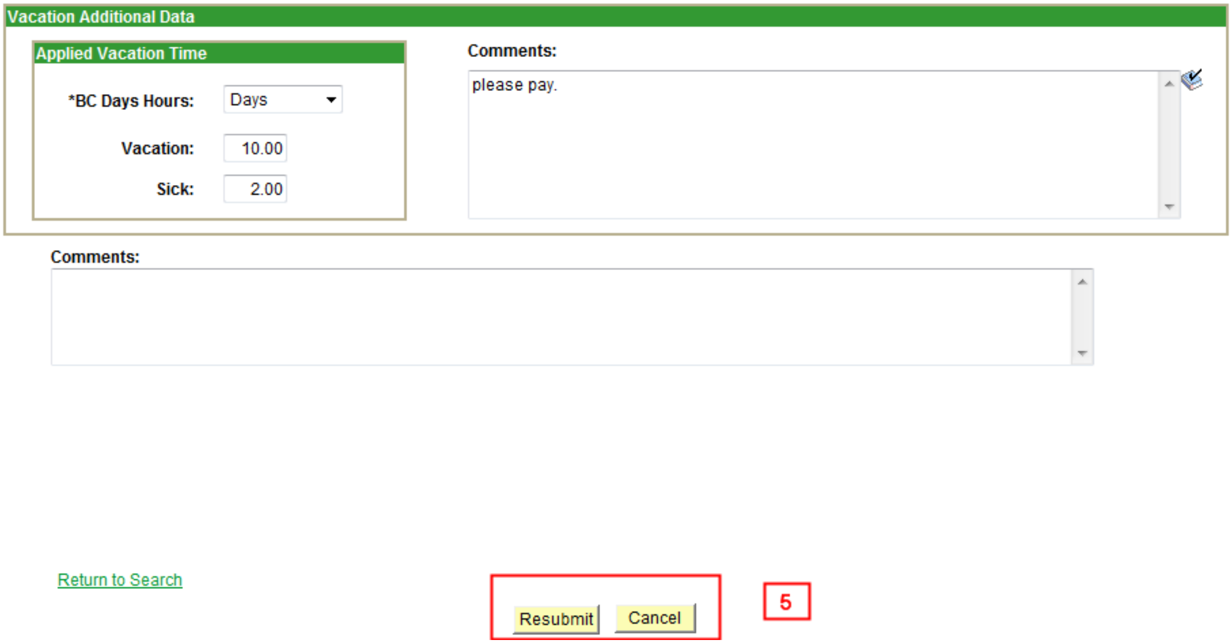
*FICA Status-Employee: Subject

**Paid Leave**

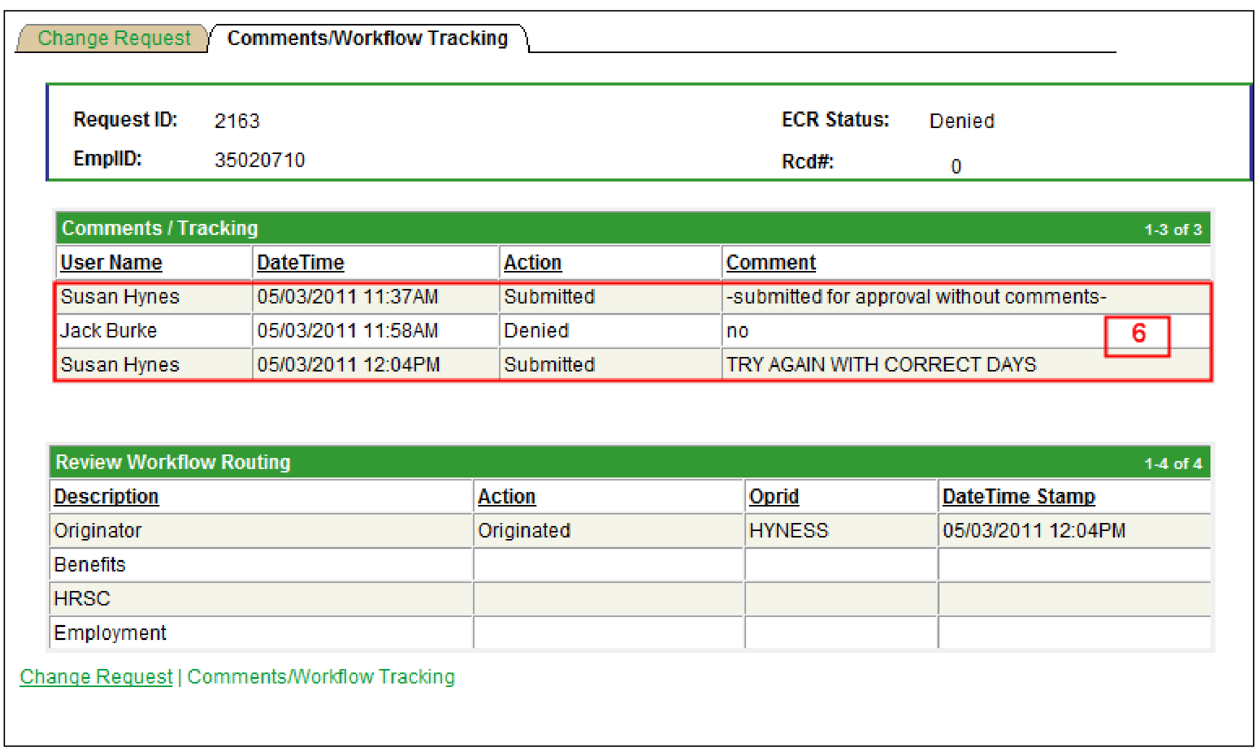
**Effective Date:** 03/01/2012 **Action:** PLA Change Reason: FLE FMLA Employee Medical Lea

Return Type: Return Date Unknown Expected Return Date: 04/01/2012

| BC Annual Salary | Monthly Comp Rate | Change Pct | BC Annl Sal Chg Amt | Monthly Change Amt |
|---|---|---|---|---|
| $65,000.00 | $5,416.667000 | | $0.00 | $0.000000 |




5. If a request is denied, the Originator can either make changes to the request and Resubmit it or Cancel the request.




| User Name | DateTime | Action | Comment |
|---|---|---|---|
| Susan Hynes | 05/03/2011 11:37AM | Submitted | -submitted for approval without comments- |
| Jack Burke | 05/03/2011 11:58AM | Denied | no |
| Susan Hynes | 05/03/2011 12:04PM | Submitted | TRY AGAIN WITH CORRECT DAYS |

| Description | Action | Oprid | DateTime Stamp |
|---|---|---|---|
| Originator | Originated | HYNESS | 05/03/2011 12:04PM |
| Benefits | | | |
| HRSC | | | |
| Employment | | | |

6. When a request is resubmitted, the workflow will readjust according to the changes made and begin the routing cycle again. It will display all activity pertaining to the request, including the resubmission through to completion.