

Managing Personnel Leave

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Screen Example and Field Descriptions | Adding a Leave Entry | Managing File Attachments

PATH: Human Resources > Personnel > Personnel Master > Leave Entry

The Leave Entry section allows you to track leave of absence information for personnel. You can use reason codes to track leave of absence events and track return dates.

Personnel with tool rights to the Employee Self Service module can view this information via the My Leave Information tab.

Screen Example and Field Descriptions

Personnel Master		Save New Leave Entry				
+ HR General Information	>	Leave Entry Editor				
Contact Information	>	Leave Reason Paid Time Off -	Start Date 11/22/2011	End Date	Modified Date 04/07/2014	
Qualifications	>	Sick/Vacation				-
+ Work Assignments	>					
Leave Entry		Leave Entry Details				
Evaluations	>	*Start Date *Start Date 11/22/2011 *Leave Reason PTO: Paid Time Off - Sick/v *State Leave Code 22: Illness Estimated Return Date Percent Returned FMLA Comments	Last	Date Date Worked S Per Day A End Date	Return Date Days Per Week State Reported	

Field	Description
Start Date	The date on which the leave of absence started.
End Date	The date on which the leave of absence ended.
Leave Pay	New York Districts Only This field field is only available for New York districts and identifies whether the employee's leave is Unpaid , Paid , or Partially Paid . When this field is set to Partially Paid, the Percentage field becomes available and you can indicate the percent to be paid.



Field	Description
Percentage	New York Districts Only This field is only available for New York districts. If the Leave Pay field is set to Partially Paid , the Percentage field becomes available and indicates the percent to be paid. You must enter a value greater than 0 and less than 100.
Leave Reason	The reason for the leave of absence. These codes are set up on the \ensuremath{HR} Codes tab.
State Leave Code	The leave code required for state reporting. This field displays ONLY if State Leave Code values have been defined.
Estimated Return Date	The estimated date on which the individual will return to work full time.
Last Date Worked	The last day the person actually worked prior to going on leave.
Return Date	The date on which the person returned to work.
Percent Returned	If the person returns to work part-time, this field indicates the percentage.
Hours Per Day	Used with a part-time return to work, this field indicates the number of hours the person is allowed to work in a day. This field is only enabled when the Percent Returned field is used.
Days Per Week	Used with a part-time return to work, this field indicates the number days the person is allowed to work each week. This field is only enabled when the Percent Returned field is used.
FMLA	This checkbox indicates whether the leave is covered by FMLA.
FMLA End Date	This field indicates when the FMLA expires in case the FMLA expires before the person's return.
State Reported	This checkbox indicates whether this leave entry should be state reported.
Comments	This field allows you to enter additional details or updates to the leave entry.

Adding a Leave Entry

PATH: *Human Resources > Personnel > Personnel Master > Leave Entry*

1. Select **Leave Entry** from the left-hand navigation. **Result**



The Leave Entry Editor displays.

2. Click the New Leave Entry button.

Result

The Leave Entry Details displays.

Save New Leave Entry				
Leave Entry Editor				
Leave Reason	Start Date	End Date	Modified Date	
Leave Entry Details				^
*Start Date	End Date			
*Leave Reason				
	•			
Estimated Return Date	Last Date V	Vorked	Return Date	
		•		
Percent Returned	Hours Per I	Day	Days Per Week	
FMLA	FMLA End	Date	State Reported	=
Comments				
				-

- 3. Use the information in Screen Example and Field Descriptions in this article to enter information specific to the Leave Entry.
- 4. Click the **Save** button.

Managing File Attachments

This feature is only available if your administrator has enabled the attachment feature.

Personnel Master		Save New Leave Entry				
+ HR General Information	>	Leave Entry Editor				
		Leave Reason	Start Date	End Date	Modified Date	
Contact Information	>	Maternity/Paternity/Adoption	04/05/2016	05/20/2016	04/05/2016	
Qualifications	>					
+ Work Assignments	>					
Leave Entry						
Evaluations	>					

Example upload button for file attachments

To view documents, click the **Upload** button 🚺 .

Users with the appropriate tool rights may also complete the following tasks.

• Attach Files



- Delete Files
- Replace Files
- Edit a File Description