

Human Capital Management: Step-by-Step Guide

Putting an Employee on Leave

This guide describes putting an employee on leave, which includes a sabbatical, paid leave, or a short work break. When the employee returns, follow the same process (using a return action).

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Before You Begin

Before you begin, you should have the following information:

- Employee ID.
- Effective Date of the leave.
- Action and Reason for the the leave.

Navigation tips:

HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.

- 2. Click **Employee Self Service**.
- 3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the row to expand the section.

Beginning the Transaction

- 1. From the HCM Community Users dashboard, click the Non-Pay Actions tile.
- 2. Under ePAR Leave, click Add.

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Smart eP	AR Non-Pay Actions	
2	ePAR Job Change Make changes to non-pay related fields Add Modify Inquiry	ePAR Group Change ePAR Employee Group Change Add Modify Inquiry
4	ePAR Group Termination ePAR Employee Group Termination Add Modify Inquiry	ePAR Leave Leave of Absence, Paid Leave or Return from Leave Add Modify Inquiry
×	ePAR Separation Retire or Terminate an Employee Add Modify Inquiry	

Step 1: Employee Selection

- 3. Type the Empl ID and click Search.
- 4. From the Search Results, select the employee, and click Next.

Step 2: Action/Reason

- 1. Complete all the required fields marked by an asterisk (*).
- 2. From the **Action** list, select an action. The Action you select, determines the Reasons the system will display in the next step. Actions include Return from Leave (and Return from Short Work Break), which you should use when the employee returns.
- 3. From the **Reason** list, select a reason.
- 4. Select an Effective Date that is equal to today or future-dated.
- 5. In the **Comments** box, type any comments.

ePAR - A	ction/Reason						
Leave NEXT Initial		Action: Reason Code: Effective Date:	06/06/2018		Document ID: Document Instance: Document Status:	ePAR L <u>0</u> Initial / /	.eave Add Entry
etails	late, Area	Empl ID:			Empl Rcd: Last Personnel Action:	0 HIR028	18948
Profile Type: Historical ePARs		Frome ID:	Pending ePARs		Last Transaction Date:	08/18/2017 6:10PM	
on Select	ion						
*Action:		~			*Reason:		~
ite:	01/02/2018				Old Effective Sequence:	0	
[31				Effective Sequence:	0	Fiscal Year:
	ePAR - A Details Leave NEXT nitial etails distorical ef on Select te:	ePAR - Action/Reason Details Leave NEXT nitial etails distorical ePARs on Selection te: 01/02/2018	ePAR - Action/Reason Details Leave Action: NEXT Reason Code: nitial Effective Date: Effective Seq: etails etails etails te: 01/02/2018	ePAR - Action/Reason Details Leave Action: NEXT Reason Code: nitial Effective Date: 06/06/2018 Effective Seq: 0 etails Empl ID: Profile ID: Historical ePARs Pending ePARs on Selection te: 01/02/2018	ePAR - Action/Reason Details Leave Action: NEXT Reason Code: nitial Effective Date: 06/06/2018 Effective Seq: 0 etails Empl ID: Profile ID: Historical ePARs On Selection te: 01/02/2018	ePAR - Action/Reason Details Leave Action: Document ID: NEXT Reason Code: Document Instance: nitial Effective Date: 06/06/2018 Effective Seq: 0 etails Effective Seq: 0 etails Empl ID: Empl Rcd: Profile ID: Last Personnel Action: Last Transaction Date: etait Transaction	ePAR - Action/Reason Details Leave Action: Document ID: ePAR L NEXT Reason Code: Document Instance: 0 Initial Effective Date: 06/06/2018 Effective Seq: 0 etails etai

6. Click Next.

Step 3: Job Information

1. Review the Job Information page:

Colleborate Attach									
Create ePAR Leave Request									
Step 3 of 4: ePAR Leave- Job Information									
Transaction Details									
PAR Action: Leave		Action: Leave of Absence	Document ID: ePAR Leave						
RequestID: NEXT		Reason Code: Administrative	Document Instance: 0						
eRAR Status: Initial		Effective Date: 11/03/2015	Document Status: Initial / Add Entry						
		Effective Sec; ()							
Temployee Details									
Name:		Empl ID:	Empl Rod: 0						
Profile Type:		Profile ID:	Last Personnel Action:						
			Last Transaction Date:						
Work Information									
lab in firster	Current Value		New Value						
Job Indicator:	Primary Job		Primary Job						
Position Number:									
Department	51000	Emailman Renáreo	51000 Employee Reviews						
Location Code:	SUCA	Office of the President	SUCA Office of the President						
Reports To:		CHINE OF THE FEELEN	order of the second sec						
Last Day Worked:									
Job Information									
	Current Value		New Valuo						
Job Code:									
Regular/Temporary:	Regular		Regular						
Full/Part Time: Full-Time			Full-Time v						
Standard Hourst	40.00		40.00						
Classified indicator OfficerEcomp		Professional	Officer/ExemptProtession: •						
Empl Class:	1 Unv Faci		1 Unv Fadi						
Officer Code:	None		None						
FTE: 1.000000			1 000000						
Honoay schedule:	NONE	No Heliday Schedule	NONE No Haliday Schwaue						
PLSA Status	Exempt		unantes 🔮						
Pay Group:	LIRK	University Staff Exernet	USX University Staff Exernal						
FICA Status: Medicare only		and and a set of the	Medicare only						
Employee Type:	ee Type: Salaried		Salaried						
Tax Location Code:	DEWER	DENVER HEAD TAX	DENVER DENVER HEAD TAX						
			Previous						
🔻 Audit Details									
Entered By:	ered By: Updated By:								
Entered Ce:			Updated On:						

2. Click Next.

Step 4: Compensation

1. Review the Compensation page:

Save Collaborate Attach								
Create ePAR Leave Request								
Step 4 of 4: ePAR Leave- Compensation								
Transaction Details								
PAR Action: Leave	Action:	Action: Leave of Absence			ePAR Leave			
Request ID: NEXT	Reason	Code: Administrative		Document Instance:	0			
ePAR Status: Initial	Effective	Date: 11/03/2015		Document Status:	Initial / Add Entry			
	Effective	e Seq: 0						
▼ Employee Details								
N-mail	Ferral ID:			Freed Dark				
Name:	Empilio:	Empl ID:		Empi Reu:	0			
Profile Type:	Profile II	Profile ID:		Last Personnel Action:				
Componsation				Last transaction Date:				
Compensation								
Salary Admin Plan:	Current value	Current value			New Value			
Salary Grade:								
Compensation Rate:								
Comp Freq:	M Monthly - Salary			M Monthly - Salary				
Total Comp Rate Change: Total Comp Percent Increase:	0.000000	0.000000			0.000000			
Total Comp Percent increase.	0.000			0.000				
▼ Job Pay Components								
Current Pay Components				New Pay Components				
Rate Code Con	np Rate			Rate Code	Comp Rate			
1 BASEM				1 BASEM				
			Previou	us				
Audit Details								
Entered By: Updated By:								
Entered On:				Updated On:				

Step 5: Saving and Submitting the Transaction

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Save

1. Click Save from the top left corner.

