

CU 8.9 HRMS Step by Step Guide

Leave of Absence (paid or unpaid) & Return from Any Leaves of Absence - Workforce Administration Module

Overview: This guide provides instruction for processing paid or unpaid leaves of absence and return from leaves for non-contract pay employees.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Job Information

- Workforce Administration
- Job Information
- Job Data

2. Job Data search page displays

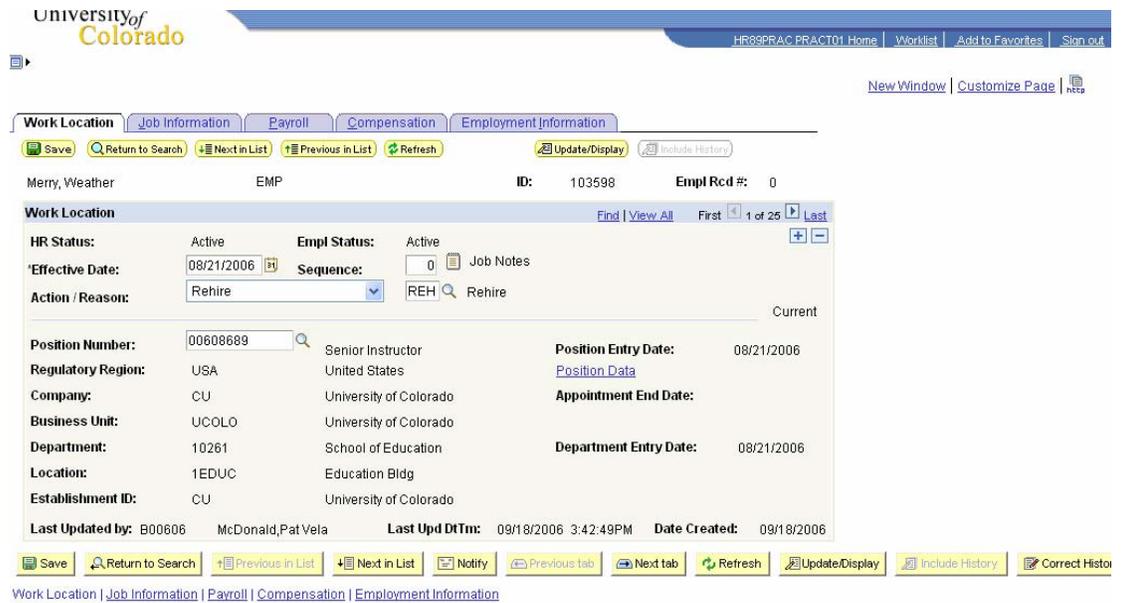
- Enter one or more of the search fields

- Click 

The screenshot displays the University of Colorado HRMS interface. The top navigation bar includes 'HR9TEST T. PPL Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The left sidebar menu is expanded to 'Job Information', showing sub-items like 'Contract Administration', 'Review Job Information', 'Reports', 'Add Employment Instance', 'Job Data', 'Update Contract Pay NA', 'Job Data Transfer/Rehire only', and 'Company Property'. The main content area is titled 'Job Information' and contains several links: 'Add Employment Instance', 'Job Data', 'Update Contract Pay NA', 'Job Data Transfer/Rehire only', 'Contract Administration', 'Review Job Information', 'Company Property', and 'Reports'. Below this is the 'Job Data' search page, which includes a search form with fields for EmpID, EmpI Rcd Nbr, Name (LN, FN), Last Name, Department, Last 4 SSN, HR Status, and Employee Status. A 'Search' button is highlighted in yellow.

3. Work Location page displays

- Click  to insert a row



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HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Merry, Weather EMP ID: 103598 Empl Rcd #: 0

Work Location Find | View All First 1 of 26 Last

HR Status: Active Empl Status: Active

'Effective Date: 08/21/2006 Sequence: 0 Job Notes

Action / Reason: Rehire REH Rehire

Current

Position Number: 00608689 Senior Instructor Position Entry Date: 08/21/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 08/21/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

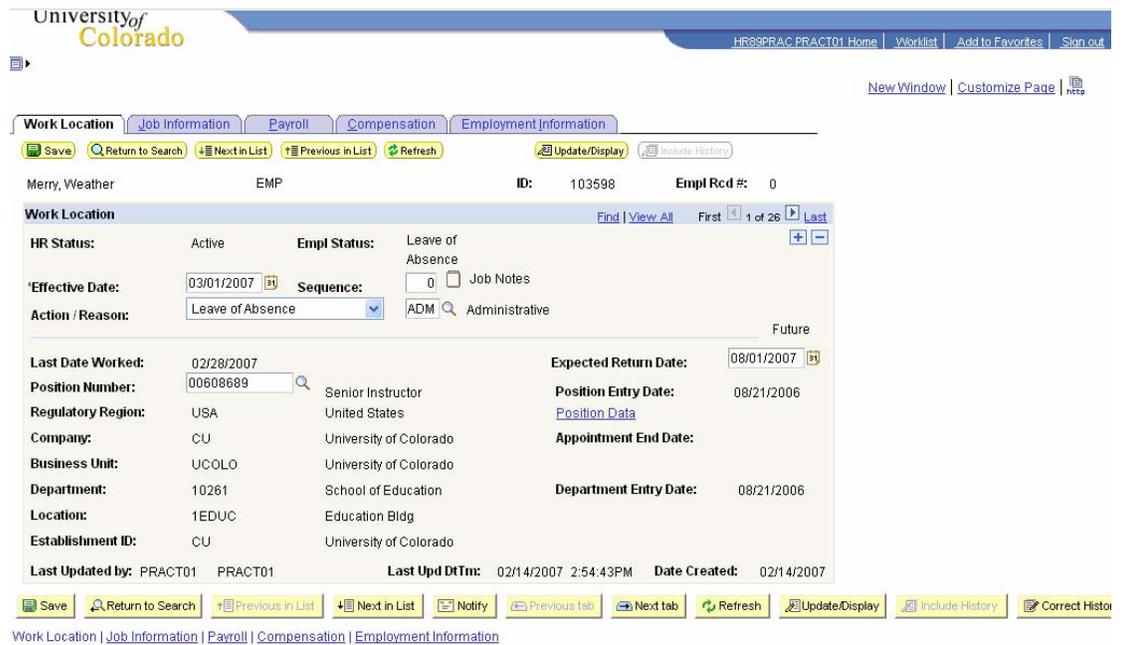
Last Updated by: B00606 McDonald,Pat Vela Last Upd DtTm: 09/18/2006 3:42:49PM Date Created: 09/18/2006

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Histor

Work Location | Job Information | Payroll | Compensation | Employment Information

4. New Row displays

- Effective date is the first day the employee is on leave
- Enter Action of Leave of Absence or Paid Leave of Absence
- Enter correct Reason for the leave
- Enter Expected Return Date



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HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Merry, Weather EMP ID: 103598 Empl Rcd #: 0

Work Location Find | View All First 1 of 26 Last

HR Status: Active Empl Status: Leave of Absence

'Effective Date: 03/01/2007 Sequence: 0 Job Notes

Action / Reason: Leave of Absence ADM Administrative

Future

Last Date Worked: 02/28/2007 Expected Return Date: 08/01/2007

Position Number: 00608689 Senior Instructor Position Entry Date: 08/21/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 08/21/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DtTm: 02/14/2007 2:54:43PM Date Created: 02/14/2007

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Histor

Work Location | Job Information | Payroll | Compensation | Employment Information

5. Enter Job Notes regarding Leave of Absence

- Click 
- Job Data Notepad displays
- Click

Add a New Note

to include comments

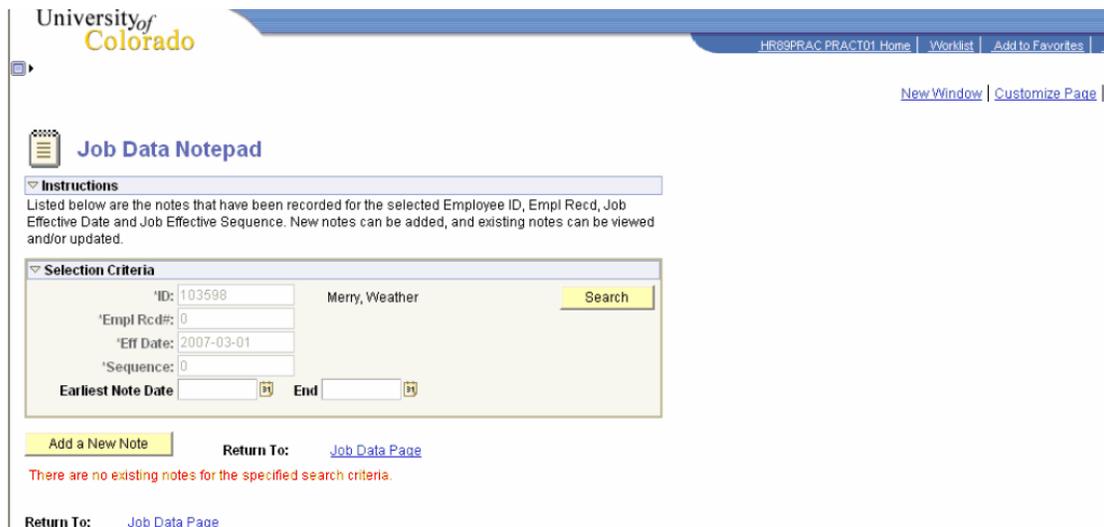
- Return to Work Location page by clicking [Job Data Page](#)

6. Work Location page re-displays

- Review and Save

7. To Return Employee from Leave or Absence

- Insert row on Work Location page
- Effective date is 1st day employee is back at work
- Enter Action of Return from Leave and Reason RFL
- Enter comments if wanted
- Review and Save



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HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

Job Data Notepad

Instructions
Listed below are the notes that have been recorded for the selected Employee ID, Empl Recd, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

ID: 103598 Merry, Weather Search

*Empl Rcd#: 0

*Eff Date: 2007-03-01

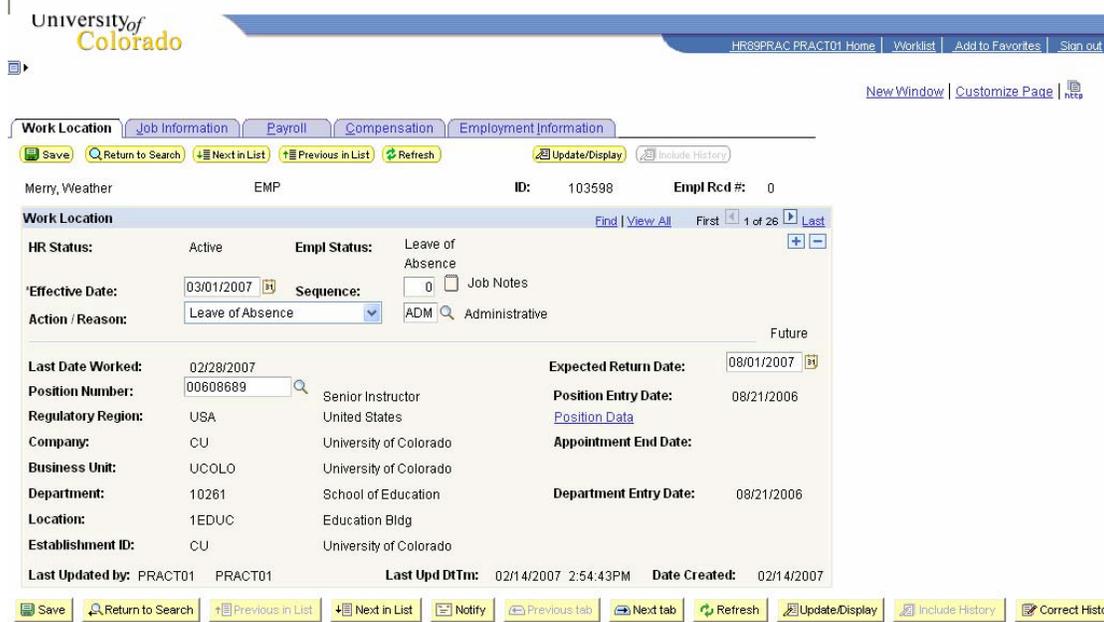
*Sequence: 0

Earliest Note Date: [] End: []

Add a New Note Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)



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HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Merry, Weather EMP ID: 103598 Empl Rcd #: 0

Work Location Find | View All First 1 of 26 Last

HR Status: Active Empl Status: Leave of Absence

*Effective Date: 03/01/2007 Sequence: 0 Job Notes

Action / Reason: Leave of Absence ADM Administrative

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Last Date Worked: 02/28/2007 Expected Return Date: 08/01/2007

Position Number: 00608689 Senior Instructor Position Entry Date: 08/21/2006

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Company: CU University of Colorado Department Entry Date: 08/21/2006

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education

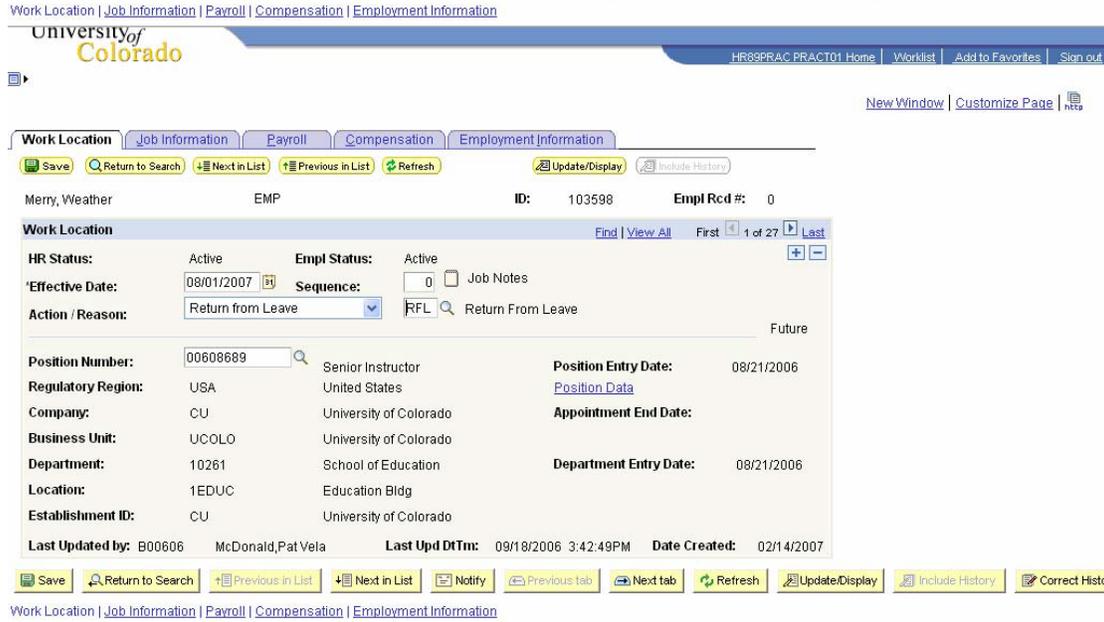
Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DtTm: 02/14/2007 2:54:43PM Date Created: 02/14/2007

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Payroll | Compensation | Employment Information



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New Window | Customize Page |

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Merry, Weather EMP ID: 103598 Empl Rcd #: 0

Work Location Find | View All First 1 of 27 Last

HR Status: Active Empl Status: Active

*Effective Date: 08/01/2007 Sequence: 0 Job Notes

Action / Reason: Return from Leave RFL Return From Leave

Future

Position Number: 00608689 Senior Instructor Position Entry Date: 08/21/2006

Regulatory Region: USA United States Appointment End Date:

Company: CU University of Colorado Department Entry Date: 08/21/2006

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education

Location: 1EDUC Education Bldg

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Last Updated by: B00606 McDonald,Pat Vela Last Upd DtTm: 09/18/2006 3:42:49PM Date Created: 02/14/2007

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Work Location | Job Information | Payroll | Compensation | Employment Information