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 leave.

Navigation tips:

1. 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.

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

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

4. The book and checkmark lets you spell check text boxes.

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

   Click the arrow 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**.

<table>
<thead>
<tr>
<th>Smart ePAR Non-Pay Actions</th>
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<tbody>
<tr>
<td><strong>ePAR Job Change</strong></td>
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<td>Make changes to non-pay related fields</td>
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<td><strong>ePAR Leave</strong></td>
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<td>Leave of Absence, Paid Leave or Return from Leave</td>
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<td><strong>ePAR Separation</strong></td>
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<td>Retire or Terminate an Employee</td>
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<td>Add Modify Inquiry</td>
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</tbody>
</table>

### Step 1: Employee Selection

3. Type the **Emp 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.

6. Click Next.
Step 3: Job Information

1. Review the Job Information page:

2. Click Next.
Step 4: Compensation

1. Review the Compensation page:

Step 5: Saving and Submitting the Transaction

1. Click Save from the top left corner.

2. Click OK.

3. Click Submit.