

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.

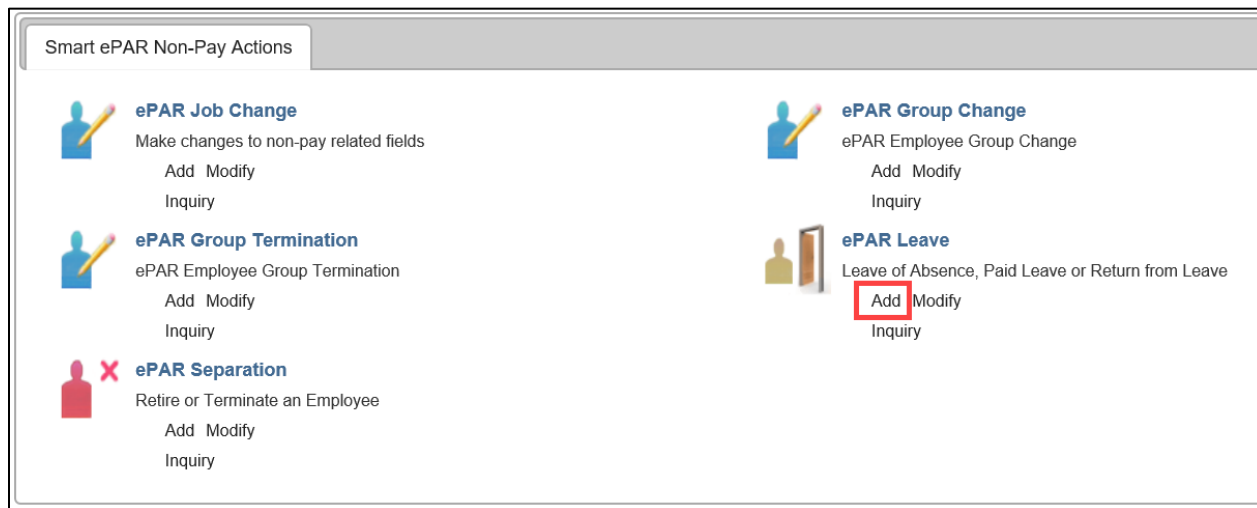


The down arrow lets you hide, or collapse, sections you do not want to view.

Click the  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**.



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.

Collaborate
Attach

Create ePAR Leave Request

Step 2 of 4: ePAR - Action/Reason

Transaction Details

PAR Action: Leave	Action:	Document ID: ePAR Leave
Request ID: NEXT	Reason Code:	Document Instance: 0
ePAR Status: Initial	Effective Date: 06/06/2018	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name:	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action: HIR0288948
Historical ePARs	Pending ePARs	Last Transaction Date: 08/18/2017 6:10PM

Action/Reason Selection

*Action:	<input type="text"/>	*Reason:	<input type="text"/>
Old Effective Date:	01/02/2018	Old Effective Sequence:	0
*Effective Date:	<input type="text"/>	Effective Sequence:	0
Comments:	<input style="width: 100%; height: 40px;" type="text"/>		

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6. Click **Next**.

Step 3: Job Information

1. Review the Job Information page:

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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
Request ID:	NEXT	Reason Code:	Administrative	Document Instance:	0
ePAR Status:	Initial	Effective Date:	11/03/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Empl ID:	Empl Rod:	0
Profile Type:	Profile ID:	Last Personnel Action:	
		Last Transaction Date:	

Work Information

	Current Value	New Value
Job Indicator:	Primary Job	Primary Job
Position Number:		
Position Title:		
Department:	51000 Employee Services	51000 Employee Services
Location Code:	5UCA Office of the President	5UCA Office of the President
Reports To:		
Last Day Worked:		

Job Information

	Current Value	New Value
Job Code:		
Regular/Temporary:	Regular	Regular
Full/Part Time:	Full-Time	Full-Time
Standard Hours:	40.00	40.00
Classified Indicator:	Officer/Exempt/Professional	Officer/Exempt/Professional
Empl Class:	1 Univ Fac	1 Univ Fac
Officer Code:	None	None
FTE:	1.000000	1.000000
Holiday Schedule:	NONE No Holiday Schedule	NONE No Holiday Schedule
FLSA Status:	Exempt	Exempt
Union Code:		
Pay Group:	USX University Staff Exempt	USX University Staff Exempt
FICA Status:	Medicare only	Medicare only
Employee Type:	Salaries	Salaries
Tax Location Code:	DENVER DENVER HEAD TAX	DENVER DENVER HEAD TAX

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Audit Details

Entered By:	Updated By:
Entered On:	Updated On:

2. Click **Next**.

Step 4: Compensation

1. Review the Compensation page:

Create ePAR Leave Request
Step 4 of 4: ePAR Leave - Compensation

Transaction Details

PAR Action: Leave	Action: Leave of Absence	Document ID: 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 Seq: 0	

Employee Details

Name:	Empl ID:	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Compensation

	Current Value	New Value
Salary Admin Plan:		
Salary Grade:		
Compensation Rate:		
Comp Freq:	M Monthly - Salary	M Monthly - Salary
Total Comp Rate Change:	0.000000	0.000000
Total Comp Percent Increase:	0.000	0.000

Job Pay Components


Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1 BASEM		1 BASEM	

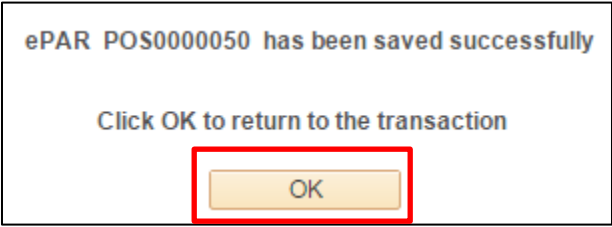
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Audit Details

Entered By:	Updated By:
Entered On:	Updated On:

Step 5: Saving and Submitting the Transaction

1. Click **Save** from the top left corner. 

2. Click **OK**. 

3. Click **Submit**. 