

Entering Leave of Absence

To place on employee on **paid** leave, **unpaid** leave or **return** an employee from leave, go to HRWEB>Leave Administration >HRWEB Leave of Absence>Leave of Absence.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button

LOA

EMP ID: Empl Record: 0

Company: EUV	Emory University	Payroll Status: Active
Business Unit: EMUNV		Job Code: KJ04 HRIS Specialist II
Department: 160060	HR: Data Services	Last Date Worked:
Location Code: 1599002	1599 CLIFTON RD	Expected Return Date:

Find | View All | First 1 of 1 Last

Effective Date: 08/17/2014 Action: Reason Code:

To enter an update to the employee record, type in the effective date for the update in this format: MM\DD\YYYY or click the calendar icon to select the effective date

Look Up Action

Action: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Action	Description
LOA	Leave of Absence
PLA	Paid Leave of Absence
RFL	Return from Leave

Click the magnifying glass next to the action field to see possible Actions and select the action.

Entering Leave of Absence

Click the magnifying glass next to the Reason Code Field and select the Reason Code

Look Up Reason Code

Action: **PLA**

Reason Code: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-12 of 12 Last

Reason Code	Description
ADM	Administrative
DSJ	Medical - Job Related
DSN	Medical - Non Job Related
EDU	Education
FMA	FMLA - Employee
MIL	Military Service
PAR	Faculty Parental Leave
PER	Personal
PRO	Professional
PRS	Prestigious
SAB	Sabbatical
SEA	Seasonal Leave of Absence

Look Up Reason Code

Action: **LOA**

Reason Code: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-15 of 15 Last

Reason Code	Description
ADM	Administrative
CFC	Canadian Forces
DSJ	Medical - Job Related
DSN	Medical - Non Job Related
EDU	Education
FML	FMLA - Employee
MIL	Military Service
NTT	Non Teaching Time
PAR	Parental Leave
PER	Personal
PRO	Professional
PRS	Prestigious
SAB	Sabbatical Leave
SEA	Seasonal
SLA	Student Leave of Absence

Be sure to click "Save" in the lower left corner when you are done!

LOA

EMP ID: Empl Record: 0

Company: EUV Emory University Payroll Status: Active
Business Unit: EMUNV Job Code: KJ04 HRIS Specialist II
Department: 160060 HR: Data Services Last Date Worked:
Location Code: 1599002 1599 CLIFTON RD Expected Return Date:

Find | View All First 1 of 1 Last

Effective Date: 08/17/2014 Action: **PLA** Reason Code: **PER**

Save **Return to Search**