







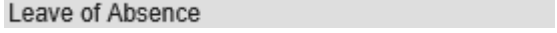







HR045.08: Placing an Employee on a Leave of Absence

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Administration menu. 
4.	Click the Job Information menu. 
5.	Click the Job Data menu. 
6.	Populate the Empl ID field. Empl ID <input type="text" value="begins with"/> x
7.	Click the Search button. 
8.	In the Work Location section, click the Plus (+) icon. 
9.	Validate the Effective Date populated by the system and make any needed updates. Effective Date <input type="text" value="11/02/2016"/> x



Step	Action
10.	Click the Drop Down icon associated with the Action field. 
11.	Select Leave of Absence from the list. 
12.	Click the Drop Down icon associated with the Reason field. 
13.	Select the desired value from the list. 
14.	Click the Save button. 
15.	You have successfully completed the Placing an Employee on a Leave of Absence topic. End of Procedure.