





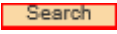





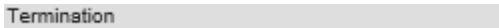



HR045.12: Placing a Disabled Employee Not Retirement Eligible on a Leave of Absence

Step	Action
1.	<p>The job aid is for Disabled Employees Not Retirement Eligible. Employees with service of 9 ½ or less will be placed on unpaid leave with benefits for a period of one year.</p> <p>On the Employee Self Service menu, click the NavBar button</p> 
2.	<p>Click the Navigator object.</p> 
3.	<p>Click the Workforce Administration menu.</p> 
4.	<p>Click the Job Information menu.</p> 
5.	<p>Click the Job Data menu.</p> 
6.	<p>Populate the Empl ID field</p> 
7.	<p>Click the Search button.</p> 
8.	<p>In the Work Location section, click the Plus (+) icon</p> 



Step	Action
9.	Validate the Effective Date populated by the system and make any needed updates by either entering the effective directly into the field or using the calendar look up. 
10.	Click the drop down icon associated with the Action field Action <input type="text" value="Position Change"/> 
11.	Click the Leave of Absence list item. <input type="text" value="Leave of Absence"/>
12.	Click the drop down icon associated with the Reason field Reason <input type="text" value=""/> 
13.	Click the NonFMLA Qualified Family Leave list item. <input type="text" value="NonFMLA Qualified Family Leave"/>
14.	Click the Benefits Program Participation link In the Benefits Administration Eligibility in the the Elig_Config3 dropdown field select DISLOA . Click the Save button. 
15.	Enter the future dated termination row to end benefits and trigger offer of Cobra benefits. In the Work Location Section, click the Plus (+) icon. 
16.	Enter Effective Date of <u>one year in the future of the date placed on Leave of Absence</u> by either entering the effective directly into the field or using the calendar look up. 
17.	You will will receive this warning message since the effective date is more than 30 days in the future. Click the OK button. 
18.	Click the drop down icon associated with the Action field Action <input type="text" value="Leave of Absence"/> 



Step	Action
19.	Click the Termination list item. 
20.	Click the drop down icon associated with the Reason field. 
21.	Click the Resignation list item. 
22.	Click the Save button. 
23.	When the termination effective date arrives, the job data will be sent on the HRID to Aight who will terminate benefits and offer COBRA benefits. If you have questions about related University System of Georgia (USG) policy, please reference the USG Human Resources Administrative Practice Manual: https://www.usg.edu/hr/manual/disabled_employee_insurance End of Procedure.