Placing an Employee on Unpaid Leave of Absence
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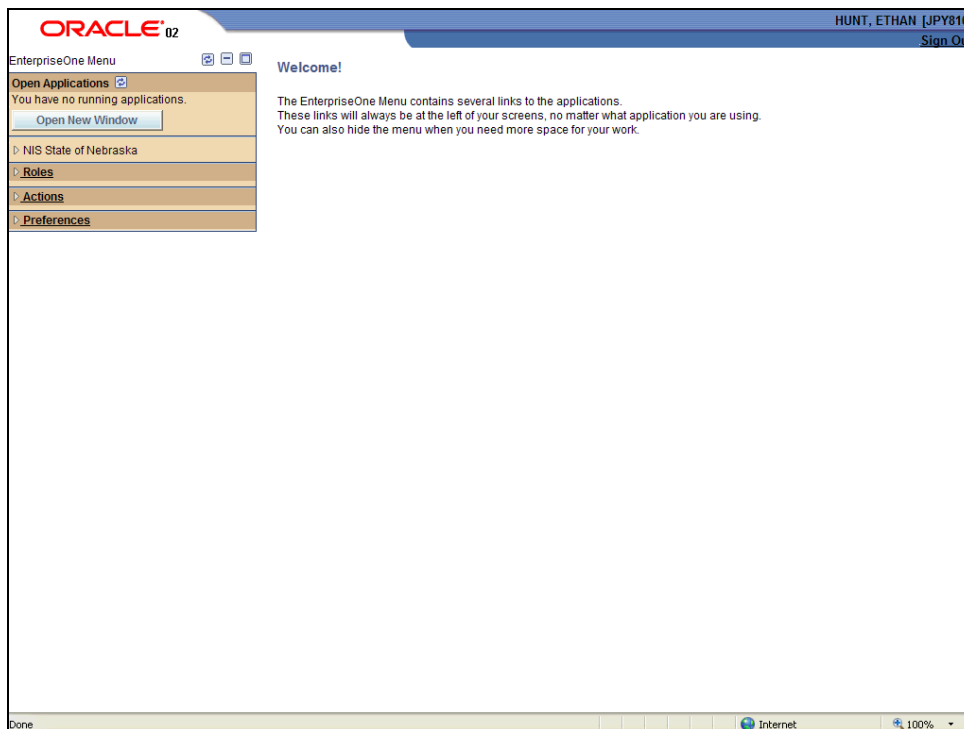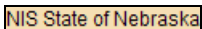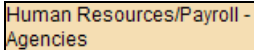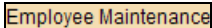
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Placing an Employee on Unpaid Leave of Absence Lesson

Procedure

In this lesson you will learn how to place an employee on an unpaid leave of absence.

Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance

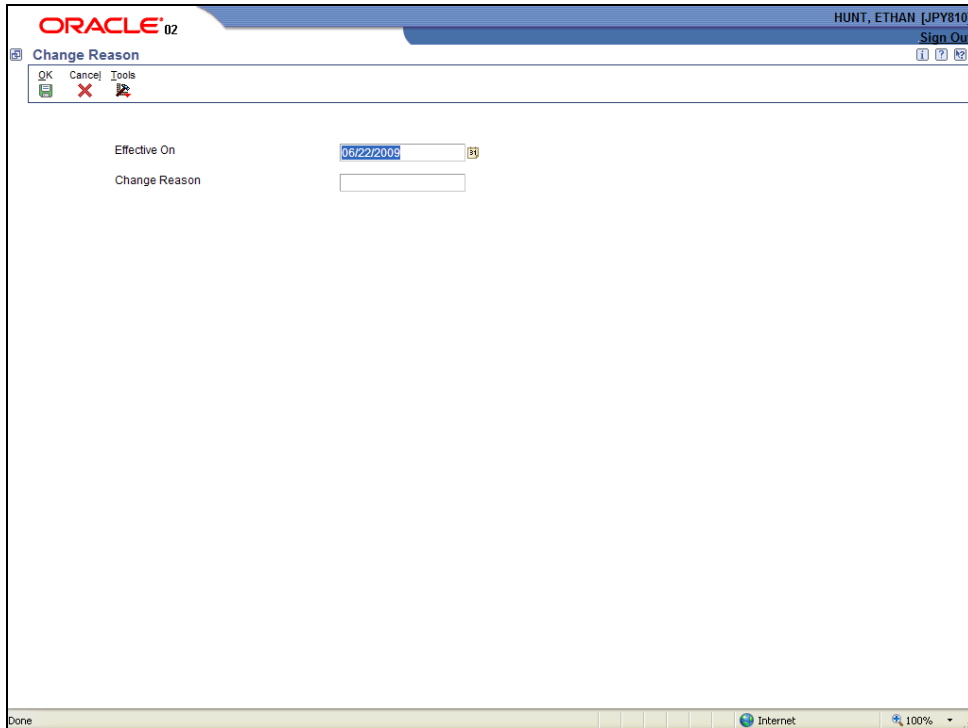| Step	Action
4.	Click the **Employee Information** link. Employee Information
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the **Employee No** field (the employee's address book number), and the **Alpha Name** field.
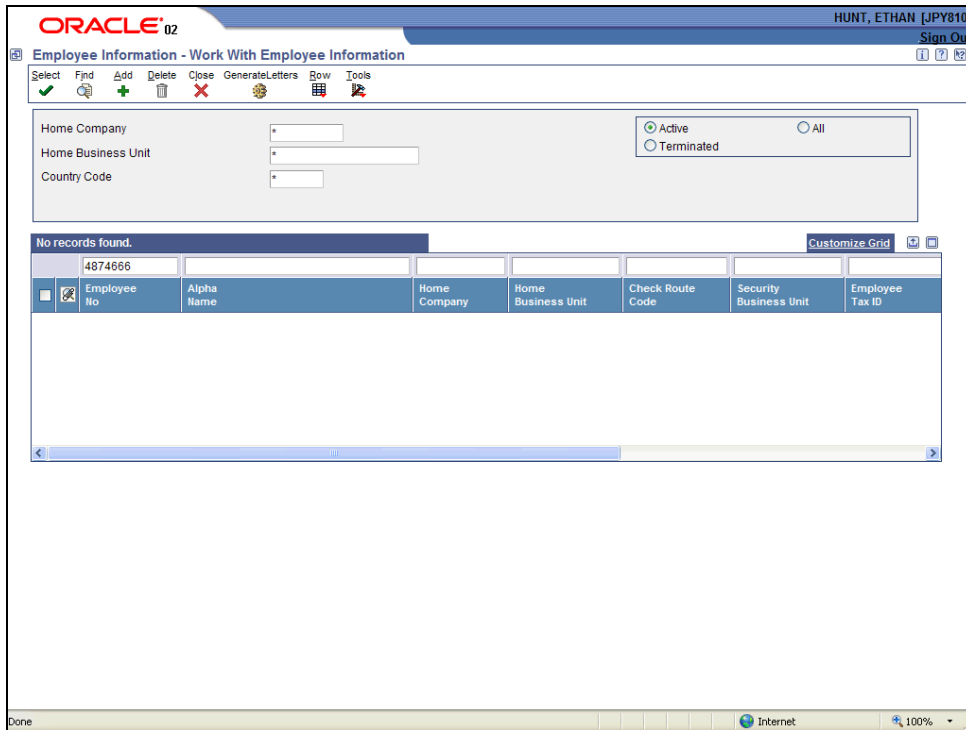
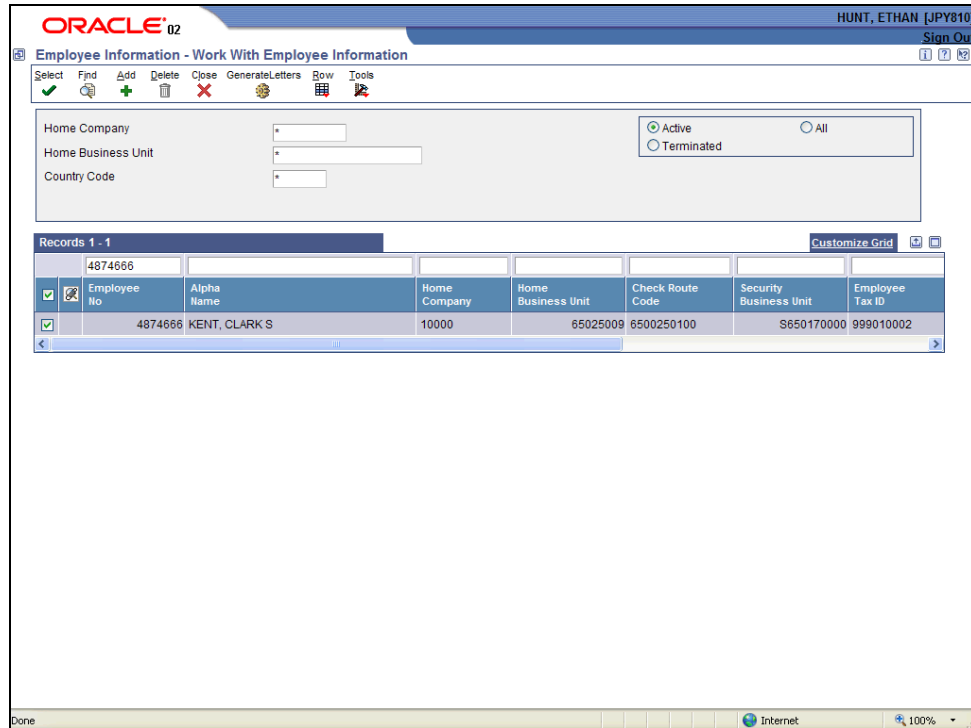| Step	Action
6.	After entering your search criteria click the **Find** button.
7.	Select the record by clicking the check box next to it.
8.	Click the **Row** button.
9.	Click the **Employee** menu. Employee

Step	Action
10.	Type the code for **Leave of Absence - Unpaid** in the **Pay Status** field. Use the **Visual Assist** tool if needed.
11.	Enter the date the leave beings in the **Leave Begin Date** field.
12.	If known, enter the date the leave will end in the **Leave End Date** field.
13.	When finished click the **OK** button.

Step	Action
14.	Type the effective date of the leave in the **Effective On** field.
15.	Enter the change reason code in the **Change Reason** field. Use the **Visual Assist** tool if needed.
16.	Click the **OK** button.

Step	Action
17.	Click the **Close** button.
18.	You have successfully completed this lesson. **End of Procedure.**