

Placing an Employee on Unpaid Leave of Absence
Created on Thursday, June 25, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

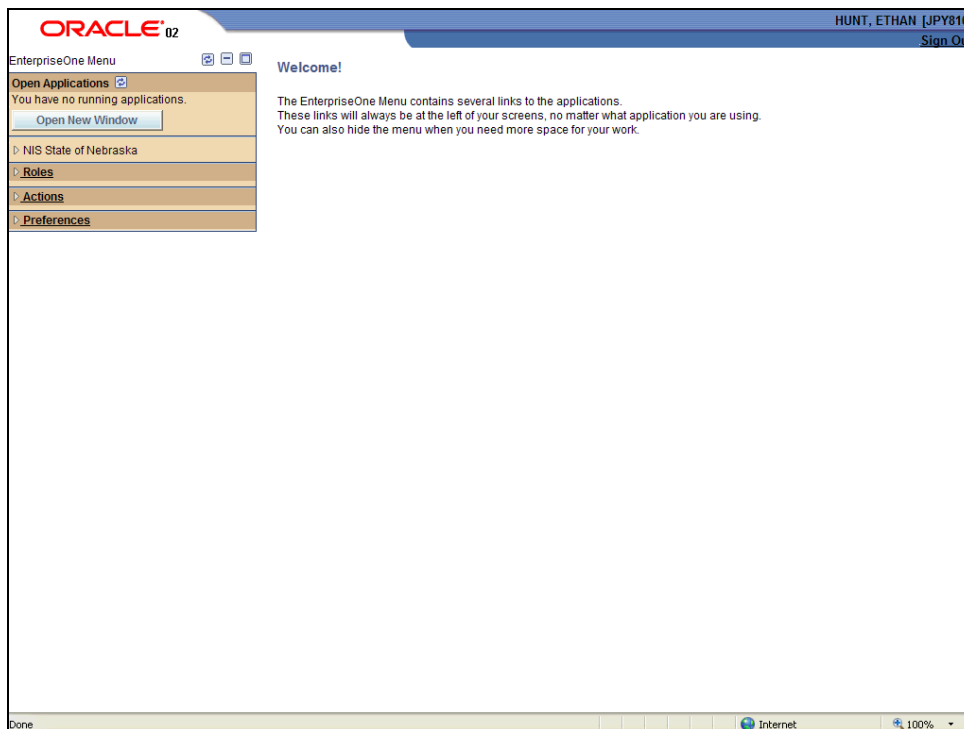
Placing an Employee on Unpaid Leave of Absence	1
Placing an Employee on Unpaid Leave of Absence Lesson.....	1

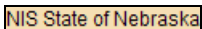
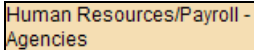
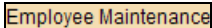
Placing an Employee on Unpaid Leave of Absence

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.



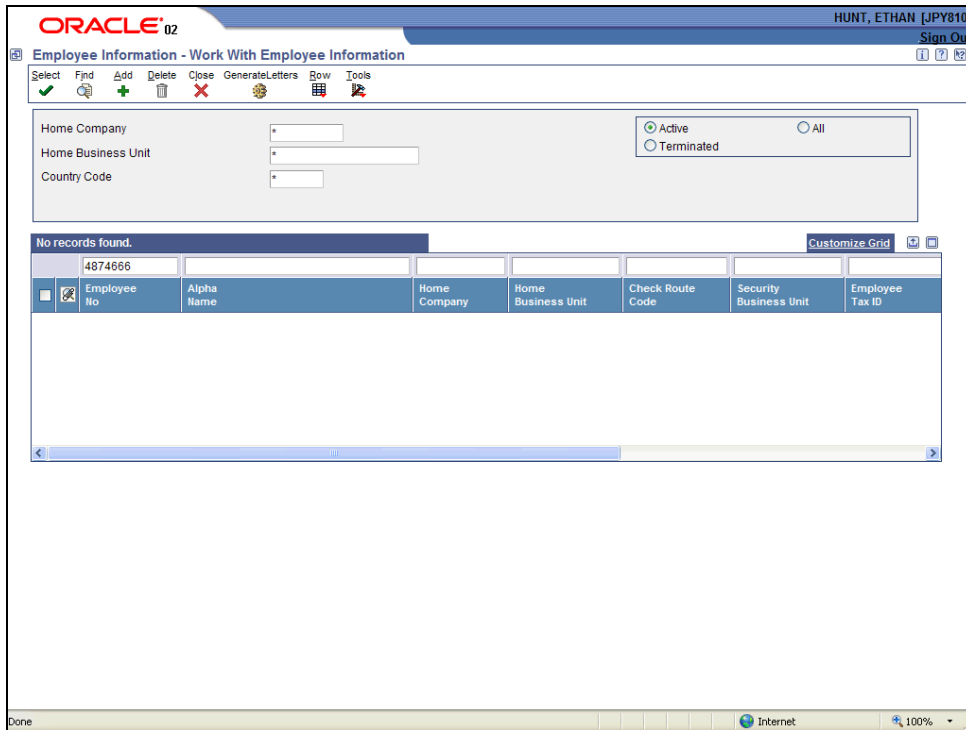
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 

Training Guide

Placing an Employee on Unpaid Leave of Absence





Step	Action
4.	Click the Employee Information link.
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.



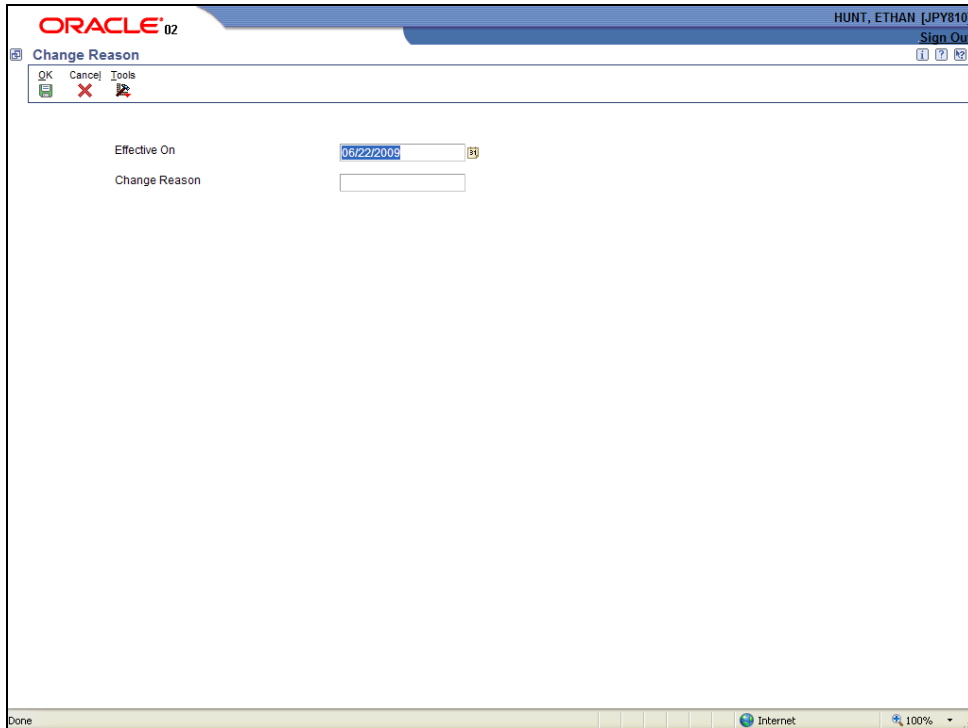
Step	Action
6.	After entering your search criteria click the Find button.
7.	Select the record by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Row button.
9.	Click the Employee menu.


The screenshot shows the Oracle HRMS 'Employee Information - Employee' form. The employee name is KENT, CLARK S. The form includes fields for Employee No. (4874666), Employee Tax ID (999010002), Security Business Unit (S650170000), Home Company (10000), Check Route Code (6500250100), Pay Frequency (BI-WEEKLY), Pay Status (ACTIVE), and Benefit Group (NAPE-B). It also contains date fields for Original Hire Date, Leave Begin Date, Leave End Date, Date Employee Recall, Termination Date, Date Pay Starts, and Date Pay Stops. The 'Upon Termination' section has a checkbox for 'N/A' and a 'Country of Employment' dropdown set to 'US'.

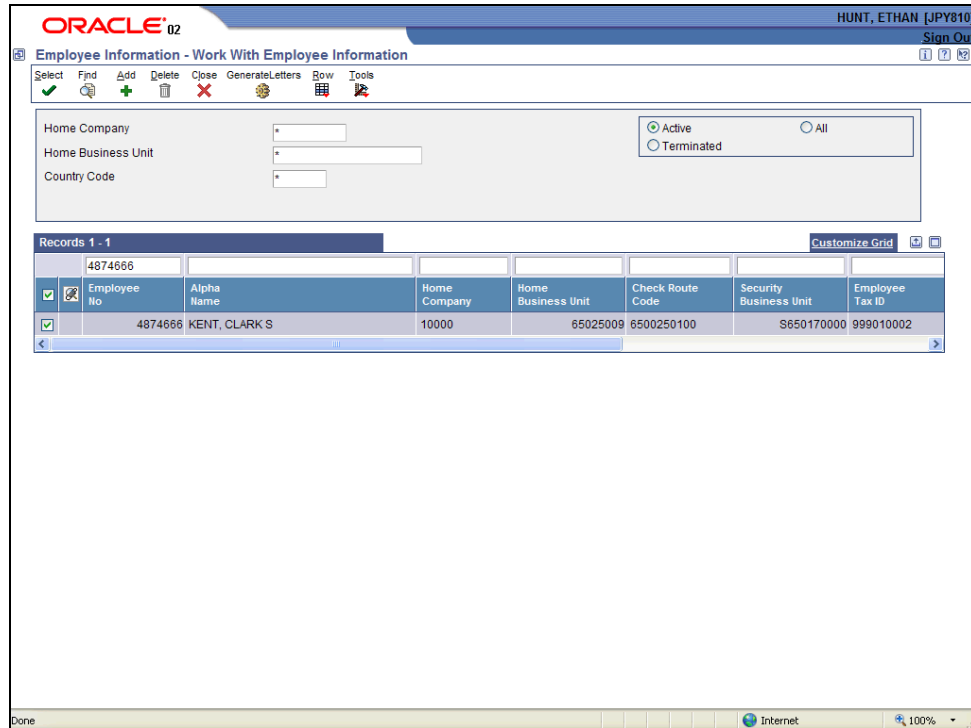
Step	Action
10.	Type the code for Leave of Absence - Unpaid in the Pay Status field. Use the Visual Assist tool if needed. 
11.	Enter the date the leave begins in the Leave Begin Date field.
12.	If known, enter the date the leave will end in the Leave End Date field.
13.	When finished click the OK button. 


Training Guide

Placing an Employee on Unpaid Leave of Absence



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.