

**Placing an Employee on Unpaid Leave of Absence**  
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The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



**Training Guide**  
**Placing an Employee on Unpaid Leave of**  
**Absence**

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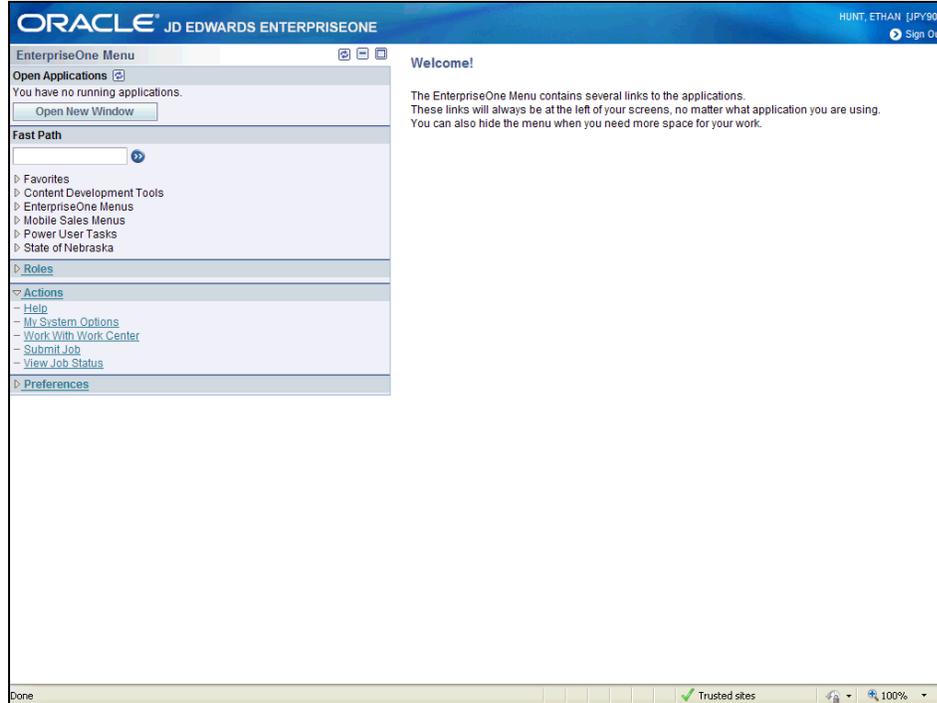
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## Placing an Employee on Unpaid Leave of Absence

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

#### Procedure

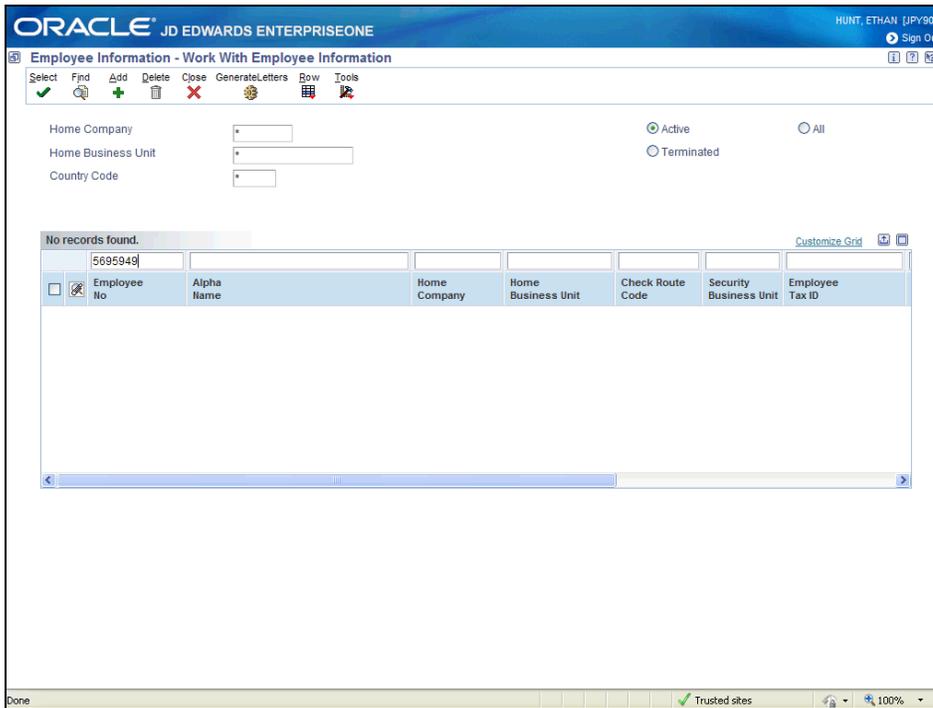
In this lesson you will learn how to place an employee on an unpaid leave of absence.

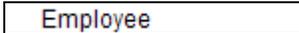


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Employee Information</b> link. <a href="#">Employee Information</a>
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 <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.

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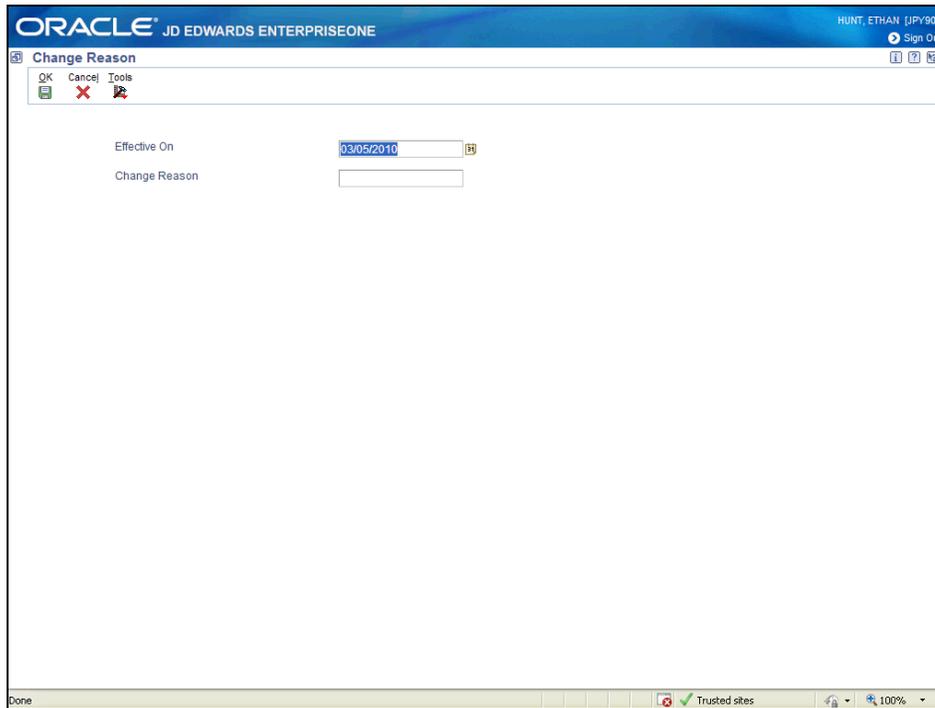


Step	Action
6.	After entering your search criteria click the <b>Find</b> button. 
7.	Select the record by clicking the check box next to it. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Employee</b> menu. 

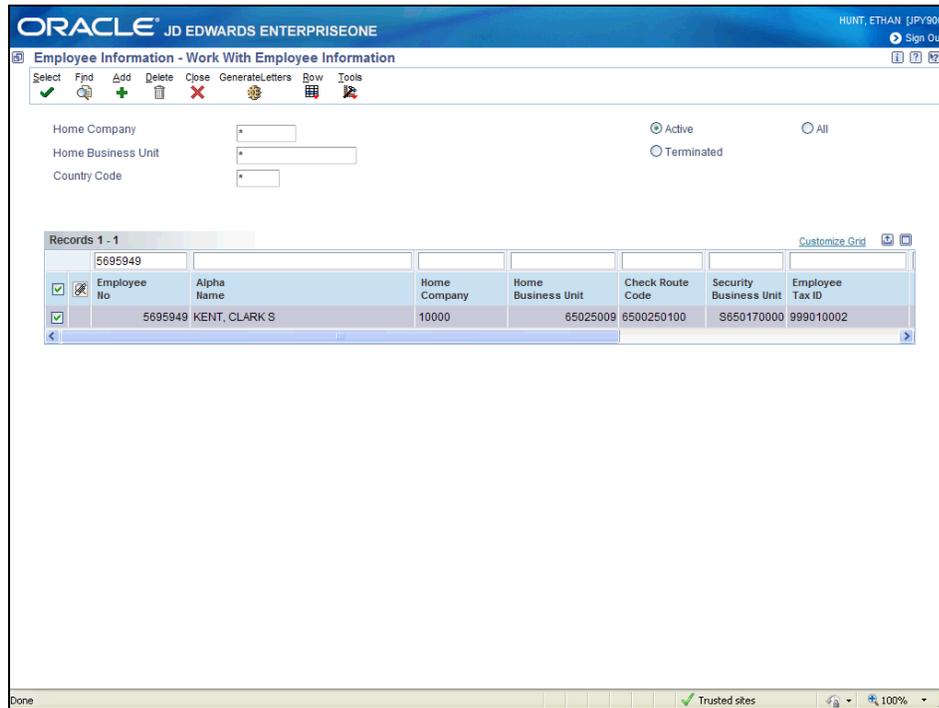
Step	Action
10.	Click in the <b>Pay Status</b> field. 
11.	Type the code for <b>Leave of Absence - Unpaid</b> in the <b>Pay Status</b> field. Use the <b>Visual Assist</b> tool if needed. 
12.	Click in the <b>Leave Begin Date</b> field. 
13.	Enter the date the leave begins in the <b>Leave Begin Date</b>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

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Step	Action
17.	Type the effective date of the leave in the <b>Effective On</b> field.
18.	Click in the <b>Change Reason</b> field. 
19.	Enter the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if needed.
20.	Click the <b>OK</b> button. 



Step	Action
21.	Click the <b>Close</b> button. 
22.	You have successfully completed this lesson. <b>End of Procedure.</b>