

# Placing an Employee on Unpaid Leave of Absence

## Overview

This work instruction shows how to place an employee on an unpaid leave of absence.

## NIS Policies

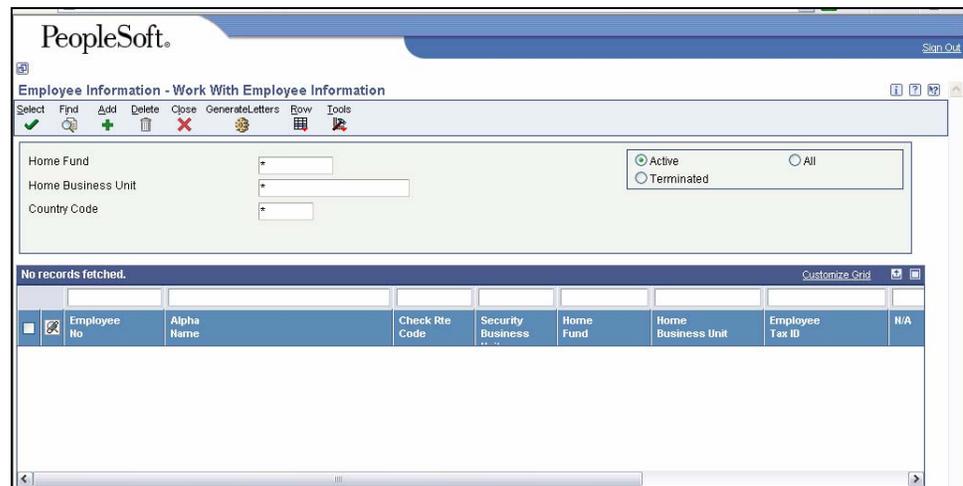
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer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

## Navigation

Click Roles, HR\_PR  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)  
Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

## Steps

Start this instruction from the Employee Information – Work with Employee Information window.



1. Enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid, to search.
2. In the header, choose one of the following fields:
  - Active
  - Terminated

- All
3. Click **Find**.

PeopleSoft  
Employee Information - Work With Employee Information

Select Find Add Delete Close GenerateLetters Row Tools

Home Fund \*  
Home Business Unit \*  
Country Code \*

Active  All  
 Terminated

Records 1 - 1

Employee No	Alpha Name	Check Rte Code	Security Business	Home Fund	Home Business Unit	Employee Tax ID	N/A
107351	TEST, BARBARA A	1300450400	S130000000	10000	13519906	184488121	

4. Choose the desired employee on the grid.
5. Click, **Row, Employee**.

PeopleSoft  
Employee Information - Employee

OK Cancel Form Tools

Employee No. 107351 TEST, BARBARA A  
Employee Tax ID 184488121

NIA  
Security Business Unit S130000000 DEPT OF EDUCATION  
Home Fund 10000 STATE GENERAL FUND  
Check Route Code 1300450400 13 004 REG V OFC  
Pay Frequency M Monthly  
Pay Status 0  
Employee Benefit Status A Active  
Benefit Group EDUC-M EDUCATION, DEPT. OF-MONTHLY Adj. Service Date 01/16/2001

Original Hire Date 11/01/1998 Agency Original Hire Date 01/16/2001  
Leave Begin Date Leave End Date  
Expected Recall Date Termination Date  
Date Pay Starts 06/30/2002 Date Pay Stops

Data Protection Standards  
N/A  
N/A

Upon Termination  
 N/A  
Country of Employment  
Country US UNITED STATES

6. On the Employee Information – Employee window, change the following:
  - Pay Status – Type the code for Leave of Absence – Unpaid.
  - Leave Begin Date – Type the date the Leave of Absence started.
  - Leave End Date – Type the date the Leave of Absence will end, if known.
7. Click **OK**. The Change Reason window appears.
8. On the Change Reason window, type the effective date and appropriate change reason code.



The screenshot shows a PeopleSoft web interface window titled "Change Reason". The window has a blue header with the "PeopleSoft" logo on the left and a "Sign Out" link on the right. Below the header is a toolbar with "OK", "Cancel", and "Tools" buttons. The main content area contains two fields: "Effective On" with a date input field containing "01/06/2006" and a "BY" button, and "Change Reason" with an empty text input field.

9. Click **OK** to return to the Work With Employee Information window.
10. Click **Close**.