

Setting up and Recording Leave of Absences

Create Leave of Absence Codes.

Manage/Employee Maintenance
HR/HR Tables/Leave Code
Maintenance

Click ADD, fill out the screen and
SAVE.

Make as many as you need

Start Date: 03/02/2020, End Date: 03/31/2020, Board Date: 02/19/2020

Board Category: Blank

Seq	Code	Tenure/Appointment Area	Type	Effective	End Date	Board Date	Rank	Senior Date	Pos. Class	Pro
01		Systems Training Assista	PERM	08/18/1997	/ /	/ /		08/18/1997	CLC	/ /
02		Systems Training Assistant	PERM	07/24/2017	/ /	/ /		07/24/2017	CLC	/ /

Leaves of Absence should be linked to an appt. this is done by double clicking anywhere on the appropriate Appt. Area Line in the lower grid. In this case, the leave would be linked to the current appt which is the Permanent (PERM) appointment. Once the appointment is linked, the line will go Green

Info Positions Add Items Budget Pay Sched Pay Auth Deductions **H/R** Assign Attendance Benefits

Overview Appointments Srty/Lngvty Board Action Certificates **Leave** Evaluations Course/Degree Addt

Leave Cd SRGY SURGERY

Start	End Date	Description
03/02/2020	03/31/2020	SURGERY
//	//	

Click on BOB and choose "Update linked position end date with effective and add similar LOA position."

Add Leave

Add Leave Similar to "SURGERY" for 03/02/2020-03/31/2020

Delete "SURGERY" for 03/02/2020-03/31/2020

Update linked Position End Date with 03/01/2020

Update linked Position End Date with 03/01/2020 & Add similar LOA Position

Update linked LOA Position End Date with 03/31/2020 & Add similar Position

Auto Calculate "Number of Days to Adjust" based on Linked Position's Calendar

Add Leave SRGY 03/02/2020-03/31/2020 to Board Action

Civil Serv Title 306

Seq	Code	Tenure/Appointment Area	Type	Effective	End Date	Board Date	Rank	Senior Date	Pos. Class	Pro
01		Systems Training Assista	PERM	08/18/1997	//	//		08/18/1997	CLC	//
02		Systems Training Assistant	PERM	07/24/2017	//	//		07/24/2017	CLC	//

Info **Positions** Add Items Budget Pay Sched Pay Auth Deductions H/R Assign Attendance Benefits

Effective	End Date	Title	FTE	Adj. Salary	Prorated Sal.	Base Salary	Salary Notice
07/01/2019	03/01/2020	Systems Training Assistant	1.0000	77,838.00	52,190.00	77,838.00	
03/02/2020	03/31/2020	Systems Training Assistant (02)	1.0000	77,838.00	0.00	77,838.00	
//	//		1.0000	0.00	0.00	0.00	

Position Code 6231 Systems Training Assistant (02) Leave of Absence Salaried Primary

This puts the position on Leave of absence, and the pay schedule shows prorated salary as zero and no paychecks are generated

() (Mult) Appointment systems Training Assistant-Permanent Activated // : : AM

Bargaining Unit ITPA Information Tech Prof Assoc

Division CNTR Center

Department DATA Data and Application Services

Supervisor ADI3 Twitchell, Kelly (Sherman, Dorothy ESSA)

Salary Schedule Blank

Grade Blank Step

FTE	Assignment	Appoint
1.0000	"STA2" Systems Training Ass	Systems
0.0000		Systems

Paid Days 261.00 (Contract) Hrs per Day 7.80 Hourly Rate 38.23 Daily Rate 298.23 For Payroll Transactions ERS Full-Time Salary 77,838.00 Base Salary 77,838.00 FTE Adjusted 77,838.00 **Prorated Salary 0.00** NYSED Salary 77,838.00

Info Positions Addt Items Budget **Pay Sched** Pay Auth Deductions H/R Assign Attendance Benefits

Effective	End Date	Title	FTE	Adj. Salary	Prorated Sal.	Base Salary
07/01/2019	03/01/2020	Systems Training Assistant	1.0000	77,838.00	52,190.00	77,838.00
03/02/2020	03/31/2020	Systems Training Assistant (02)	1.0000	77,838.00	0.00	77,838.00

Title: Systems Training Assistant (02) Leave of Absence 03/02/2020 - 03/31/2020 FTE: 1.0000

Pay Freq: 12MO 12 Month TRS Contract Salary: 77,838.00

Paychk Loc: MAIL US Postal Mail Pro-Rated Salary: 0.00

Total Salary: 0.00

Paid to Date: Hourly: 0.00, Daily: 0.00, Overtime: 0.00, Adjustment: 0.00, Session: 0.00, Salary: 0.00, Total Earnings: 0.00, Accrual: 0.00

When the employee returns to work on the LOA tab, modify and choose update LOA position with the appropriate end date and add similar position.

Info Positions Addt Items Budget Pay Sched Pay Auth Deductions **H/R** Assign Attendance Benefits

Overview Appointments Snrty/Lngvty Board Action Certificates **Leave** Evaluations Course/Degree Addt

Leave Cd: SRGY SURGERY

Start	End Date	Description
03/02/2020	03/31/2020	SURGERY
/ /	/ /	

Note:

Civil Serv Title: 306 Systems Training Assistant Adj. for LOA: 0 Other Abs: 0 Other Adj.: 0

Seq	Code	Tenure/Appointment Area	Type	Effective	End Date	Board Date	Rank	Senior Date	Pos. Class	Pro
01		Systems Training Assista	PERM	08/18/1997	/ /	/ /		08/18/1997	CLC	/ /
02		Systems Training Assistant	PERM	07/24/2017	/ /	/ /		07/24/2017	CLC	/ /

Add Leave

- Add Leave Similar to "SURGERY" for 03/02/2020-03/31/2020
- Delete "SURGERY" for 03/02/2020-03/31/2020
- Update linked Position End Date with 03/01/2020
- Update linked Position End Date with 03/01/2020 & Add similar LOA Position
- Update linked LOA Position End Date with 03/31/2020 & Add similar Position**
- Auto Calculate "Number of Days to Adjust" based on Linked Position's Calendar
- Add Leave SRGY 03/02/2020-03/31/2020 to Board Action

This will start a new position with the start date and prorate the salary

Info **Positions** Addt Items Budget Pay Sched Pay Auth Deductions H/R Assign Attendance Benefits

Effective	End Date	Title	FTE	Adj. Salary	Prorated Sal.	Base Salary	Salary Notice
07/01/2019	03/01/2020	Systems Training Assistant	1.0000	77,838.00	52,190.00	77,838.00	
04/01/2020	/ /	Systems Training Assistant (03)	1.0000	77,838.00	19,385.00	77,838.00	
03/02/2020	03/31/2020	Systems Training Assistant (02)	1.0000	77,838.00	0.00	77,838.00	
/ /	/ /		1.0000	0.00	0.00	0.00	

Position Code: 6231 Systems Training Assistant (03) Activated Salaried Primary

FTE: 1.0000 Effective: 04/01/2020 End Date: 00/00/0000

Frequency: 12MO 12 Month

Calendar: 12MO 12 MONTH

() Mult Appointment: Systems Training Assistant-Permanent

Bargaining Unit: ITPA Information Tech Prof Assoc

Division: CNTR Center

Department: DATA Data and Application Services

Supervisor: ADI3 Twitchell, Kelly (Sherman, Dorothy ESSA)

Salary Schedule: Blank

Grade: Blank Step

Paid Days: 261.00 Hrs per Day: 7.80

Hourly Rate: 38.23 Daily Rate: 298.23 ERS Full-Time Salary: 77,838.00

Base Salary: 77,838.00

FTE Adjusted: 77,838.00

NYSED Salary: 77,838.00

Prorated Salary: 19,385.00

FTE	Assignment	Appoint
1.0000	"STA2" Systems Training Ass	Systems

Info Positions Addt Items Budget **Pay Sched** Pay Auth Deductions H/R Assign Attendance Benefits

Effective	End Date	Title	FTE	Adj. Salary	Prorated Sal.	Base Salary
07/01/2019	03/01/2020	Systems Training Assistant	1.0000	77,838.00	52,190.00	77,838.00
04/01/2020	/ /	Systems Training Assistant (03)	1.0000	77,838.00	19,385.00	77,838.00
03/02/2020	03/31/2020	Systems Training Assistant (02)	1.0000	77,838.00	0.00	77,838.00

Title: Systems Training Assistant (03) 04/01/2020 - / / FTE: 1.0000

Pay Freq: 12MO 12 Month TRS Contract Salary: 77,838.00

Paychk Loc: MAIL US Postal Mail Pro-Rated Salary: 19,385.00

Start Date	Rate	Pay Type	End Date	Rate	Pay Type	Status
1. 07/03/2019	0.00	Salary	12. 12/05/2019	0.00	Salary	Pndng
2. 07/18/2019	0.00	Salary	13. 12/19/2019	0.00	Salary	Pndng
3. 08/01/2019	0.00	Salary	14. 01/02/2020	0.00	Salary	Pndng
4. 08/15/2019	0.00	Salary	15. 01/16/2020	0.00	Salary	Pndng
5. 08/29/2019	0.00	Salary	16. 01/30/2020	0.00	Salary	Pndng
6. 09/12/2019	0.00	Salary	17. 02/13/2020	0.00	Curmt	Pndng
7. 09/26/2019	0.00	Salary	18. 02/27/2020	0.00	Pndng	Pndng
8. 10/10/2019	0.00	Salary	19. 03/12/2020	0.00	Pndng	Pndng
9. 10/24/2019	0.00	Salary	20. 03/26/2020	0.00	Pndng	Pndng
10. 11/07/2019	0.00	Salary	21. 04/09/2020	4,416.15	Pndng	Pndng
11. 11/21/2019	0.00	Salary	22. 04/23/2020	2,993.77	Pndng	Pndng

Total Salary: 19,385.00

Paid to Date: Hourly 0.00, Daily 0.00, Overtime 0.00, Adjustment 0.00, Session 0.00, Salary 0.00, Total Earnings 0.00, Accrual 0.00