

How to initiate a leave of absence in HCM:

This job aid outlines how to initiate a Leave of Absence (leave without pay) action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

Those with HR Initiator access can take this action for employees within their security scope.

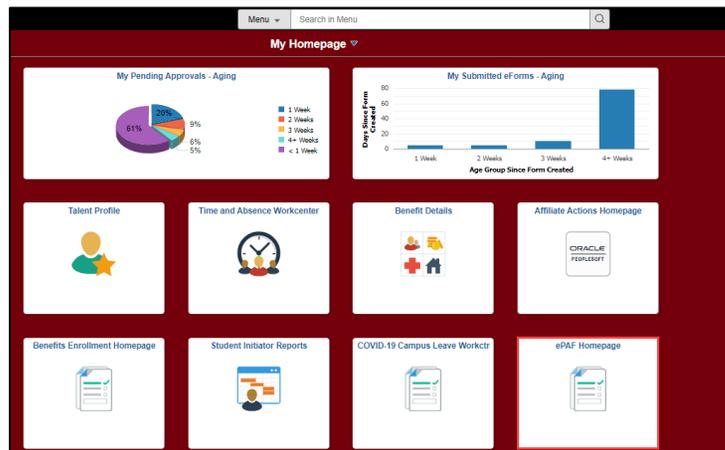
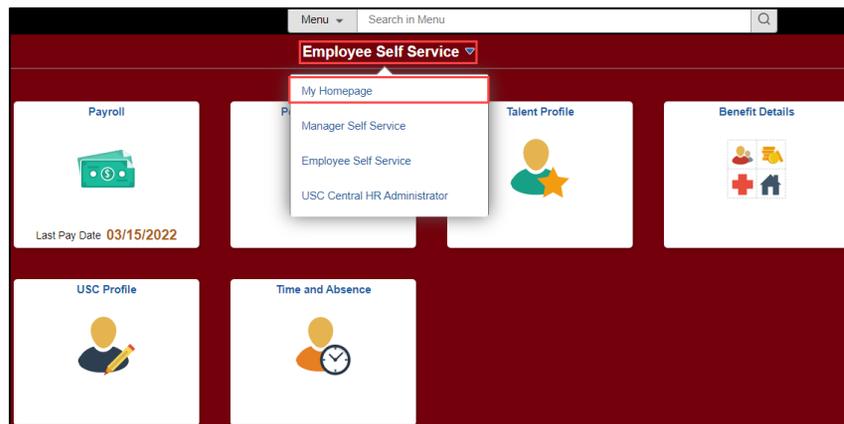
Leave of Absence (leave without pay) spanning 5 or more consecutive days must be submitted via the Status Change eForm in addition to the absence request process. Leave of absence events less than 5 consecutive days only occur through the absence request process.

Note: An employee in a leave of absence status remains in that status until you initiate a **Return from Leave** action on the Status Change eForm.

Initiating a leave of absence (leave without pay) action: In order to initiate leave without pay for one of your employees, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots

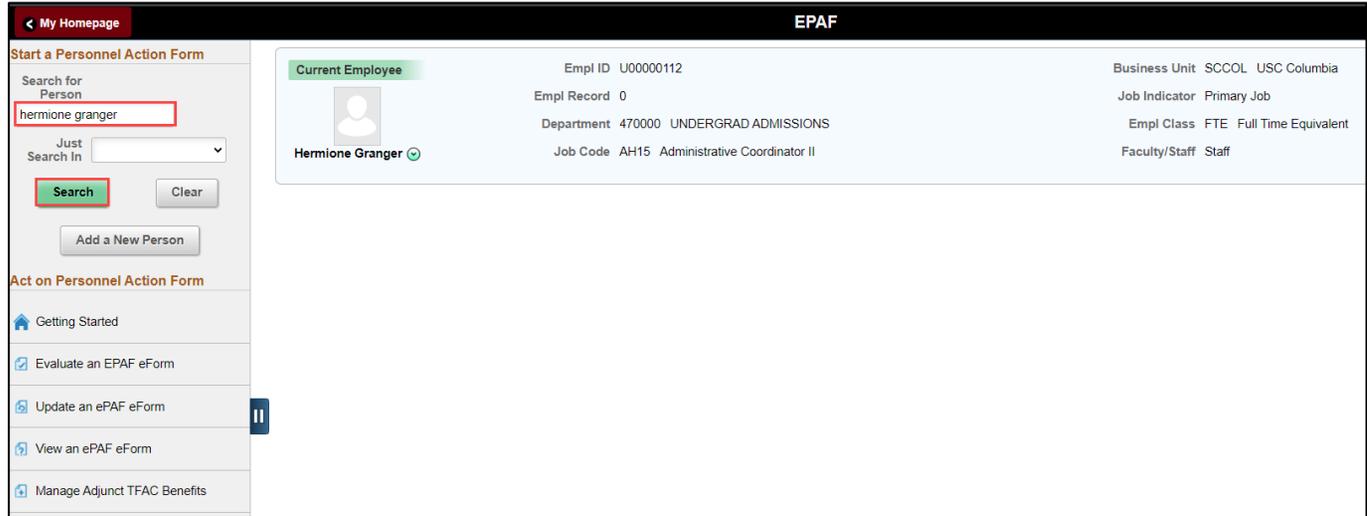


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Status Change eForm: Leave of Absence (Leave Without Pay)**

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.

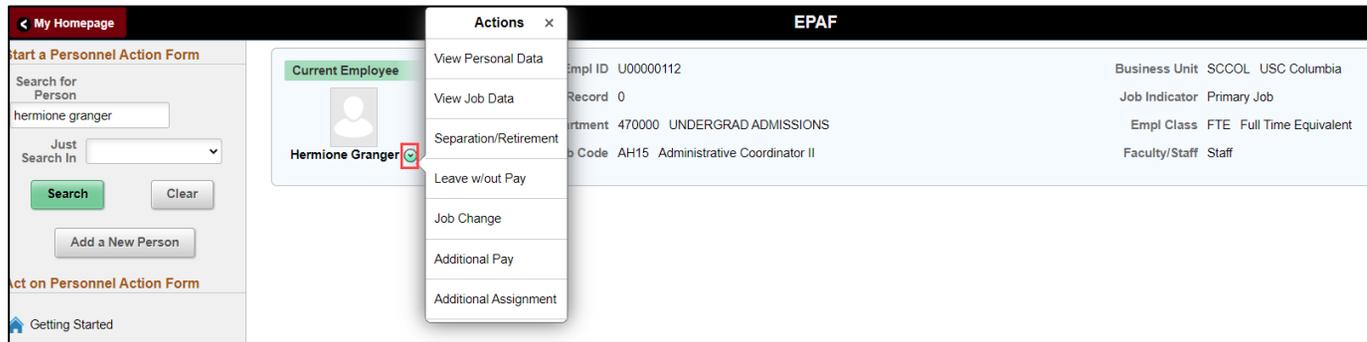


The screenshot shows the ePAF homepage with a search for 'hermione granger'. The search results display a 'Current Employee' card for Hermione Granger. The card includes the following information:

Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

The left sidebar contains the following options under 'Act on Personnel Action Form':

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



The screenshot shows the same search results as above, but with the 'Actions' menu open for the employee card. The menu options are:

- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Job Change
- Additional Pay
- Additional Assignment

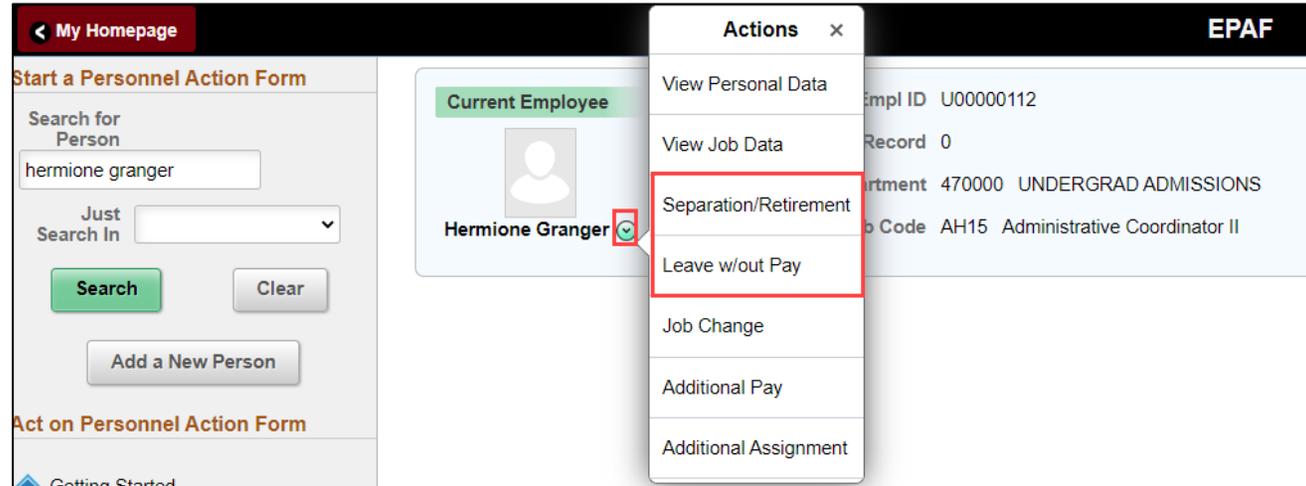
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

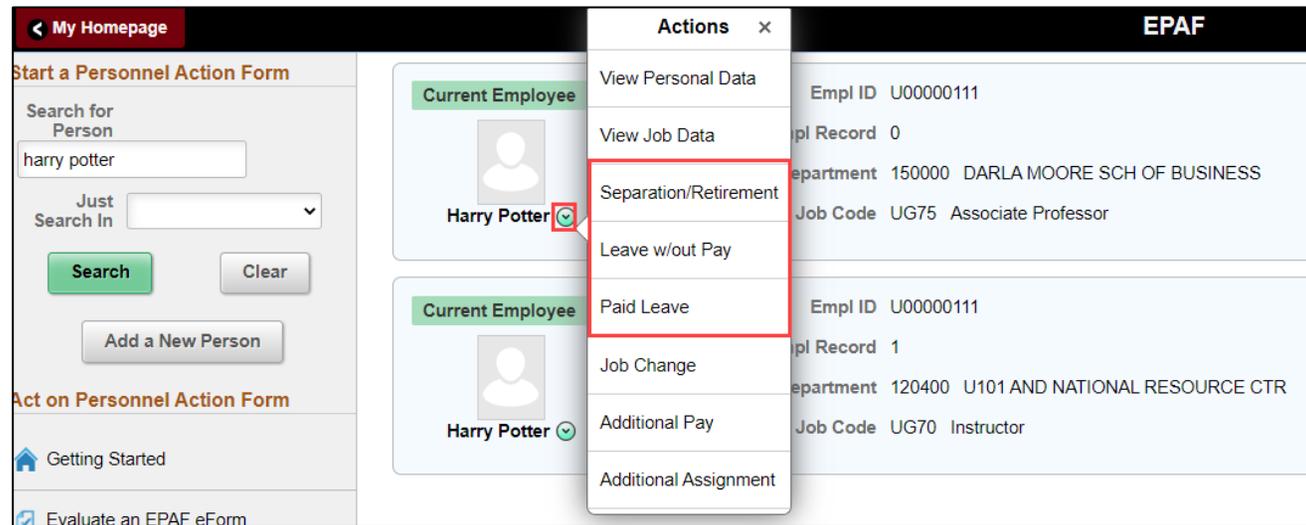
The **Status Change eForm** is used to change the HR and/or Payroll status of an employee from 'Active' to something else and vice versa. Note the **Status Change eForm** does not appear in the **Related Actions Menu** by name, rather there are actions listed that take you into the eForm.

- a. For staff, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay

- b. For faculty, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay
 - iii. Paid Leave



The screenshot shows the 'My Homepage' interface. On the left, there is a search box for 'hermione granger' and a 'Search' button. In the center, a card for 'Current Employee Hermione Granger' has a red box around the 'Actions' icon. A dropdown menu is open, listing several actions: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Job Change', 'Additional Pay', and 'Additional Assignment'. The 'Separation/Retirement' and 'Leave w/out Pay' options are highlighted with a red box. On the right, a table shows employee details for Hermione Granger, including Empl ID U00000112, Record 0, Department 470000 UNDERGRAD ADMISSIONS, and Job Code AH15 Administrative Coordinator II.



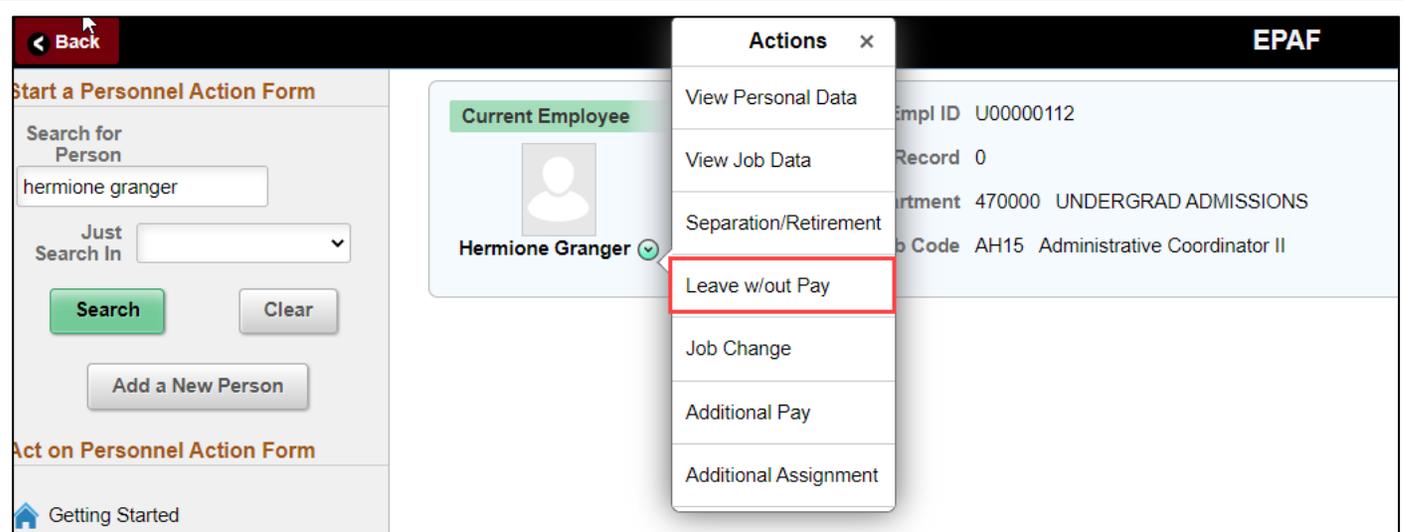
The screenshot shows the 'My Homepage' interface. On the left, there is a search box for 'harry potter' and a 'Search' button. In the center, there are two cards for 'Current Employee Harry Potter', each with a red box around the 'Actions' icon. A dropdown menu is open, listing several actions: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay', and 'Additional Assignment'. The 'Paid Leave' option is highlighted with a red box. On the right, a table shows employee details for Harry Potter, including Empl ID U00000111, Record 0, Department 150000 DARLA MOORE SCH OF BUSINESS, and Job Code UG75 Associate Professor. Below this, another entry for Harry Potter is shown with Empl ID U00000111, Record 1, Department 120400 U101 AND NATIONAL RESOURCE CTR, and Job Code UG70 Instructor.

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From the Related Actions Menu, select the **Leave w/out Pay** option.

Completing the Status Change eForm:

1. The **Action of Leave of Absence** has pre-populated based on your selection of **Leave w/out Pay** on the Related Actions Menu.
2. Click the **Reason Code** drop-down menu button to select the appropriate reason for the leave of absence. All reason codes marked with an * must align with authorized leave approved by the Central HR Leave Administration team prior to submission of the eForm. Reason codes are listed below:
 - a. *Family and medical Leave Act
 - b. *Leave w/o Pay-Military
 - c. *Leave w/o Pay-Workers Compensation
 - d. Leave w/o Pay-Other
 - e. Leave w/o Pay-Professional Leave (faculty only)
 - f. *Leave w/o Pay-Extended Disability



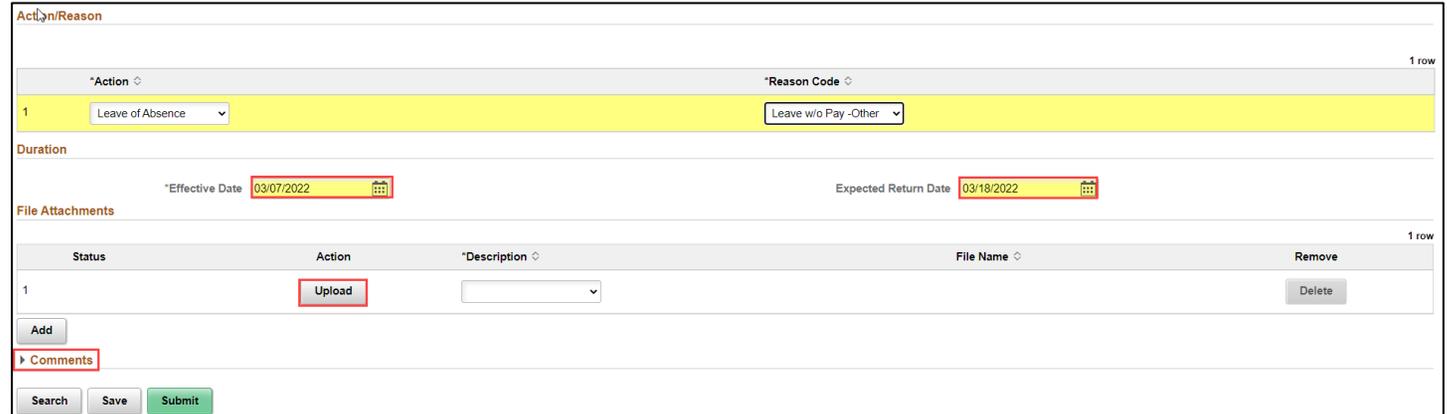

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3. Enter the **Effective Date** of the leave of absence action. This is the first day the employee will be placed on leave (and go into an unpaid status).

4. Enter the **Expected Return Date**. This is the date the employee is anticipated to report back to work. Note this field does not trigger a return from leave action, it is strictly for administrative purposes.

5. **Optional:** Some Leave of Absence actions require an attachment, while others that are dealing with protected medical information do not. The reason codes listed below require an attachment. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.:
 - a. Leave w/o Pay-Military
 - b. Leave w/o Pay-Professional Leave

6. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



Action/Reason

*Action	*Reason Code
1 Leave of Absence	Leave w/o Pay -Other

Duration

*Effective Date: 03/07/2022 Expected Return Date: 03/18/2022

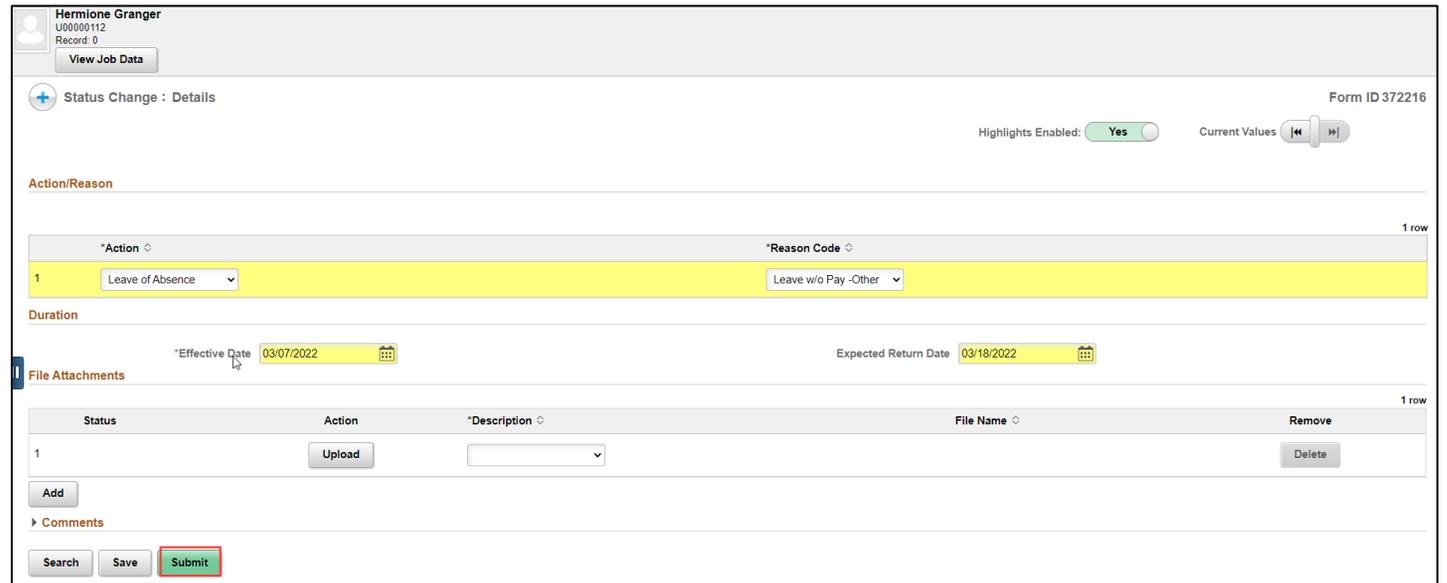
File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Add

Comments

Search Save Submit



Hermione Granger
U0000112
Record: 0
View Job Data

Status Change : Details Form ID 372216

Highlights Enabled: Yes Current Values

Action/Reason

*Action	*Reason Code
1 Leave of Absence	Leave w/o Pay -Other

Duration

*Effective Date: 03/07/2022 Expected Return Date: 03/18/2022

File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Add

Comments

Search Save Submit

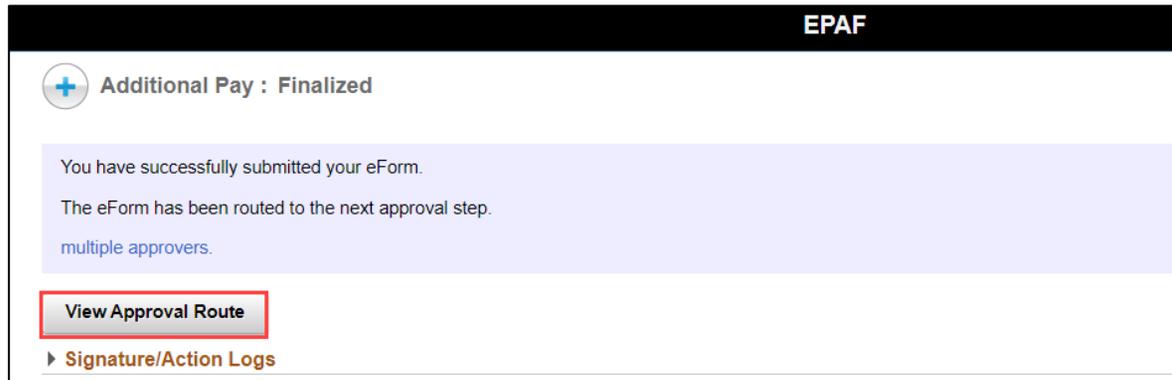
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1. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

2. The Approval Route shows the workflow steps for the specific action you submitted. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to the applicable central HR office.
 - a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.

3. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Leave of Absence (Leave without Pay)** action!



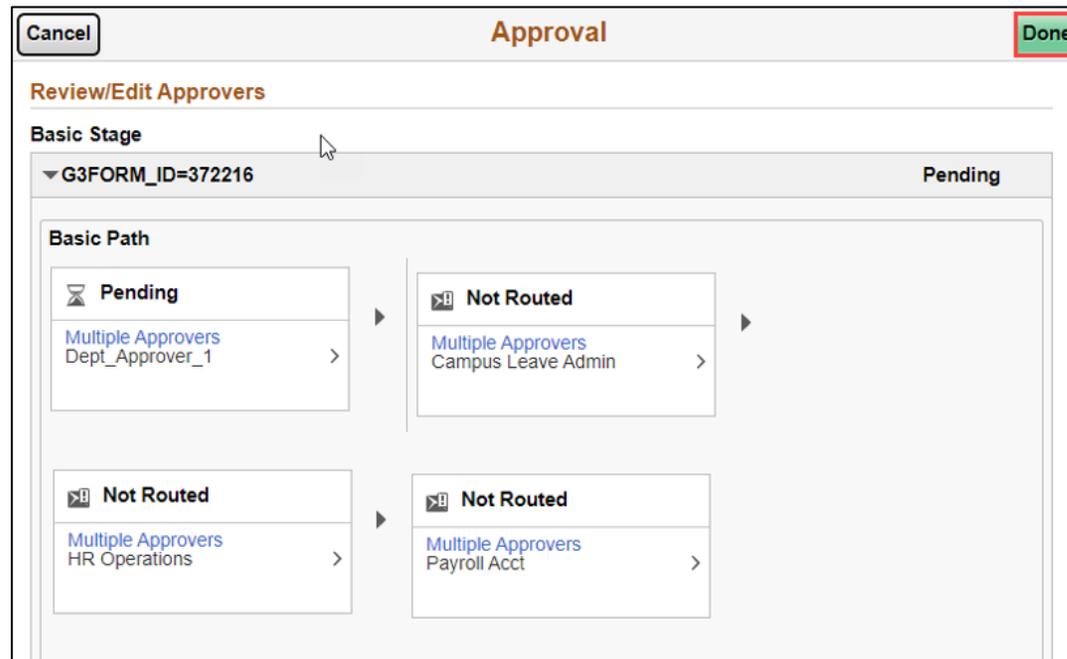
EPAF

+ Additional Pay : Finalized

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

View Approval Route

▸ [Signature/Action Logs](#)



Approval

Cancel **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=372216 **Pending**

Basic Path

Pending
Multiple Approvers
Dept_Approver_1 >

Not Routed
Multiple Approvers
Campus Leave Admin >

Not Routed
Multiple Approvers
HR Operations >

Not Routed
Multiple Approvers
Payroll Acct >