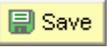


Leave of Absence without Pay

An employee may be granted leave without pay for reasons such as health, military obligations, or maternity/paternity. See K.A.R. 1-9-6

How To: Enter a Leave of Absence without Pay for an employee.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date to the date of the Leave of Absence.
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Leave of Absence from the drop down list in the Action field.
Expected Results:	Leave of Absence displays in the Action field and the Reason field becomes blank. HR Status remains Active and Payroll Status changes to Leave of Absence.
STEP 6:	Select the appropriate Reason from the drop down list next to the Reason field and select the Reason.
Expected Results:	Reason Code displays.
STEP 7:	Click 
Expected Results:	