Processing Unpaid Leave of Absence for 5 or more Days

Updated: November 2024

Use this job aid as a checklist to guide you through the process of placing an employee on a leave of absence for 5 or more days.

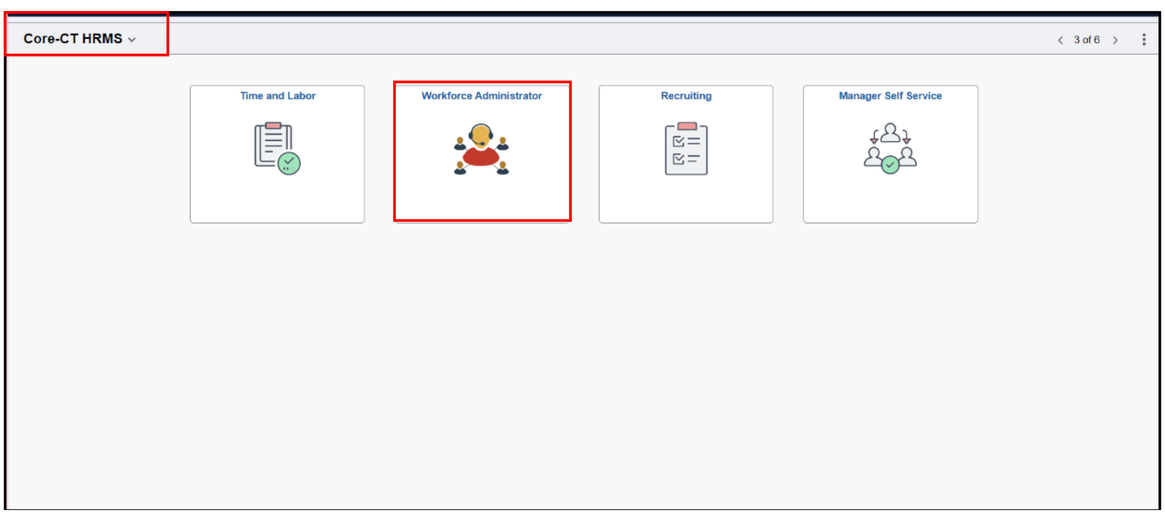
IMPORTANT: An Employee should be placed on a leave of absence in Job when he/she has been out for 5 days or more. An employee out on suspension should be placed on a leave of absence <u>every time</u> he/she is out. Failure to enter and process LOA transactions on a timely basis will cause interruption and/or cancellation of health and life insurance benefits.

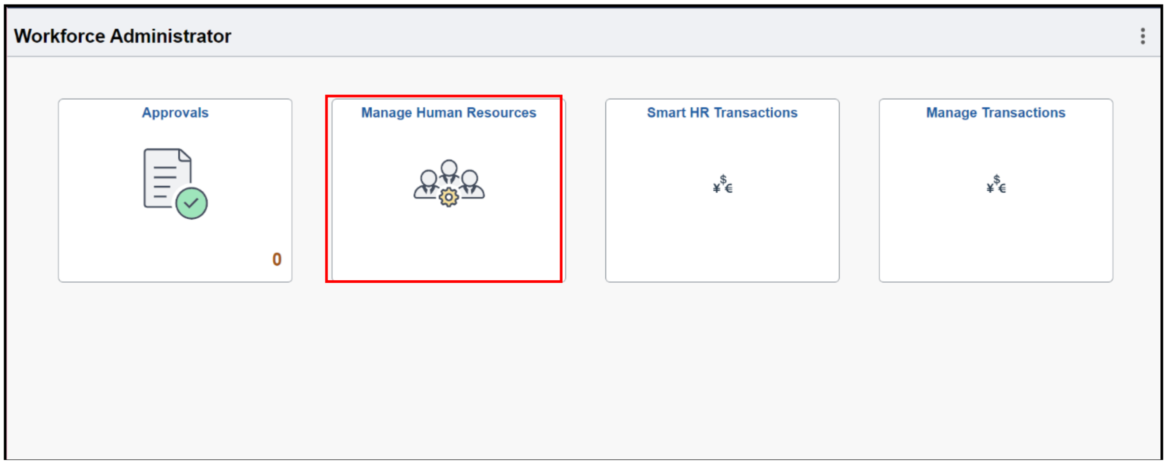
<u>Placing an Employee on Unpaid Leave</u>

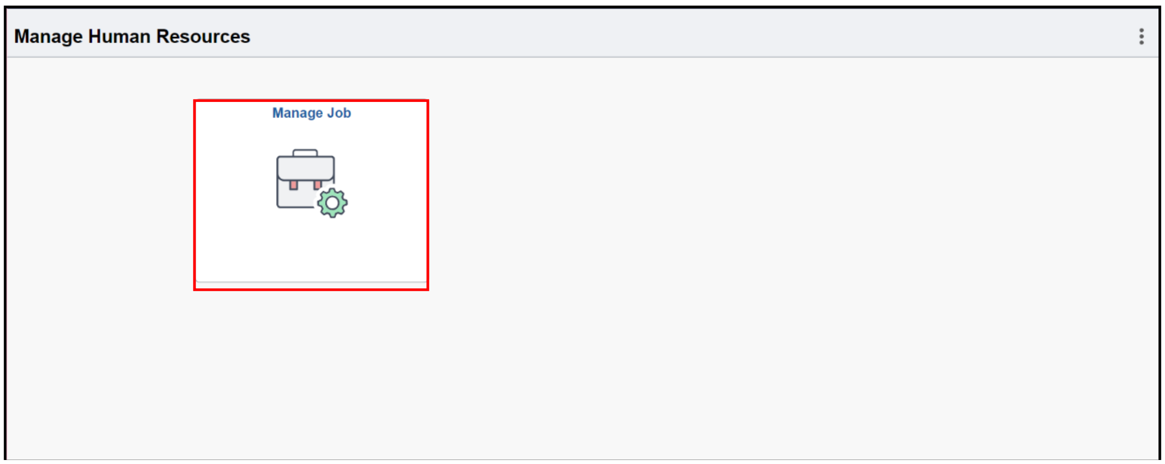
Part A – Place Employee on an Unpaid Leave of Absence

Navigation:

*Select **Core-CT HRMS***
*Click **Workforce Administrator** tile*
*Click **Manage Human Resources** tile*
*Click **Manage Job** tile*







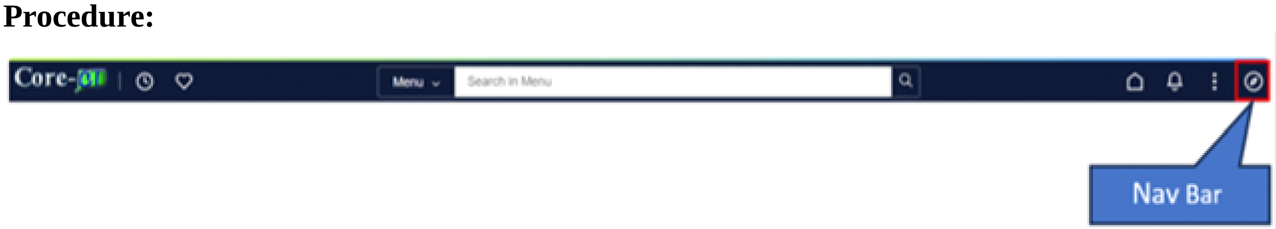
Part A focuses on steps that need to be completed on the Job page.			
	Step	**Step Details**	**Core-CT Module**
☐	**Place Employee on Unpaid Leave of Absence**	1. Search for the Employee by entering the appropriate information in the appropriate field. 2. Click the Create Job Action button to initiate a new transaction. Enter the effective date, which is equal to the date the Leave of Absence began. 3. Enter the appropriate Action and Reason. The Action must be "Leave of Absence" with the appropriate Reason selected. 4. Click "Continue" to advance to the Activity Guide. **Note:** Once in the Activity Guide, you will not be able to change the effective date or Action and Reason codes. Be sure to confirm this information is accurate before clicking "Continue. 5. Proceed through the Activity Guide to the Submit tab. Click the “Submit” button in the right corner. You will receive a confirmation that the Leave of Absence has been successfully submitted.	HR

		Important: Do not place the employee on an unpaid leave of absence if the employee will be using Sick Leave Bank or Donated time. **Important:** Enter the Expected Return Date on the Work Location tab. **Important:** Manually inactivating the Time Reporter Data page is no longer required in these instances because the system will automatically enter a row to inactivate, in order to avoid exceptions, effective with the date the leave began. (The date used on Job should match the date used on Time Reporter). Agencies should check the date entered by the system in Time Reporter Data, on the next business day to be sure the correct date was entered. If a correction to the date is necessary, a ticket must be logged with the Core-CT Help Desk. When logging a ticket please indicate the employee number, employee record number and the effective date. **Important:** No time should be entered on the Timesheet page when an employee is on an unpaid leave of absence. Any unpaid time posted needs to be deleted prior to the inactivation of Time Reporter Data.	

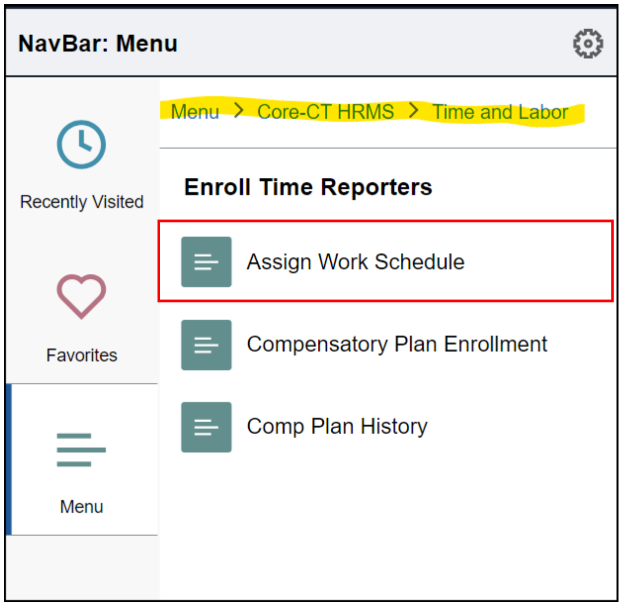
Part B – Assign Zero Hours Schedule

Note: When an employee is placed on a leave of absence in Job, time cannot be posted on the Timesheet. To provide an attendance record, unpaid time should be posted on the Adjust Paid Time page.

Procedure:



Navigation:
Nav Bar > Menu > Core-CT HRMS> Time and Labor> Enroll Time Reporters> Assign Work Schedule



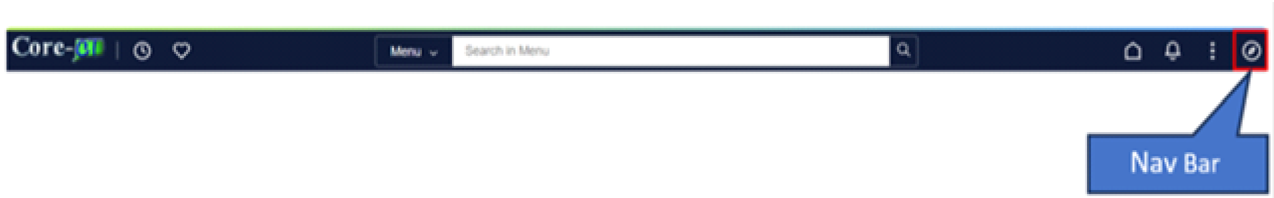
Part B will prevent users having a schedule populate on the Timesheet.

	Step	**Step Details**	**Core-CT Module**
☐	**Assign Zero Hours Work Schedule**	1. Add a Row 2. Effective Date: Date when new Time Reporting begins 3. Assign ZERO_HOUR schedule to employee **Important:** This step is only necessary for Exception Time Reporters. Positive Time Reporters will already be assigned to a ZERO_HOURS schedule. **Important:** It is important to note what happens when an employee has an Assignment Method of Use Default Schedule and the employee's workgroup is changed. In this instance, the default schedule of the new workgroup will automatically be assigned but the Effective Date on this page will remain the same. The only indication that the schedule has changed will be under the schedule history. The original default schedule will be listed with the appropriate effective date and the new default schedule will be listed with the date of the workgroup change. **Important:** If an employee is placed on an unpaid leave of absence for an entire week or pay period it is crucial that the schedule be changed to a Zero Hours schedule. Simply deleting the time and saving the timesheet will allow scheduled time to still be processed and paid. **Important:** The Show Schedule link can be used to preview the selected schedule before saving it.	TL

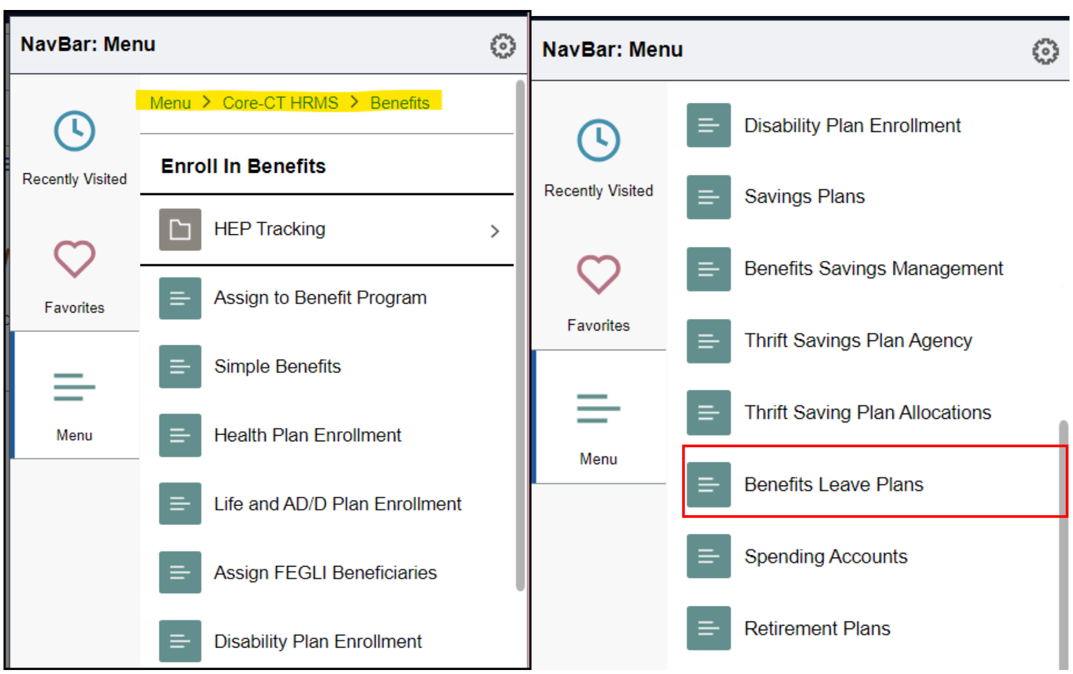
		Important: If the employee works overtime in the week of the leave the overtime will have to manually be split and inputted as straight (OTST) and time and a half (OT15) on the timesheet. The system can not calculate the overtime because there is not a full week being posted.	

Part C – Terminate Leave Plans

Procedure:



Navigation:
Nav Bar > Menu > Core-CT HRMS> Benefits> Enroll in Benefits> Benefits Leave Plans



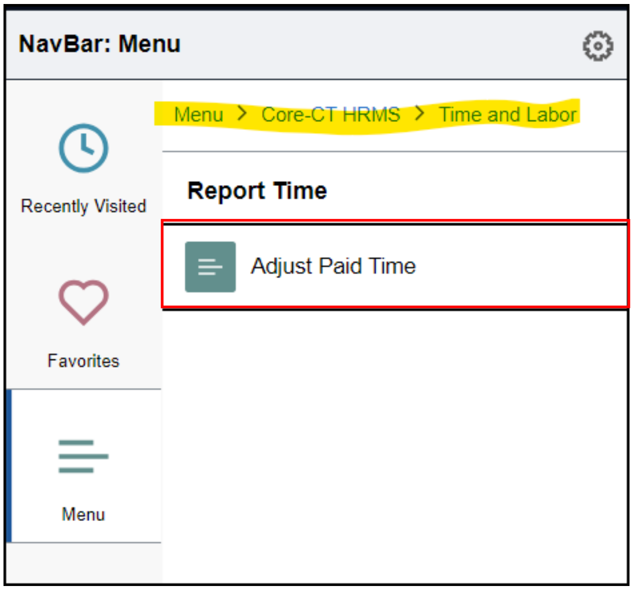
Part C lists the steps to terminate employee's leave plans (i.e. vacation, sick, personal).			
	Step	**Step Details**	**Core-CT Module**
☐	**Terminate Leave Plans**	1. Add a row with an effective date equal to the day the Leave of Absence began.	TL/BN

		2. Terminate the employee's leave plans **Note:** This step is not necessary if unpaid time will be posted to the Adjust Paid Time page during the employee's leave. The Leave Accrual Shut Off program will use that attendance to determine if the employee has exceeded the number of unpaid days allowed and will remove the accrual. **Important:** Leave plans cannot be terminated retroactively. **Important:** This step is only necessary if the employee will be on an unpaid leave of absence for 5 days or more **and** that leave will extend through the 1st of the month **and** unpaid time will not be posted on the Adjust Paid Time page. **Important:** It may be necessary to adjust an employee's leave balance if the employee's leave plans are not terminated.	

Part D – Record Attendance in Adjust Paid Time

Procedure:

Navigation:
Nav Bar > Menu > Core-CT HRMS> Time and Labor > Report Time > Adjust Paid Time



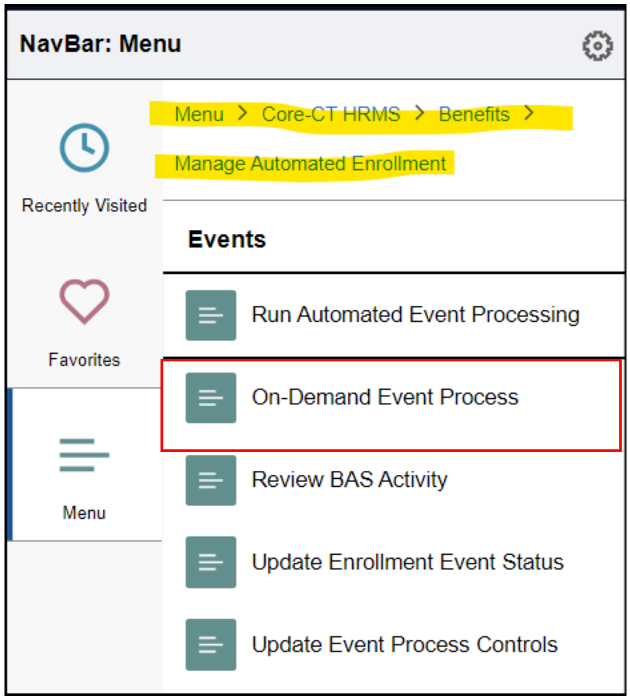
Part D lists the steps to post unpaid attendance during the leave of absence.			
	Step	**Step Details**	**Core-CT Module**
☐	**Enter Attendance in Adjust Paid Time**	1. Enter the Date, Time Reporting Code and Quantity. 2. Enter an Override Reason Code or Comment, if desired. 3. Add a row to enter additional rows of attendance. 4. Click Save. **Important:** If the leave of absence does not cover the entire pay period and attendance will be paid from the Timesheet, the steps above should not be completed until after the pay period has been posted to the General Ledger (usually the Monday after pay confirm). When this has occurred, the paid time will be visible on the Adjust Paid Time page and will have a status of Paid – Labor Distributed.	TL

Part E – Process Life & Health Benefits

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Benefits> Manage Automated Enrollment> Events>On Demand Event Process



Part E lists the steps required to process Life and Health Benefits.			
	Step	**Step Details**	**Core-CT Module**
☐	**Process Benefits-Based on Action/Reason Code, the Employee is Entitled to state-paid benefits on LOA**	1. Enter the employee number and search. 2. If the Prepare Option button is yellow, press the button to prepare the options. If the Status is already “Prepared” you can enter any new elections. 3. After entering any new elections, or if the employee does not wish to make any changes, check the Finalize/Apply Defaults check box. The Validate/Finalize button will turn yellow. The default action for an unpaid LOA is to make no changes. 4. Check the Billing Enrollment page – navigate to Benefits> Benefits Billing> Manage Acct Status and Balance> Enroll in Billing. The page should show that the Billing Status is Active with a reason of Benefits Administration. The rate should be 100% of the Employee rate. 5. Follow the Benefits Billing procedures to bill and collect payment while the employee is on LOA.	BN

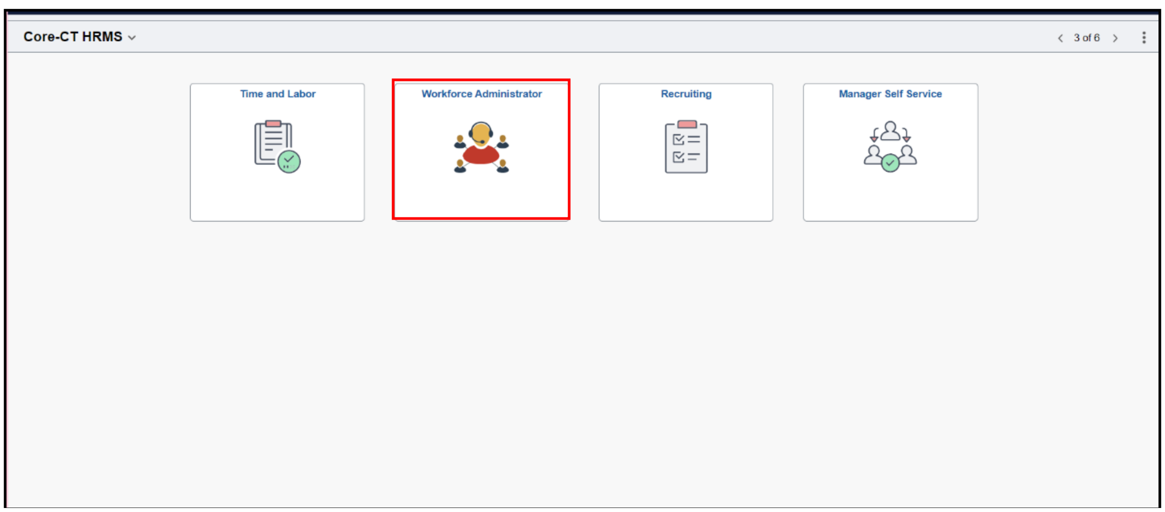
☐	**Process Benefits-Employee NOT Entitled to state-paid benefits while on LOA**	1. Navigate to *Core-CT HRMS > Benefits> Manage Automated Enrollment< Events> On Demand Event Maintenance.* 2. Enter the employee number and search. 3. If the Prepare Option button is yellow, press the button to prepare the options. 4. If the Status is already "Prepared", check the Finalize/Apply Defaults checkbox, and then press Validate/Finalize to terminate health benefits while the employee is on unpaid LOA. 5. Follow standard procedures to issue a COBRA Initial Notice to the employee.	BN

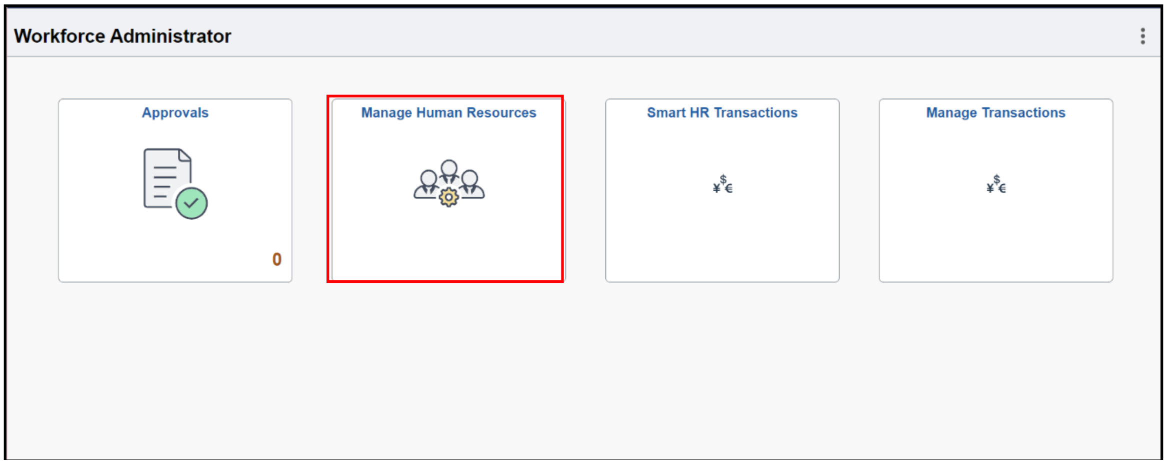
<u>Returning Employee From an Unpaid Leave of Absence</u>

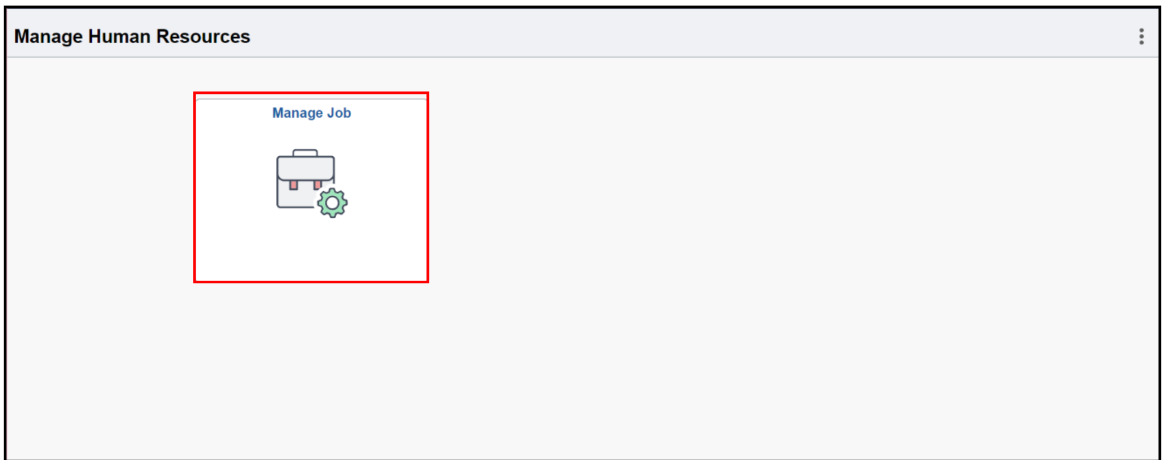
Part A – Return Employee From Unpaid Leave of Absence

Navigation:

*Select **Core-CT HRMS***
*Click **Workforce Administrator** tile*
*Click **Manage Human Resources** tile*
*Click **Manage Job** tile*





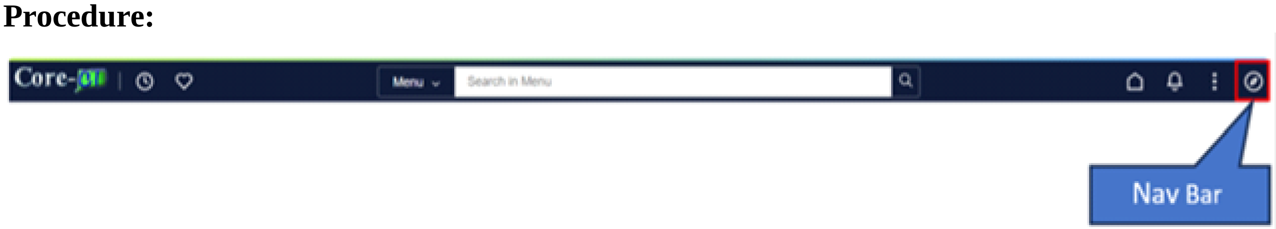


Part A focuses on steps that need to be completed on the Job page.			
	Step	Step Details	Core-CT Module
☐	**Return Employee from Unpaid Leave of Absence**	1. Search for the Employee by entering the appropriate information in the appropriate field. 2. Click the Create Job Action button to initiate a new transaction. Enter the effective date, which is equal to the date the employee returns to work. 3. Enter the appropriate Action and Reason. The Action must be "Return from Leave" with the appropriate Reason selected. 4. Click "Continue" to advance to the Activity Guide. **Note:** Once in the Activity Guide, you will not be able to change the effective date or Action and Reason codes. Be sure to confirm this information is accurate before clicking "Continue."	HR

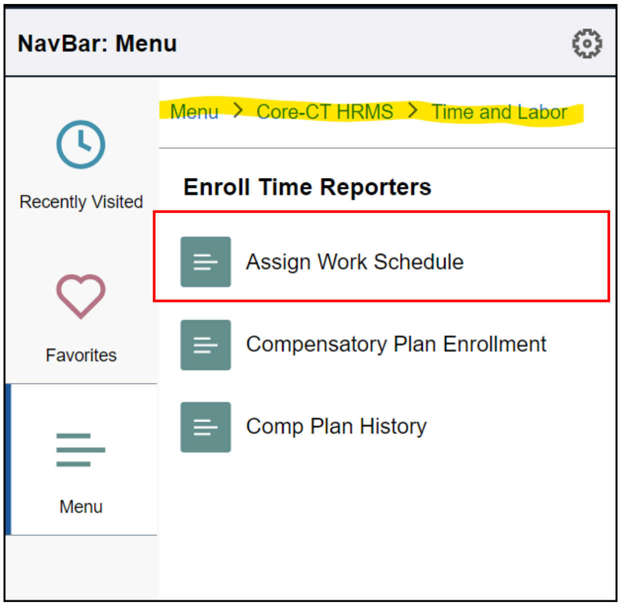
		5. Proceed through the Activity Guide to the Submit tab. Click the “Submit” button in the right corner. You will receive a confirmation that the Return from Leave has been successfully submitted. **Important:** Manually activating the Time Reporter Data page is no longer required in these instances because the system will automatically enter a row to activate, in order to avoid exceptions, effective with the date the leave began. (The date used on Job should match the date used on Time Reporter). Agencies should check the date entered by the system in Time Reporter Data, on the next business day to be sure the correct date was entered. If a correction to the date is necessary a ticket must be logged with the Core-CT Help Desk. When logging a ticket please indicate the employee number, employee record number and the effective date.	

Part B – Assign Work Schedule

Procedure:



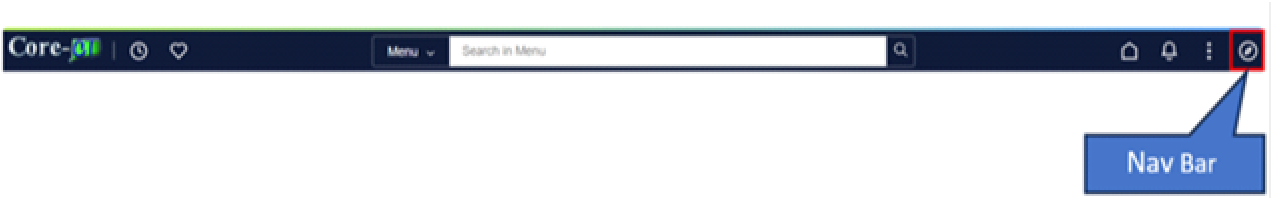
Navigation:
Nav Bar > Menu > Core-CT HRMS> Time and Labor> Enroll Time Reporters> Assign Work Schedule



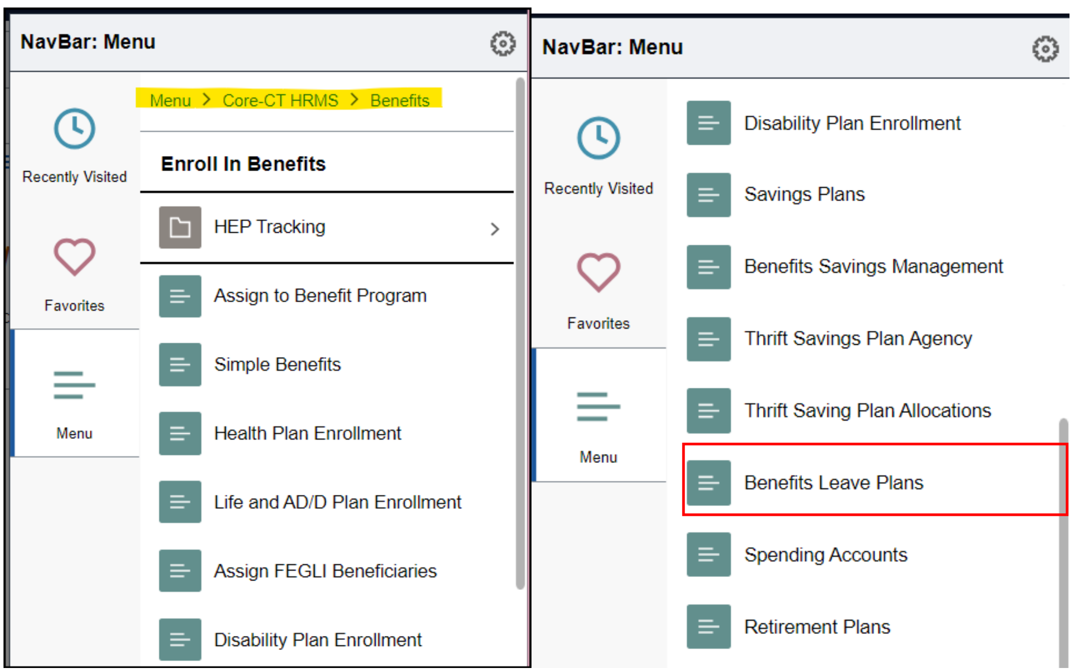
Part B will allow users to have a schedule populate on the Timesheet.			
	Step	**Step Details**	**Core-CT Module**
☐	**Assign Work Schedule**	1. Add a Row 2. Effective Date: Date when new Time Reporting begins 3. a. Assignment Method: Choose Use Default Schedule to use default schedule for the Workgroup or b. Assignment Method: Choose Select Predefined Schedule to enter a different schedule **Important:** This step is only necessary for Exception Time Reporters. Positive time reporters should already be active with a Zero_Hours schedule. **Important:** It is important to note what happens when an employee has an Assignment Method of Use Default Schedule and the employee's workgroup is changed. In this instance, the default schedule of the new workgroup will automatically be assigned but the Effective Date on this page will remain the same. The only indication that the schedule has changed will be under the schedule history. The original default schedule will be listed with the appropriate effective date and the new default schedule will be listed with the date of the workgroup change. **Important:** The Show Schedule link can be used to preview the selected schedule before saving it.	TL TL

Part C – Activate Leave Plans

Procedure:



Navigation:
Nav Bar > Menu > Core-CT HRMS> Benefits> Enroll in Benefits> Benefits Leave Plans



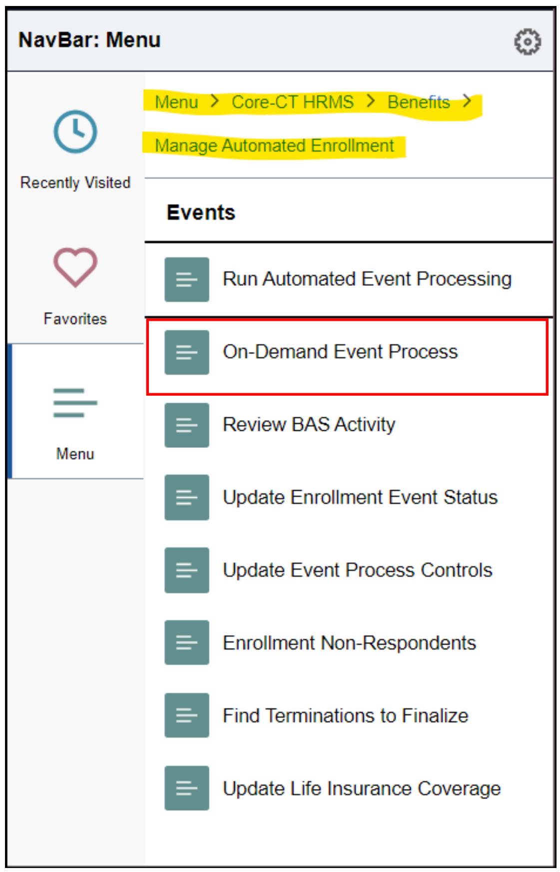
Part C lists the step to activate employee's leave plans (i.e. vacation, sick, personal).			
	Step	**Step Details**	**Core-CT Module**
☐	**Activate Leave Plans**	1. Add a row with an effective date equal to the date the employee returned to work. If you had put your employee on a no accrual plan then the effective date you would use is the first date the employee should be receiving their accrual. 2. Activate the employee's leave plans **Important:** This step is only necessary if the leave plans were terminated or set to "no" accruals plans when the employee was placed on an unpaid leave of absence. **Important:** Leave plans can not be activated retroactively.	TL/BN

Part D – Process Health & Life Insurance Benefits

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Benefits> Manage Automated Enrollment> Events>On Demand Event Process



Part D lists the steps needed to Inactivate Benefits Billing and re-activate Payroll deductions for an employee returning from Unpaid LOA.			
	Step	**Step Details**	**Core-CT Module**
☐	**Process Benefits-Based on Action/Reason**	1. Enter the employee number and search. 2. If the Prepare Options button is yellow, press the button to prepare the options.	BN

	Code, the Employee is Entitled to state-paid benefits on LOA	3. If the employee did not make any changes when going on LOA, check the Finalize/Apply Defaults check box. The default action upon returning from an unpaid LOA is to make no changes. The Validate/Finalize button will turn yellow. 4. If the employee changed elections when starting the LOA, and wants to change again enter the new elections (coverage class changes only allowed), then Validate/Finalize the elections. 5. Check the Billing Enrollment page – navigate to Benefits, Benefits Billing> Manage Acct Status and Balance> Enroll in Billing. The page will show that the employee is Inactive in Billing by Benefits Administration. 6. Follow Benefits Billing procedures to bill and collect payments from the employee while on LOA.	