



Processing Unpaid Leave of Absence for 5 or less 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 **less than 5 days**.

IMPORTANT: An employee out on suspension should be placed on a leave of absence every time 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.

Placing an employee on an Unpaid Leave of Absence

Part A – Place Employee on an Unpaid Leave of Absence

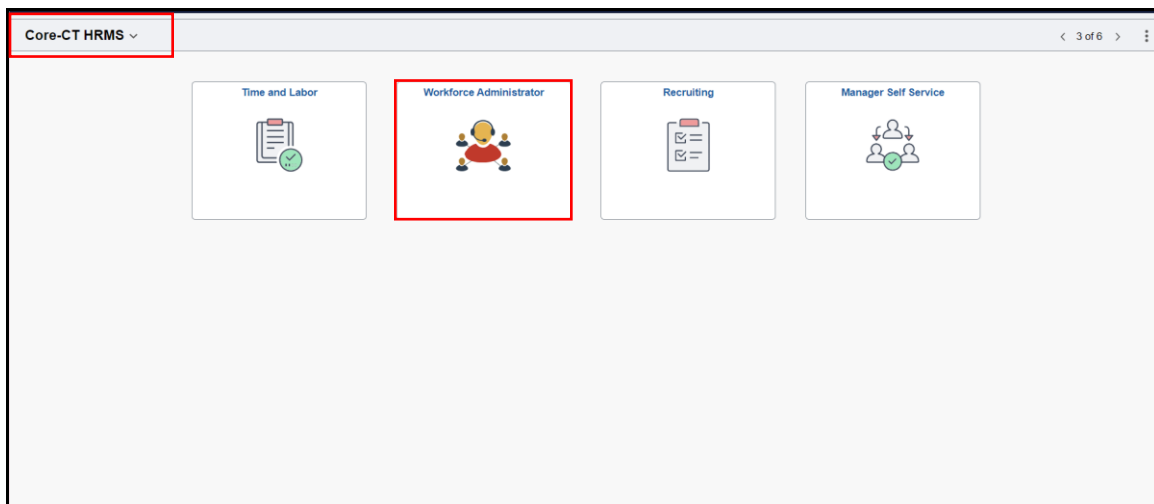
Navigation:

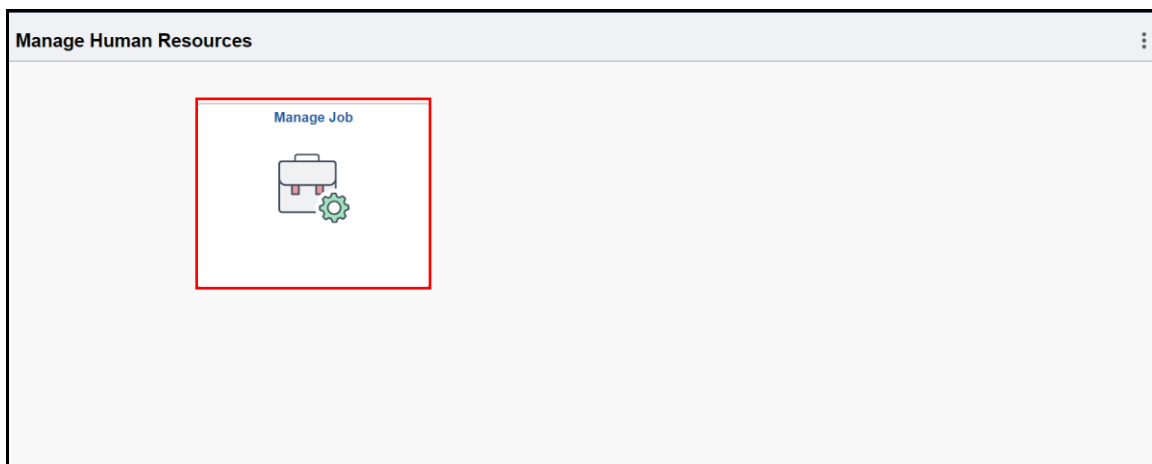
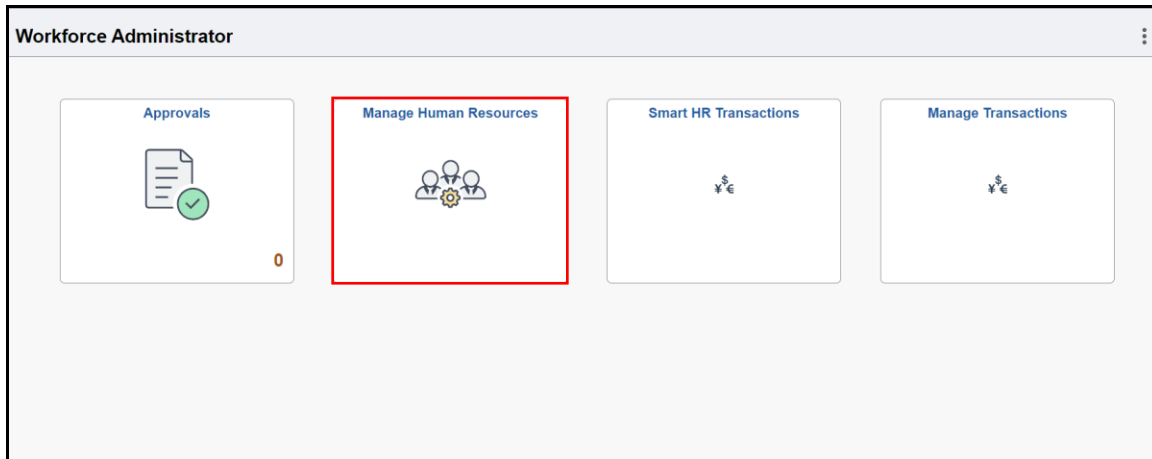
*Select **Core-CT HRMS***

*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 Data page.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Place Employee on Unpaid Leave of Absence	<ol style="list-style-type: none"> 1. Search for the Employee by entering the appropriate information in the appropriate field. Click the arrow on the right of the identified employee record to open the employee's Job Actions Summary page. 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." 	HR

		<p>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.</p> <p>Important: Enter the Expected Return Date on the Work Location tab.</p> <p>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 Data 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.</p> <p>Important: No time should be entered on the Timesheet while the employee is on an Unpaid Leave of Absence. Any unpaid time posted needs to be deleted prior to the inactivation of Time Reporter Data.</p>	
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Part B – Assign Zero Hours Schedule

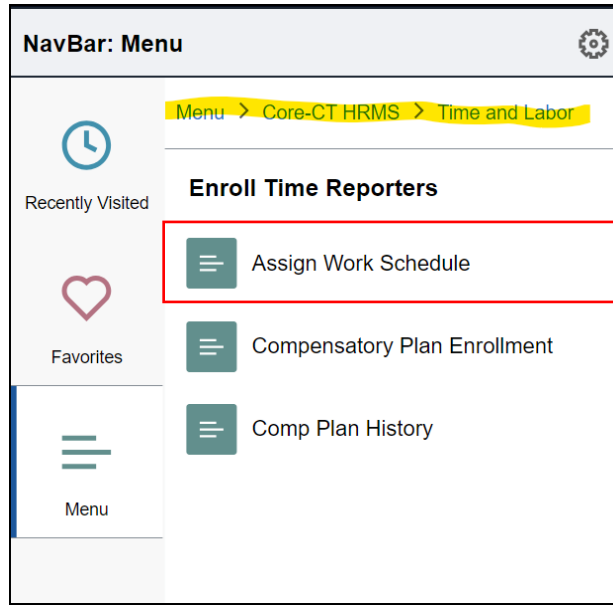
Note: When an employee is placed on a leave of absence in Job Data, time cannot be posted on the Timesheet. To provide an attendance record, unpaid time should be posted on the Adjust Paid Time page.

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
<input type="checkbox"/>	<p>Assign Zero Hours Work Schedule</p>	<p>1. Add a Row 2. Effective Date: Date when new Time Reporting begins 3. Assign ZERO_HOUR schedule to employee</p> <p>Important: This step is only necessary for Exception Time Reporters. Positive Time Reporters will already be assigned to a ZERO_HOURS schedule.</p> <p>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.</p> <p>Important: If an employee is placed on an unpaid leave of absence for any period of time, 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.</p> <p>Important: The Show Schedule link can be used to preview the</p>	<p>TL</p>

		<p>selected schedule before saving it.</p> <p>Important: If the employee works overtime in the week of the leave the overtime will have to be calculated manually and entered 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.</p>	
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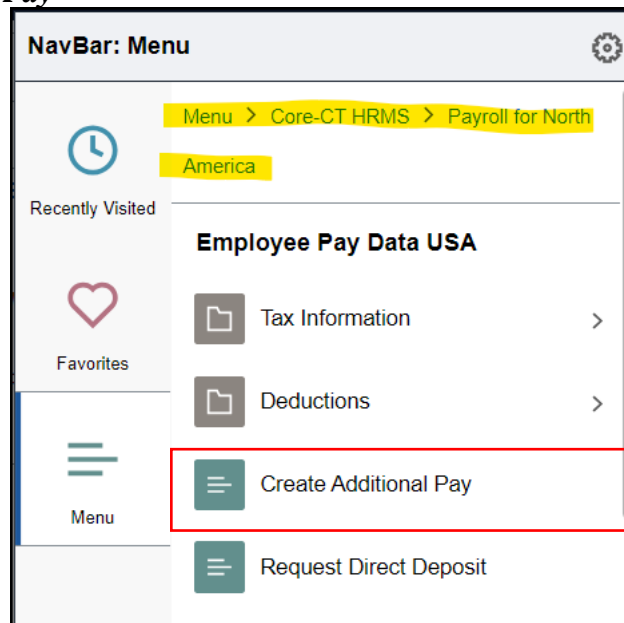
Part C – Dock Employee

Procedure:



Navigation:

Nav Bar > Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay



Part C needs to be performed only for those employees on a Rotating Averaging Schedule who are on leave for less than five days.

	Step	Step Details	Core-CT Module
	Enter Adjusted Pay	1. Add a new row with an effective date equal to the first day of the pay period. If this is a one-time payment, also enter an end	TL

	<p>Amounts</p>	<p>date equal to the last day of the pay period. 2. Enter the amount to be adjusted.</p> <p>Important: No time should be entered on the Timesheet for the days the employee is on an unpaid leave of absence.</p> <p>Important: This step is only required for those employees on a Rotating Averaging Schedule who are on leave for less than five days.</p> <p>Important: Employees who are on leave for less than a full pay period cannot have the Rotating Averaging Schedule set to “N” on the Time Reporter page.</p>	
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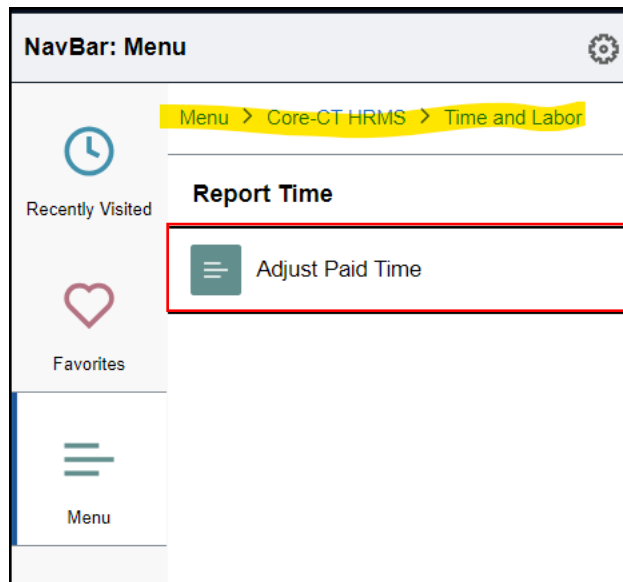
Part D – Record Attendance in Adjust Paid Time

Procedure:



Navigation:

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



Part D lists steps to record attendance on Adjust Paid Time page.

	Step	Step Details	Core-CT Module
	<p>Enter Attendance in Adjust Paid Time</p>	<p>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.</p> <p>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.</p>	<p>TL</p>

Returning Employee From an Unpaid Leave of Absence

Part A – Return Employee From Unpaid Leave of Absence

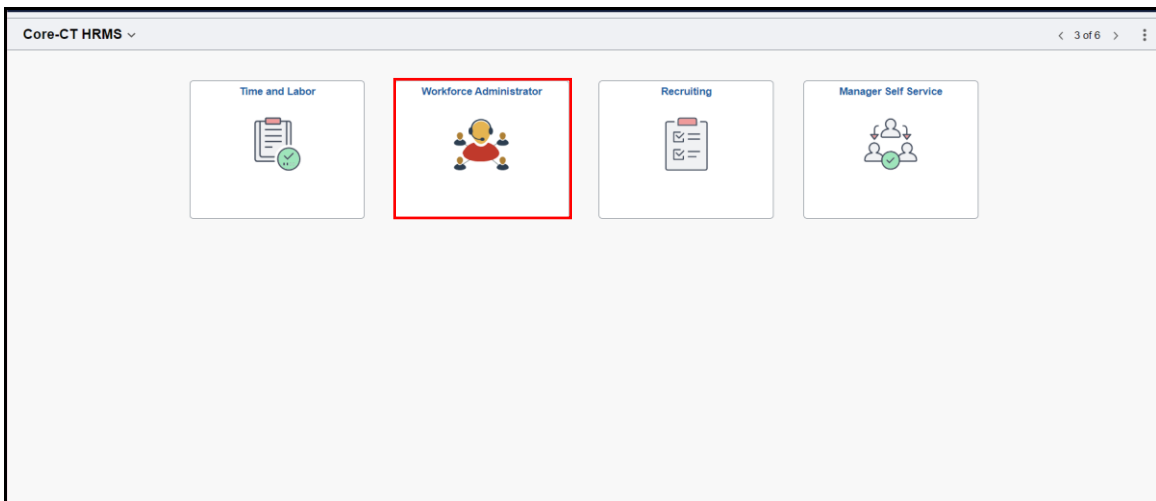
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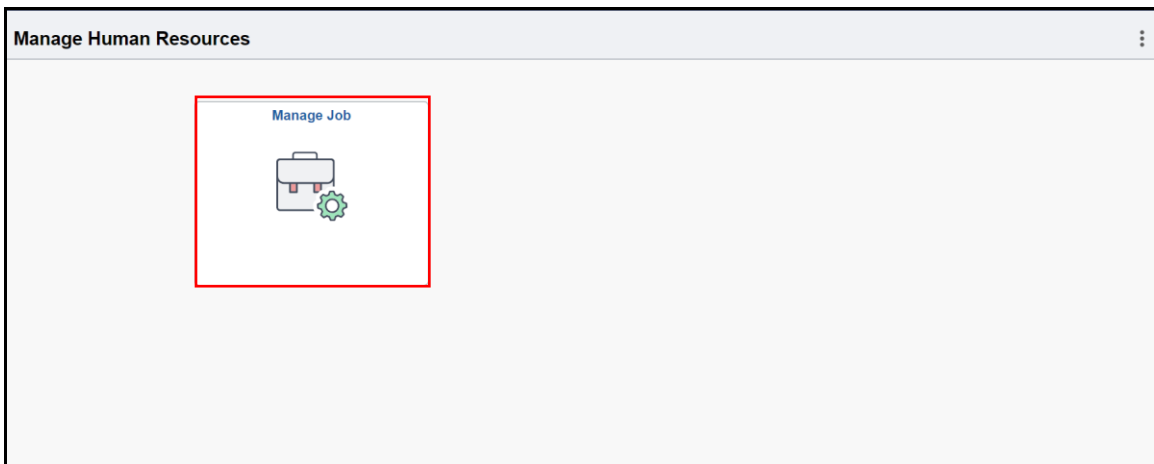
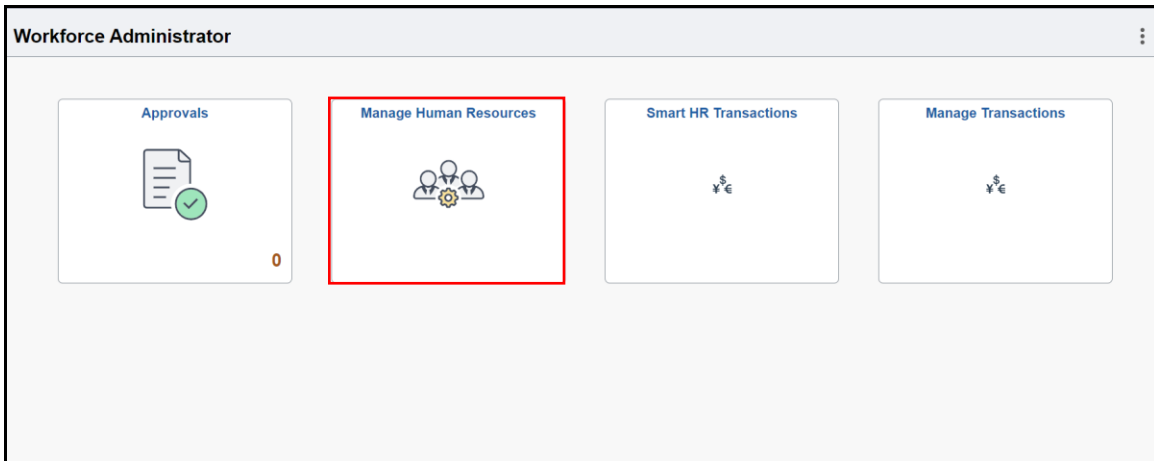
Select Core-CT HRMS

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 Data page.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Return Employee from Unpaid Leave of Absence	<ol style="list-style-type: none"> 1. Search for the Employee by entering the appropriate information in the appropriate field. Click the arrow on the right of the identified employee record to open the employee’s Job Actions Summary page. 2. Click the Create Job Action button 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

		<p>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.</p> <p>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 Data 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.</p>	
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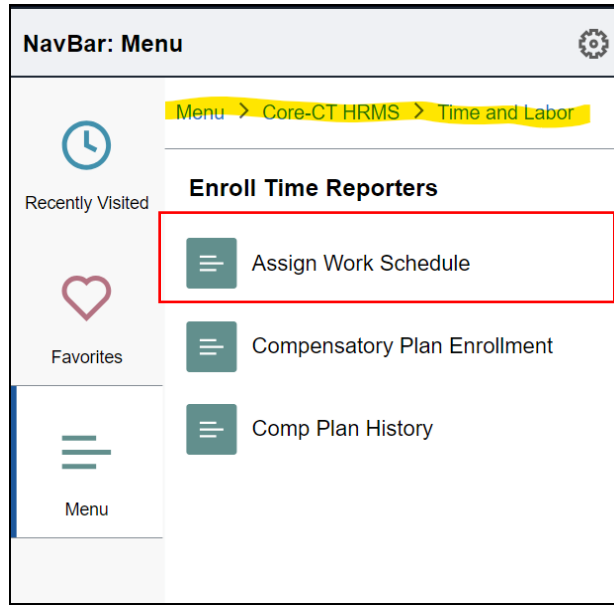
Part B – Assign Work Schedule

Procedure:



Navigation:

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



<i>Part B will allow users to have a schedule populate on the Timesheet.</i>			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Assign Work Schedule	<p>1. Add a Row</p> <p>2. Effective Date: Date when new Time Reporting begins</p> <p>3. a. Assignment Method: Choose Use Default Schedule to use default schedule for the Workgroup</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">b. Assignment Method: Choose Select Predefined Schedule to enter a different schedule</p> <p>Important: This step is only necessary for Exception Time Reporters. Positive time reporters should already be active with a Zero Hours schedule.</p> <p>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.</p> <p>Important: The Show Schedule link can be used to preview the selected schedule before saving it.</p>	TL