

# Processing a Paid Leave of Absence

Last Updated: March 2024



*Use this job aid as a checklist to guide you through the process of placing an employee on a paid leave of absence.*

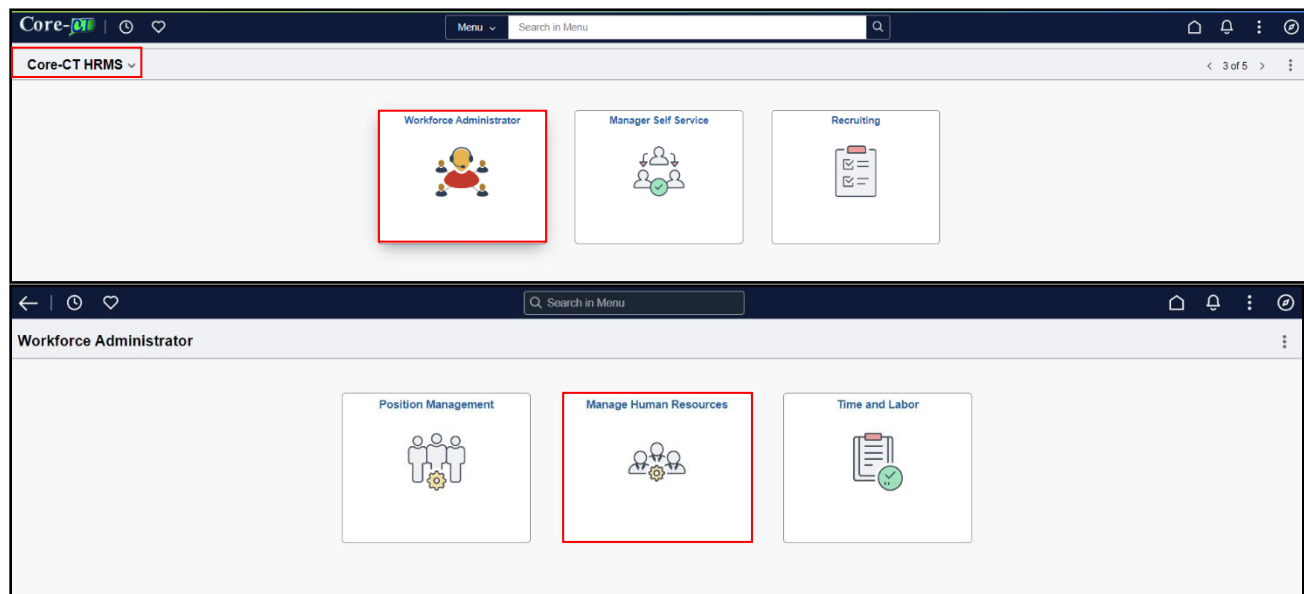
**IMPORTANT:** An Employee should be placed on a paid leave of absence in Job Data when he/she has been out for 5 days or more and will be using leave accruals. Employees out on workers' compensation should be placed on a paid leave of absence every time he/she is out even if the employee will not be supplementing workers' compensation with accruals. Failure to enter and process LOA transactions on a timely basis will cause interruption and/or cancellation of health and life insurance benefits.

**NOTE:** Entering multiple Job Data transactions (those that affect pay) with the same effective date may have an adverse impact on the employee's benefits and/or payroll. Users should refrain from entering more than three pay related rows with the same effective date. For example, multiple transactions such as Leave of Absence or Return From Leave of Absence may cause an employee to be unpaid for the entire pay period or create problems with benefits. If there is a question about whether there are too many rows for a particular date, please log a ticket with Core-CT for advice.

## Nav Bar:



## Fluid:



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## Placing an employee on a Paid Leave of Absence

### Part A - Place Employee on a Paid Leave of Absence

<i>Part A lists the steps that need to be completed on the Job Data page.</i>			
	<b>Step</b>	<b>Step Details</b>	<b>Core-CT Module</b>
<input type="checkbox"/>	<b>Place Employee on Paid Leave of Absence</b>	<p>1. In the Fluid Dashboard, navigate to <i>Core-CT HRMS &gt; Workforce Administrator &gt; Manage Human Resources &gt; Manage Job</i></p> <p>2. Enter the employee number in the <b>Empl ID</b> field and click “<b>Search</b>”.</p> <p>3. Once the search results populate, click the arrow on the right of the identified employee record to open the employee’s <b>Job Actions Summary</b> page.</p> <p>4. Click the <b>Create Job Action</b> button to initiate a new transaction. Enter the <b>Effective Date</b>, which is equal to the date the Paid Leave of Absence began.</p> <p>5. Enter the appropriate <b>Action</b> and <b>Reason</b>. The Action must be “Paid Leave of Absence” with the appropriate Reason selected.</p> <p>6. Click “<b>Continue</b>” to advance to the Activity Guide.</p> <p><b>Note:</b> 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”.</p> <p>7. Proceed through the Activity Guide to the Submit tab. Click the “<b>Submit</b>” button in the right corner. You will receive a confirmation that the Paid Leave of Absence was successfully submitted.</p> <p><b>Important:</b> Enter the Expected Return Date on Work Location.</p> <p><b>Important:</b> This type of leave is necessary if the employee will be on a Leave of Absence but will be using accrued time. It is also necessary if the employee was previously on an unpaid leave and subsequently received Sick Leave Bank benefits or donated time.</p>	HR

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## Part B – Process Health & Life Insurance Benefits

<i>Part B lists the steps that need to be completed on the On Demand Event Maintenance Page</i>			
	<b>Step</b>	<b>Step Details</b>	<b>Core-CT Module</b>
	<b>Process Health &amp; Life Insurance Benefits -</b>	<ol style="list-style-type: none"> <li>1. Navigate to <b>Nav Bar &gt; Menu &gt; Core-CT HRMS &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On Demand Event Maintenance</b></li> <li>2. Enter the employee number and “Search”.</li> <li>3. If the “Prepare Option” button is yellow, press the button to prepare the options.</li> <li>4. If the <b>Status</b> is already “Prepared”, check the <b>Finalize/Apply Defaults</b> checkbox, and then press <b>Validate/Finalize</b>. The default action is “no action” for an employee who remains on the payroll.</li> </ol>	<b>BN</b>

## Returning Employee From a Paid Leave of Absence

### Part A - Return Employee from a Paid Leave of Absence

<i>Part A lists the steps that need to be completed on the Job Data page.</i>			
	<b>Step</b>	<b>Step Details</b>	<b>Core-CT Module</b>
<input type="checkbox"/>	<b>Return Employee from Paid Leave of Absence</b>	<ol style="list-style-type: none"> <li>1. In the Fluid Dashboard, navigate to <b>Core-CT HRMS &gt; Workforce Administrator &gt; Manage Human Resources &gt; Manage Job</b></li> <li>2. Enter the employee number in the <b>Empl ID</b> field and click “Search”.</li> <li>3. Once the search results populate, click the arrow on the right of the identified employee record to open the employee’s <b>Job Actions Summary</b> page.</li> <li>3. Click the <b>Create Job Action</b> button to initiate a new transaction. Enter the effective date, which is equal to the employee’s first day back at work.</li> <li>4. Enter the appropriate <b>Action</b> and <b>Reason</b>. The Action must be “Return from Leave of Absence” with the appropriate Reason selected.</li> <li>5. Click “<b>Continue</b>” to advance to the Activity Guide.</li> </ol> <p><b>Note:</b> Once in the Activity Guide, you will not be able change the effective date or Action and Reason codes. Be sure to confirm this information is accurate before clicking “Continue.”</p> <ol style="list-style-type: none"> <li>6. Proceed through the Activity Guide to the Submit tab. Click the “<b>Submit</b>” button in the right corner. You will receive confirmation that the Return from Leave has been successfully submitted.</li> </ol>	<b>HR</b>

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## Part B – Process Health & Life Insurance Benefits

*Part B lists the steps that need to be completed on the On Demand Event Maintenance Page*

	Step	Step Details	Core-CT Module
	<b>Process Health &amp; Life Insurance Benefits -</b>	<ol style="list-style-type: none"><li>1. Navigate to <i>Nav Bar &gt; Menu &gt; Core-CT HRMS &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On Demand Event Maintenance</i></li><li>2. Enter the employee number and “Search”.</li><li>3. If the “Prepare Option” button is yellow, press the button to prepare the options.</li><li>4. If the <b>Status</b> is already “Prepared”, check the <b>Finalize/Apply Defaults</b> checkbox, and then press <b>Validate/Finalize</b>. The default action is no action for an employee who remains on the payroll.</li></ol>	<b>BN</b>