

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.

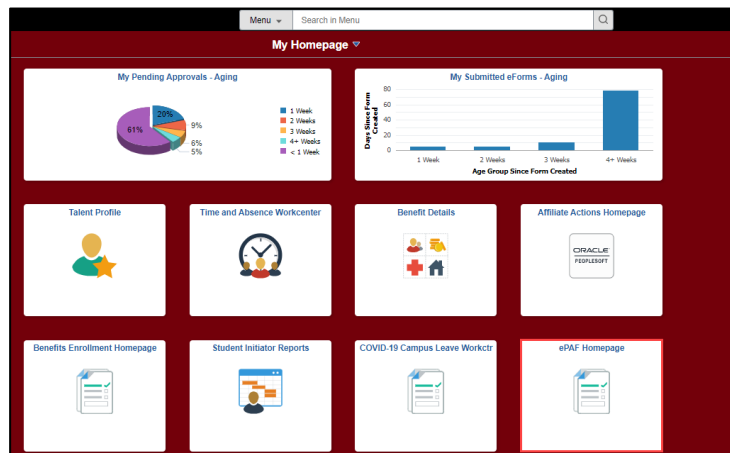
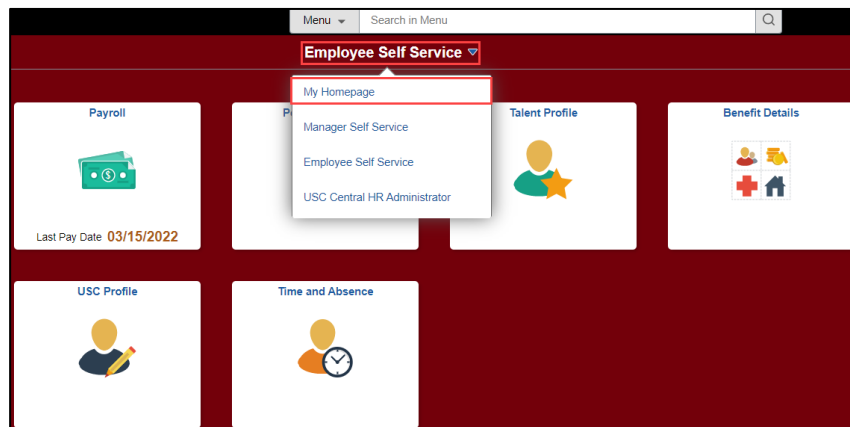
Leave of Absence (leave without pay) spanning 5 or more consecutive days must be submitted via the Status Change eForm in addition to the absence request process. Leave of absence events less than 5 consecutive days only occur through the absence request process.

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

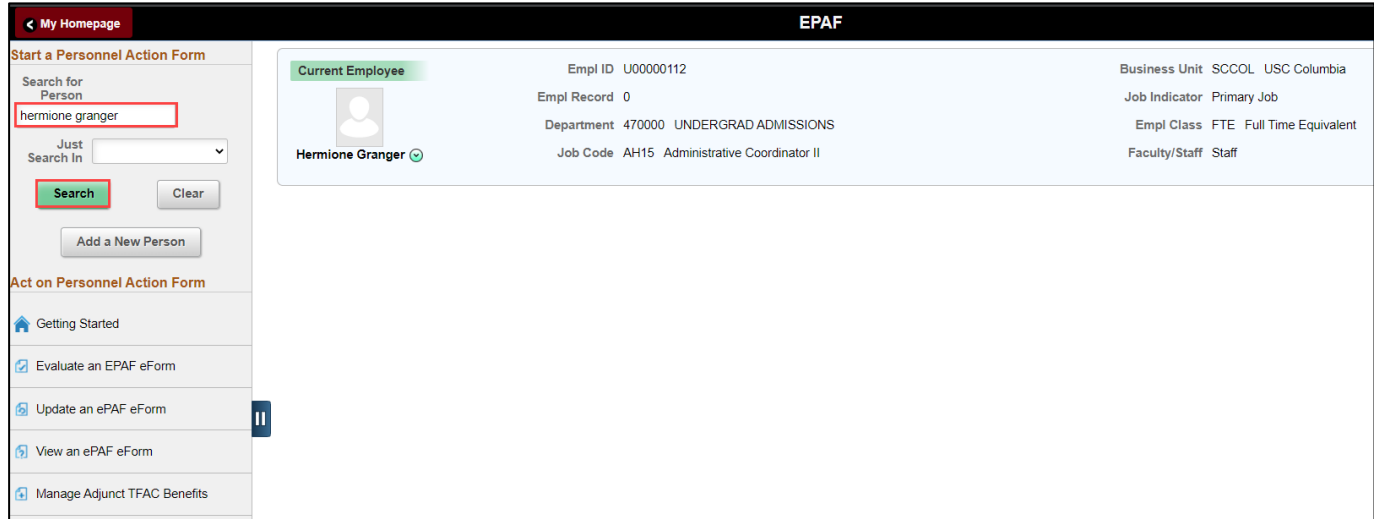


University of South Carolina HCM HR Contact Resources Status Change eForm: Leave of Absence (Leave Without Pay)

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.

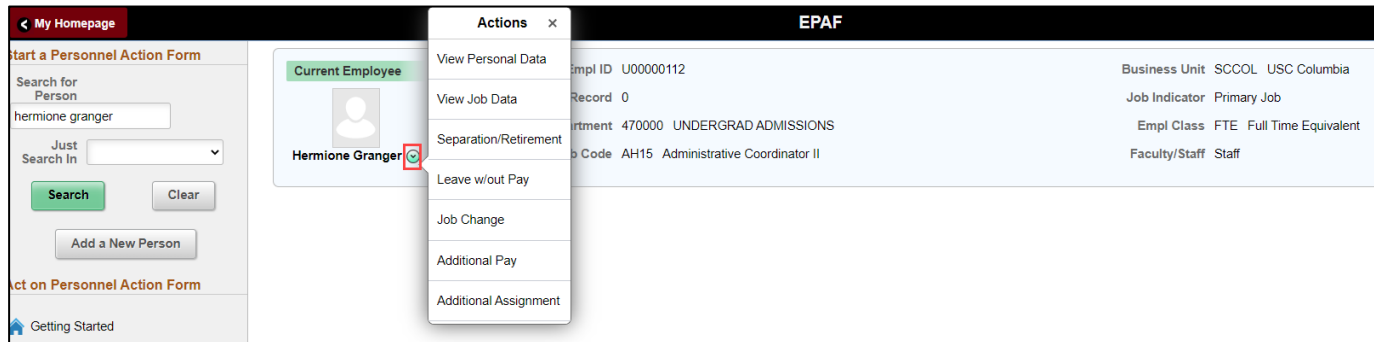


The screenshot shows the ePAF homepage with a search for 'hermione granger'. The search results display a 'Current Employee' card for Hermione Granger. The card includes the following information:

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

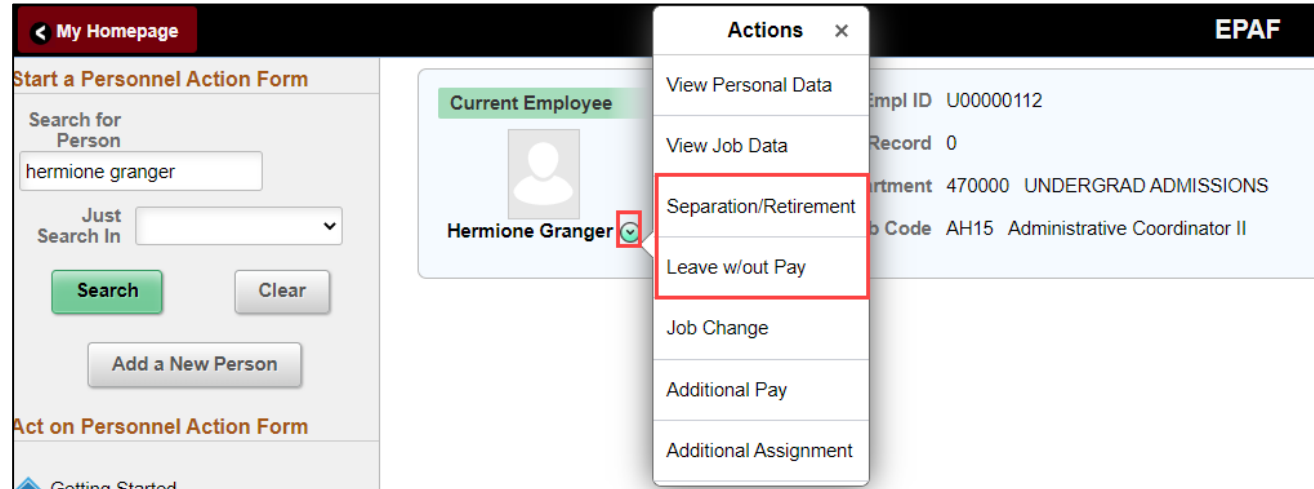
**University of South Carolina
HCM HR Contact Resources
Status Change eForm: Leave of Absence (Leave Without Pay)**

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



My Homepage **EPAF**

Start a Personnel Action Form

Search for Person
hermione granger

Just Search In [Dropdown]

Search **Clear**

Add a New Person

Act on Personnel Action Form

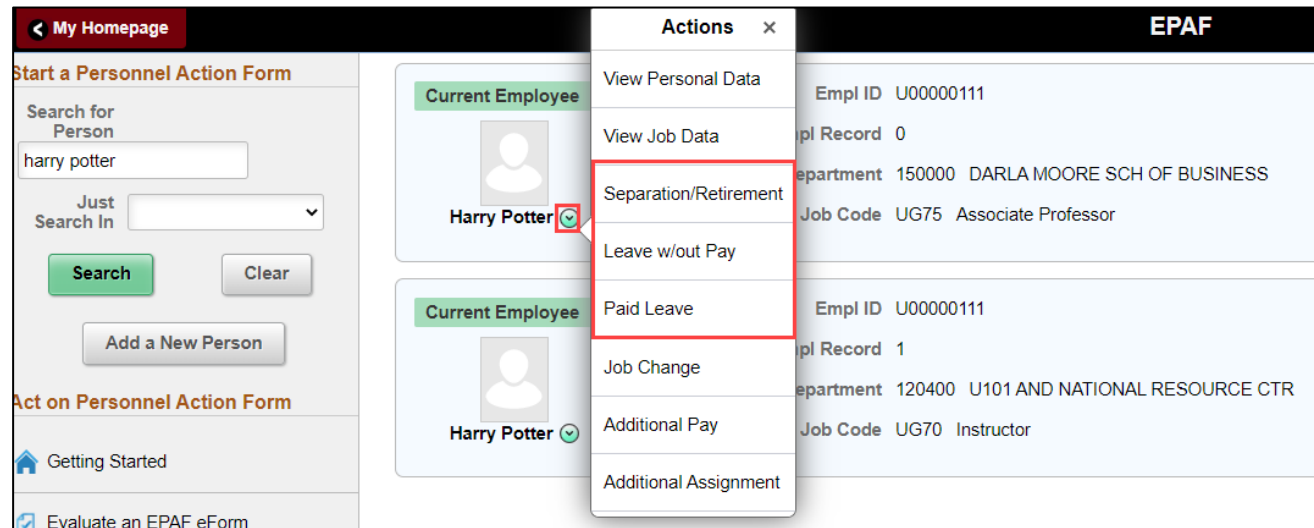
Current Employee

Hermione Granger

Actions x

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

Empl ID U00000112
Record 0
Department 470000 UNDERGRAD ADMISSIONS
Job Code AH15 Administrative Coordinator II



My Homepage **EPAF**

Start a Personnel Action Form

Search for Person
harry potter

Just Search In [Dropdown]

Search **Clear**

Add a New Person

Act on Personnel Action Form

Current Employee

Harry Potter

Current Employee

Harry Potter

Actions x

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

Empl ID U00000111
Record 0
Department 150000 DARLA MOORE SCH OF BUSINESS
Job Code UG75 Associate Professor

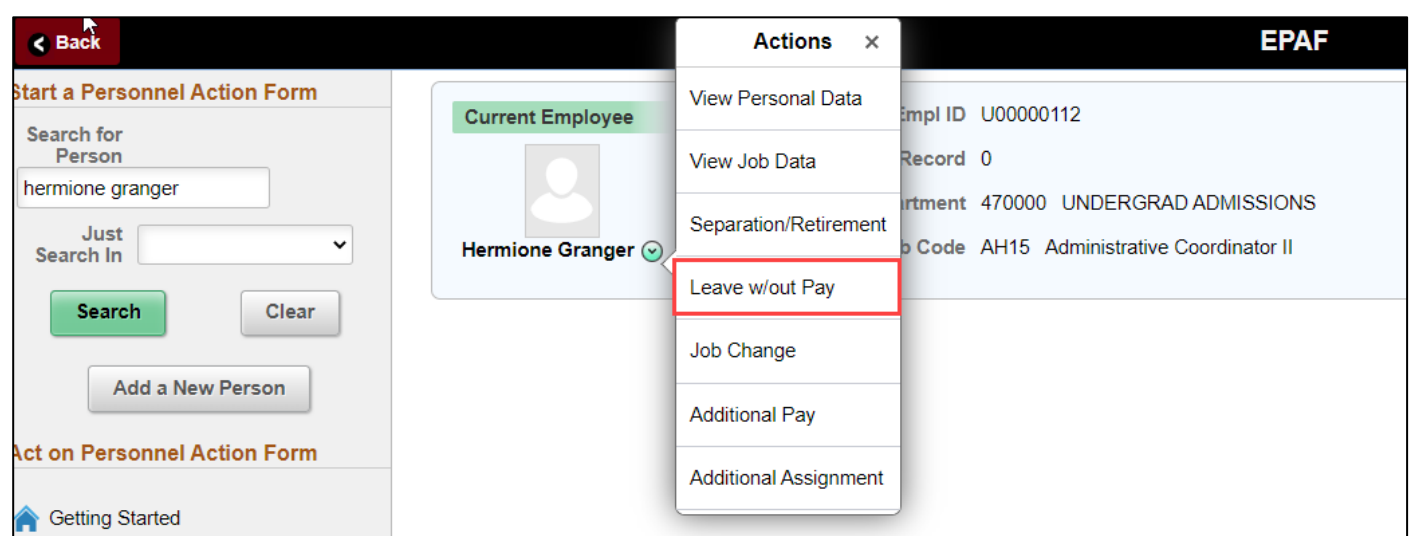
Empl ID U00000111
Record 1
Department 120400 U101 AND NATIONAL RESOURCE CTR
Job Code UG70 Instructor

**University of South Carolina
HCM HR Contact Resources
Status Change eForm: Leave of Absence (Leave Without Pay)**

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



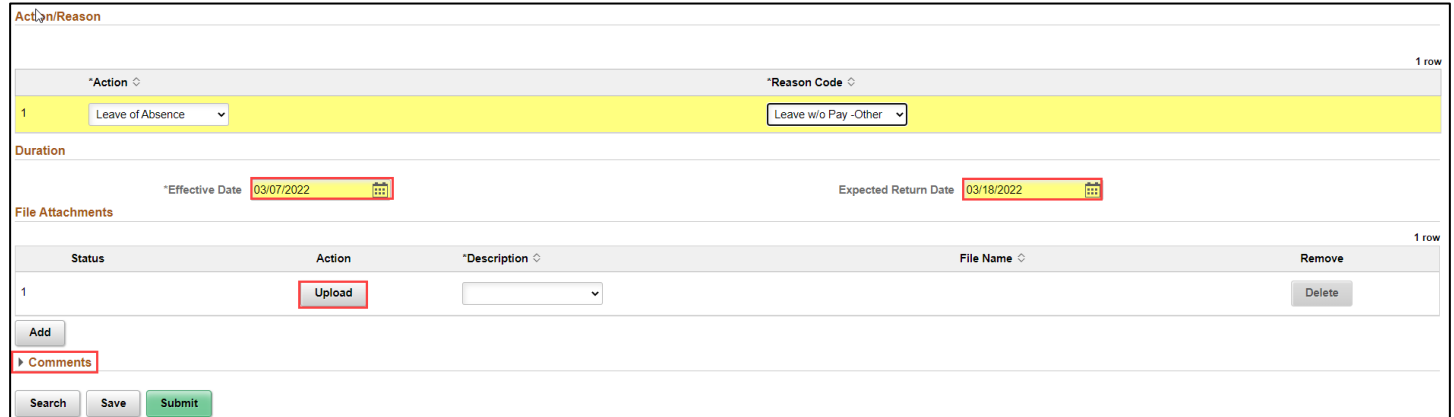

**University of South Carolina
HCM HR Contact Resources
Status Change eForm: Leave of Absence (Leave Without Pay)**

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

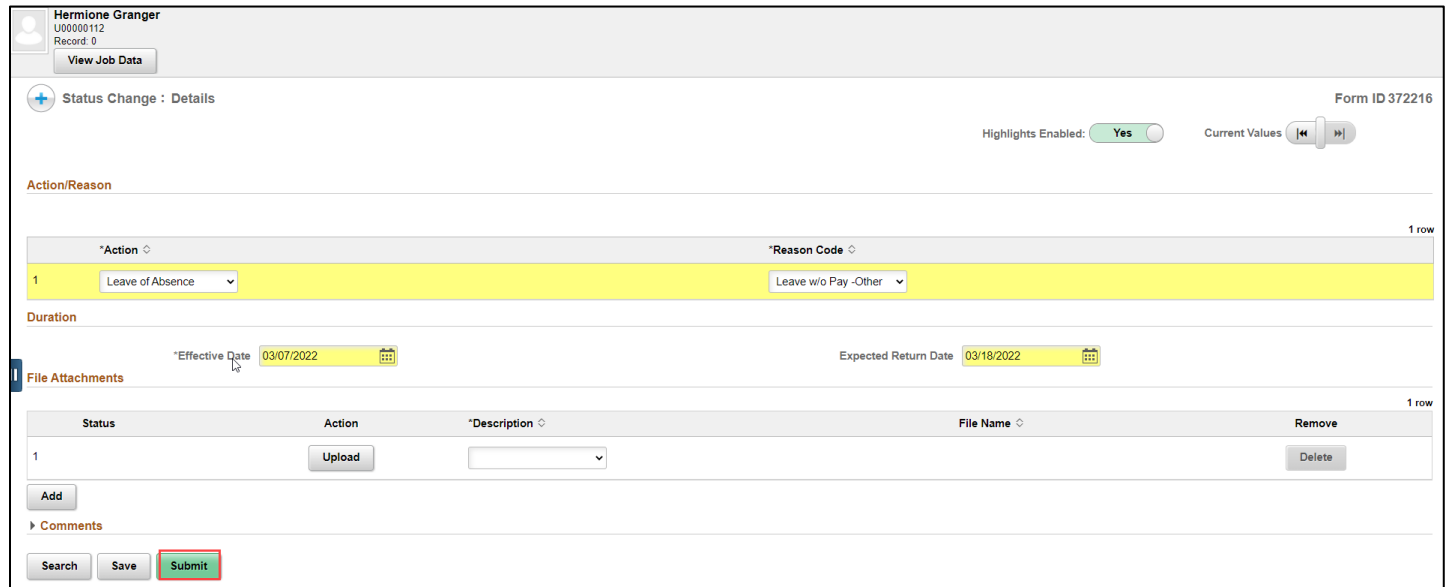
*Effective Date: 03/07/2022

Expected Return Date: 03/18/2022

File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

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

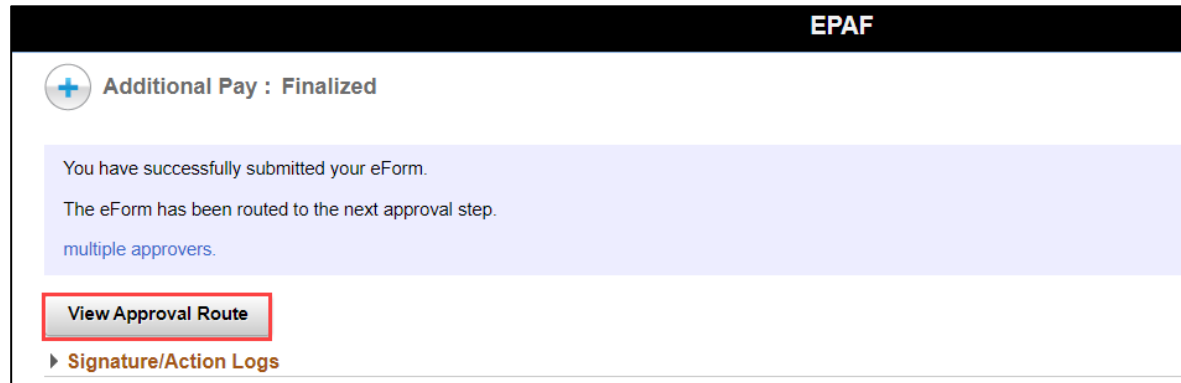
File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Search Save **Submit**

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. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and 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!



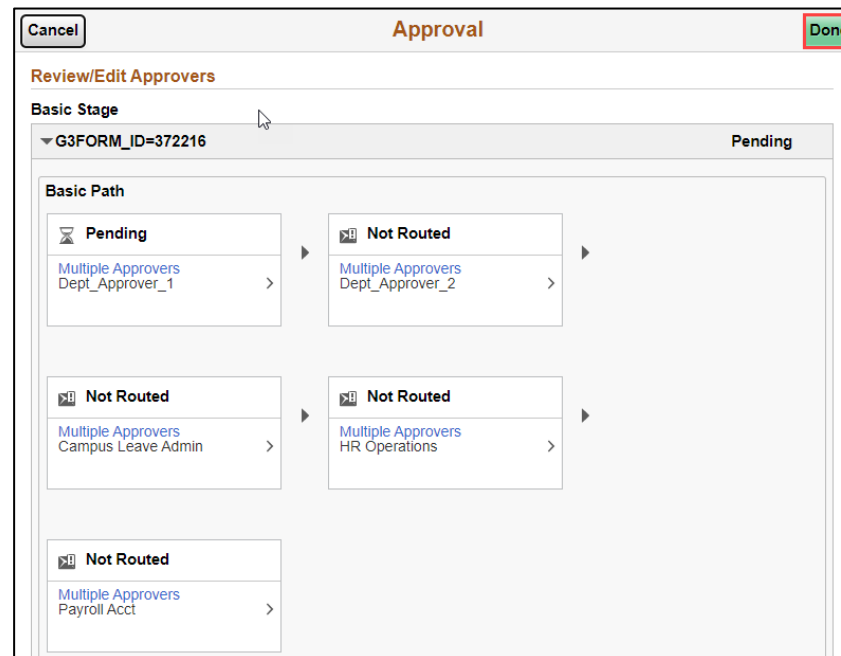
EPAF

+ 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
Dept_Approver_2
- Not Routed**
Multiple Approvers
Campus Leave Admin
- Not Routed**
Multiple Approvers
HR Operations
- Not Routed**
Multiple Approvers
Payroll Acct