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Exercise 7: Put an Employee on Leave

1. Split Fund and Split Recov before GoLOA

Split Funding and Split Recoveries should be done before you begin the exercise of placing the employee on a leave of absence.
2. Select Robert Bates for GoLOA

From your B6 Worksheet, select the employee who you wish to put on a leave of absence.
3. Click on "Salary Edit Form".

Click on "Salary Edit Form".
4. Select Go L O A button

Remember to validate your record and make salary adjustments before you click on the "Go L O A" button from your toolbar.
5. Calculation area by month and FTE %

The system adds a calculation area at the right of the screen, displaying the monthly salary and FTE % based on a leave date of July 1 at a leave percentage of 82.5%.
6. Changing start date or leave percentage

To change the start date or leave percentage, click in the “Month %” field for the affected month.
7. Enter: [100] via the keyboard.

Enter: [100] via the keyboard.
8. Validate

Validate your entry by hitting the "Enter" from your keyboard.
9. Automatic Update of calculations

The Salary and F T E % will automatically fill down the columns. The “Current Year” salary and F T E % calculations will be updated. There will be no change to the budgeted Annual and Fiscal salaries. The difference represents your savings.
10. Save

Click on the “Save” button to preserve your changes.
11. Position changes message

In the "Position changes:" dialogue box, "going on leave of absence" will be noted.
12. Click Green back Arrow

Click on the "Green Back Arrow" to return to the worksheet.
13. Exit Tutorial

You have completed the Put on Leave of Absence Tutorial. Proceed to Exercise 8: Return an Employee from Leave.