

Processing a Paid Leaves of Absence

Last Updated: September 2015



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 as to whether or not there are too many rows for a particular date, please log a ticket with Core-CT for advice.

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>			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Place Employee on Paid Leave of Absence	<ol style="list-style-type: none">1. Navigate to Main Menu > Core-CT HRMS > Workforce Administration > Job Information > Job Data2. Add the employee information into the appropriate search field and click "Search"3. Add a row with an effective date equal to the date the Paid Leave of Absence started4. Enter and/or select the appropriate information <p>Important: The *Action dropdown under the Work Location tab, must be set to "Paid Leave of Absence" with the appropriate *Reason dropdown selected</p> <p>Important: Enter the Expected Return Date on the Work Location tab</p> <p>Important: 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

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

	Step	Step Details	Core-CT Module
	Process Health & Life Insurance Benefits -	<ol style="list-style-type: none">1. Navigate to Main Menu > Core-CT HRMS > Benefits > Manage Automated Enrollment > Events > On Demand Event Maintenance2. Add the employee information into the appropriate search field and click “Search”3. If the “Prepare Option” button is yellow, press the button to prepare the options4. If the Status is already “Prepared”, check the Finalize/Apply Defaults checkbox, and then press Validate/Finalize. The default action is “no action” for an employee who remains on the payroll	BN

Returning Employee From a Paid Leave of Absence

Part A - Return Employee from a Paid Leave of Absence

Part A lists the steps that need to be completed on the Job Data page.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Return Employee from Paid Leave of Absence	<ol style="list-style-type: none">1. Navigate to Main Menu > Core-CT HRMS > Workforce Administration > Job Information > Job Data2. Add the employee information into the appropriate search field and click “Search”3. Add a row with an *Effective Date equal to the employee’s first day at work4. Enter and/or select the appropriate information5. Important: In the Work Location tab, the *Action dropdown should be populated with “Return From Leave” and the *Reason dropdown should be populated with the appropriate selection	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>			
	Step	Step Details	Core-CT Module
	Process Health & Life Insurance Benefits -	<ol style="list-style-type: none">1. Navigate to Main Menu> Core-CT HRMS> Benefits> Manage Automated Enrollment> Events> On Demand Event Maintenance2. Add the employee information into the appropriate search field and click “Search”3. If the Prepare Option button is yellow, press the button to prepare the options3. If the Status is already “Prepared”, check the Finalize/Apply Defaults checkbox, and then press “Validate/Finalize”. The default action is no action for an employee who remains on the payroll	BN