The purpose of this Business Process Procedure is to explain how to process a Leave of Absence in the Integrated HR-Payroll System.

Trigger: There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Leave of Absence – used when an employee is out of work on paid or unpaid leave.

General Reasons:
- 01 - FMLA - employee is out for a reason that qualifies for FMLA.

- 06 - Parental (not FMLA) - employee is not eligible for FMLA.

- 07 – Family Illness Leave – employee is out due to having to take care of immediate family members and chooses not to use FMLA. Employee must exhaust FMLA before qualifying for FIL.

- 08 - Extended Illness - employee illness that is not covered by FMLA or short-term disability.

- 18 – Education - employee is on leave to go back to school.

- 23 – Other – no other reason is applicable.

- 24 - Emergency Layoff - can be used for the following:

  o Public Health officials quarantine an employee, or

  o Public Health officials and the agency authority concur that the employee should be excluded from work.

- 32 – Long-Term Disability (Leave) - Employee has completed short-term disability and is approved for long-term disability (LTD) but the employee needs/chooses to exhaust any unused vacation/bonus and/or sick leave prior to separation for LTD.

Workers' Compensation Reasons: (See LOA Workers' Compensation BPP)
- 13 - WC Leave of Absence w/supplement - employee is placed on this WC on the 8th day of workers' comp and is exhausting eligible sick or vacation/bonus leave hours during WC leave. (See OSHR schedule for eligible hours.)

- 14 - WC Leave of Absence - employee is placed on Workers' Compensation. (On the 8th day of Workers' Compensation and employee is not using supplemental leave; they are placed on WC Leave of Absence.)

- 15 - WC LEO Continuation Pay - employee is a law enforcement officer being placed on Workers' Compensation with Continuation Pay up to two years.

- 16 - WC Non-Sworn Officer Continuation Pay - employee is a non-sworn officer being placed on Workers' Compensation with Continuation Pay up to two years. (See GS 143-166-13 for details.)

- 17 - Injury Leave - employee is injured by a direct and deliberate act of an offender/inmate supervised by Department of Public Safety, or an employee (teacher) in any educational institution supported by and under the control of the State. (See GS 115C-338 for details.) Employees can be placed on WC Continuation Pay for up to 1 year.

Short-Term Disability Reasons: (See LOA Short-Term Disability BPP)
- 19 - Short-Term Disability 60 day waiting period – to track waiting period regardless if paid or unpaid

- 26 - Short-Term Disability (Leave) - employee is using leave during short-term disability.

- 22 - Short-Term Disability (Lump sum) – employee is paid out for leave in one payment.

- 20 - Short-Term Disability Regular – employee is placed on this reason on the 61st day if not using leave.

- 21 - Short-Term Disability Extended – employee is extended beyond 12 months.

Military Reasons: (See LOA Military BPP)
- 10 - Reserve Active Duty (leave) - employee is exhausting vacation, bonus or comp time prior to RAD 30-day leave.

- 11 - Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30-day leave.

- 09 - Reserve Active Duty (30 days) - employee is placed on RAD 30 days with Active Duty orders (30 calendar days of full pay)

- 25 - Reserve Active Duty - employee is placed on RAD Active Duty on 31st day.

- 27 – Extended Military - Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty.

- 28 - Military Care Giver - Employee is out for a reason that qualifies for Military Care Giver leave.

- 29 - Military Training - Employee is out for involuntary active/inactive duty training.

- 30 - Civil Air Patrol - Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Public Safety.

- 31 - State Defense Militia Duty - Employee has been ordered or called out by the Governor for a special activity or State duty mission.

Benefits (Employee is not using approved leave.)

  Agency Specific Benefits
- Each agency is responsible for administering these plans according to their agency process.

  NCFlex Plans
- Will terminate in the Integrated HR-Payroll System.

- Will end the last day of the month premiums were paid.

- Employees can continue these benefits plans while on LOA by paying the NCFlex vendors directly.

- Premiums will not be deducted from WC or STD payments.

State Health Plan

- Employer contribution will continue if the employee is on FMLA, WC, STD, or Military Reserve Active Duty with more than five years of contributing service in the Retirement System.

- Employees placed on LOA without pay can choose to discontinue their State Health Plan coverage or drop dependents from the plan and remain on employee only coverage. If an employee wants to discontinue their SHP coverage, they will need to submit a ticket to BEST Shared Services within 30 days of reaching an LOA without pay status.

- Employees placed on LOA without pay who would like to continue their coverage for dependents and/or any employee only costs will be billed by iTEDIUM. Failure to make payments will result in termination of the State Health Plan coverage. Employees whose coverage is terminated will not be able to re-enroll until the next open enrollment.

- Employees on STD and/or Workers Compensation will no longer be able to have their premiums for health insurance and/or NCFlex coverage payroll deducted. Employees will be billed by iTEDIUM for premiums owed for State Health Plan coverage. Employees with NCFlex Plans will need to follow the instructions outlined on the current Leave of Absence Letter for information regarding making these premium payments.

- Employees on LOA that requires them to pay full cost for their health insurance will be billed by iTEDIUM. If premiums are not received, their health insurance coverage will be terminated.

LOA Checklist

- PA20 Display (Employee is active in the system)

- IT0000 - Actions

  o View employee's Action history to ensure correct action is being entered and former actions have been entered appropriately.

  o Verify eligibility for requested leave.

- CATS_DA – verify that time has been entered, released, and approved. Also, verify last day worked (9500 - Time Worked).

- PT50 to ensure that employee has enough leave, if requesting to exhaust leave.

- Communicate with the Benefits Representative.

- Benefits – setup procedures for payment continuation or termination of benefits.

- Time, Benefits, Payroll, State Service, and longevity are dependent on entries made for action, reason and infotypes.

- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2

- Employee should make no time entries while on LOA.

- Time Type 9500 (time worked) shouldn't be used while employee is on LOA.

It is very important for HR to enter the LOA Action before the Time/Leave Administrator enters the event into the FMLA Workbench. The LOA Action is not connected automatically to the FMLA Workbench; therefore, HR should coordinate with the Time/Leave Administrator when an LOA Action is entered. (After LOA Action-workbench: Workbench can be used for intermittent FMLA also.)

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076; SBWP; PA40

Procedure
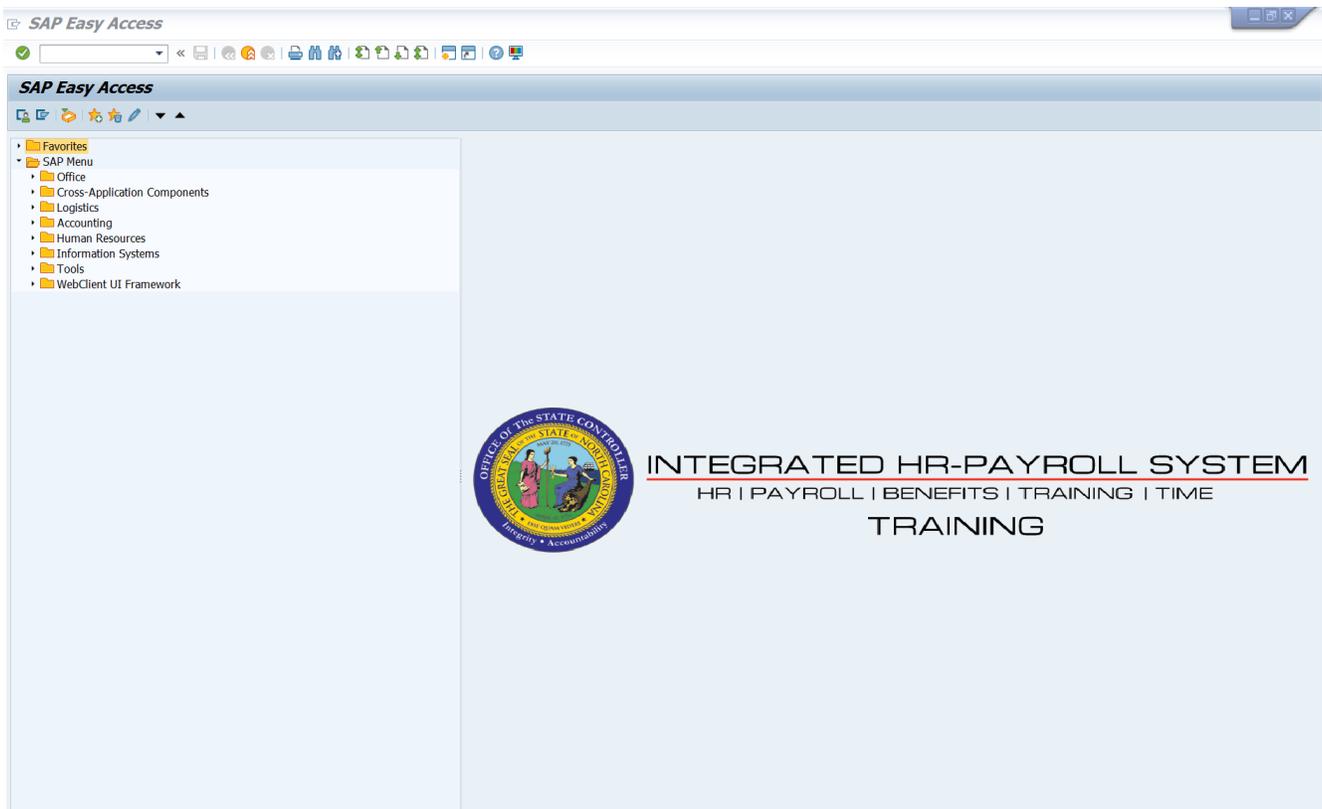
1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: ZPAA076

2. Click the **Enter** ✅ button.

	You may want to enter this transaction code in your Favorites folder.
Information	• Choose Favorites > Insert Favorites
	• Type in ZPAA076
	• Click Enter.
	To see the transaction code displayed in front of the link in your favorites:
	• Choose Edit > Settings
	• Place a check next to Display Technical Name
	• Click Enter

Employee Action Request

Existing PCR No. [   ]

Personnel No.   80000123   Johnny Sears
Last 4 digits (SSN) [   ]   First [   ]   Last [   ]
Effective on   07/11/2011
Action Type   Z3   Leave of Absence (NC)
Reason   01   FMLA

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 80000123
Effective on	The date the action will be effective on.	Enter value in Effective on. **Example**: 07/11/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. **Example**: Z3
Reason	Reason for the action, such as FMLA	Enter value in Reason. **Example**: 01

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: Only enter the SSN and name for New Hires.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

4. Click the **Enter** ✅ button.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** from which to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

5. Click the **Create (F5)** 🗋 button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No**. field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

Employee Action Request

Initiate WF

PCR Number [   ]
Personnel Number 80000123 Johnny Sears   Action: Z3   Leave of Absence (NC)
Last 4 digits(SSN) [   ] [   ] [   ]   Reason: 01   FMLA
Effective on 07/11/2011   Chng [   ] [   ]   St: [ ]

CURRENT   PROPOSED

Pers.Area   4601   Natural and Cultural Resources   Pers.Area   4601   Natural and Cultural Resources
Subarea   NC01   7day Norm   Subarea   NC01   7day Norm

EE Group   A   SPA Employees   EE Group   A   SPA Employees
EE Subgroup A1   FT N-FLSAOT Perm   EE Subgrp   A1   FT N-FLSAOT Perm

Org. Unit   20010129 CR CDS Capital Projects U   Org. Unit   20010129 CR CDS Capital Projects U
Job   30004440 Facility Planner III   Job   30004440 Facility Planner III
EE Position 60083276 Facility Planner III   EE Position 60083276 Facility Planner III

Basic Pay

Pay Scale type   01 Graded   Pay Scale type   01 Graded
Pay Scale Area   01 Annual Salaries   Pay Scale Area   01 Annual Salaries
Pay Scale Group GR74   Level GR   Pay Scale Group GR74   Level GR

Annual Salary 43,485.00   Hrly Sal 0.00   Annual Salary 43485   Hourly Salary [   ]
               Calc Step - 0   Calc Step - 0   0.00
                                             Min   44,670.00
                                             Max   73,833.00   Next Inc Date [   ]

Dates

                                 Last day worked [   ]

6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay *Salary info should not change	Enter value in Annual Salary **Example:** 43,485

Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action, but you must enter the salary on the PCR.

7. Click the **Enter** ✅ button.

8. Click the **Save (Ctrl+S)** 💾 button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.
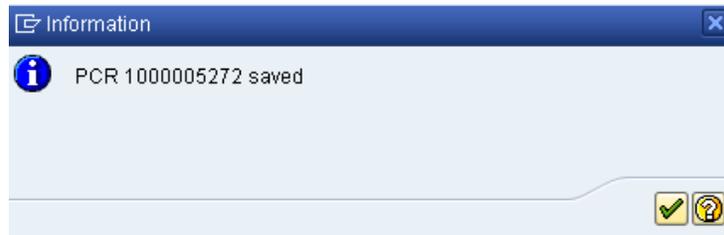
9. Click the **Enter** ✅ button.

    You may save this information as many times as you like. Each time you will receive a confirmation of the Save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.
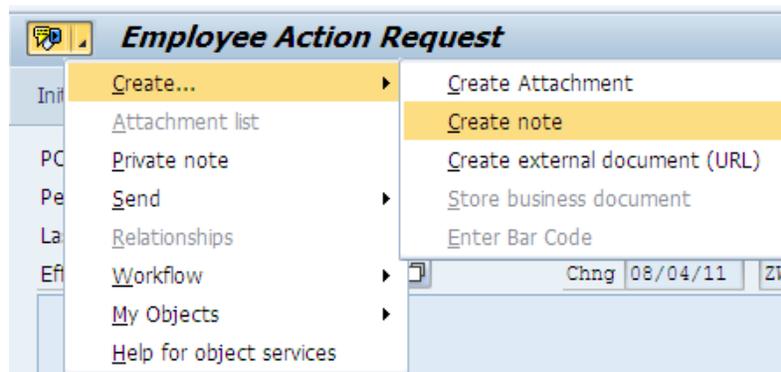
10. Click the **Services for Objects** 🗝️📋 button.

11. Click **Create... >> Create note** from the drop-down list on the menu.

Notes entered during PA Workflow must follow OSHR's Action Notes Template:
https://www.osc.nc.gov/documents/action-notes-template

    If you need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

    This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved, and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. **Example**: Leave of Absence
Long text	An open text field	Enter value in long text. **Example**: appropriate information

13. Click the **(Enter)** button.

Employee Action Request

Initiate WF

PCR Number	1000005272			
Personnel Number	80000123 Johnny Sears		Action:	Z3 Leave of Absence (NC)
Last 4 digits(SSN)			Reason:	01 FMLA
Effective on	07/11/2011	Chng 07/18/11 ZWFINOMPA031	St:	D Created

	CURRENT		PROPOSED
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010129 CR CDS Capital Projects U	Org. Unit	20010129 CR CDS Capital Projects U
Job	30004440 Facility Planner III	Job	30004440 Facility Planner III
EE Position	60083276 Facility Planner III	EE Position	60083276 Facility Planner III

Basic Pay

	CURRENT		PROPOSED
Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR74 Level GR	Pay Scale Group	GR74 Level GR
Annual Salary	43,485.00 Hrly Sal 0.00	Annual Salary	43,485.00 Hourly Salary
	Calc Step - 0	Calc Step - 0	0.00
		Min	44,670.00
		Max	73,833.00 Next Inc Date

Dates

	Last day worked

13. Click the **Enter** ✓ button.

14. Click the **Save (Ctrl+S)** 💾 button.

15. Click the **Initiate WF** [Initiate WF] button.

Select the Initiate Workflow button to send the Leave of Absence Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).

Information

ℹ PCR 1000005272 successfully sent to Work Flow

16. Click the **(Enter)** ✓ button.

17. Click the **Back (F3)** button.

18. The Initiate Leave of Absence Action is complete.

After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

Instructions for Completing the Action

Access Transaction:

Via Menu Path: Office >> SBWP – Workplace

Via Transaction Code: SBWP, PA40

Procedure

19. Click the **SAP Business Workplace (Ctrl+F12)** button.

    These instructions assume you have initiated the Leave of Absence Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as a Leave of Absence in the system.
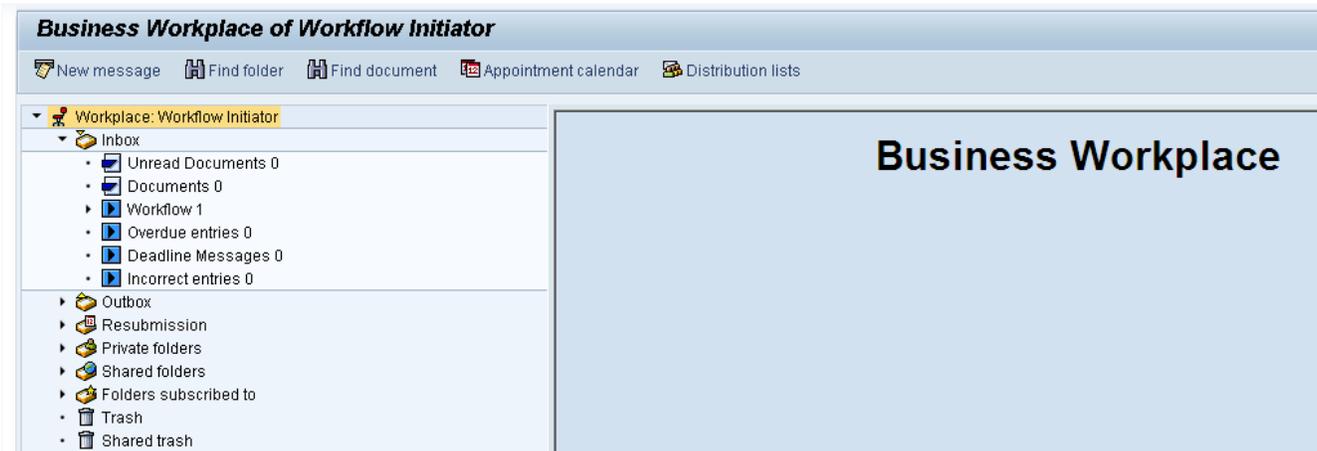
20. Select **Inbox >> Workflow**.

21. You can process using step 22 or step 23.
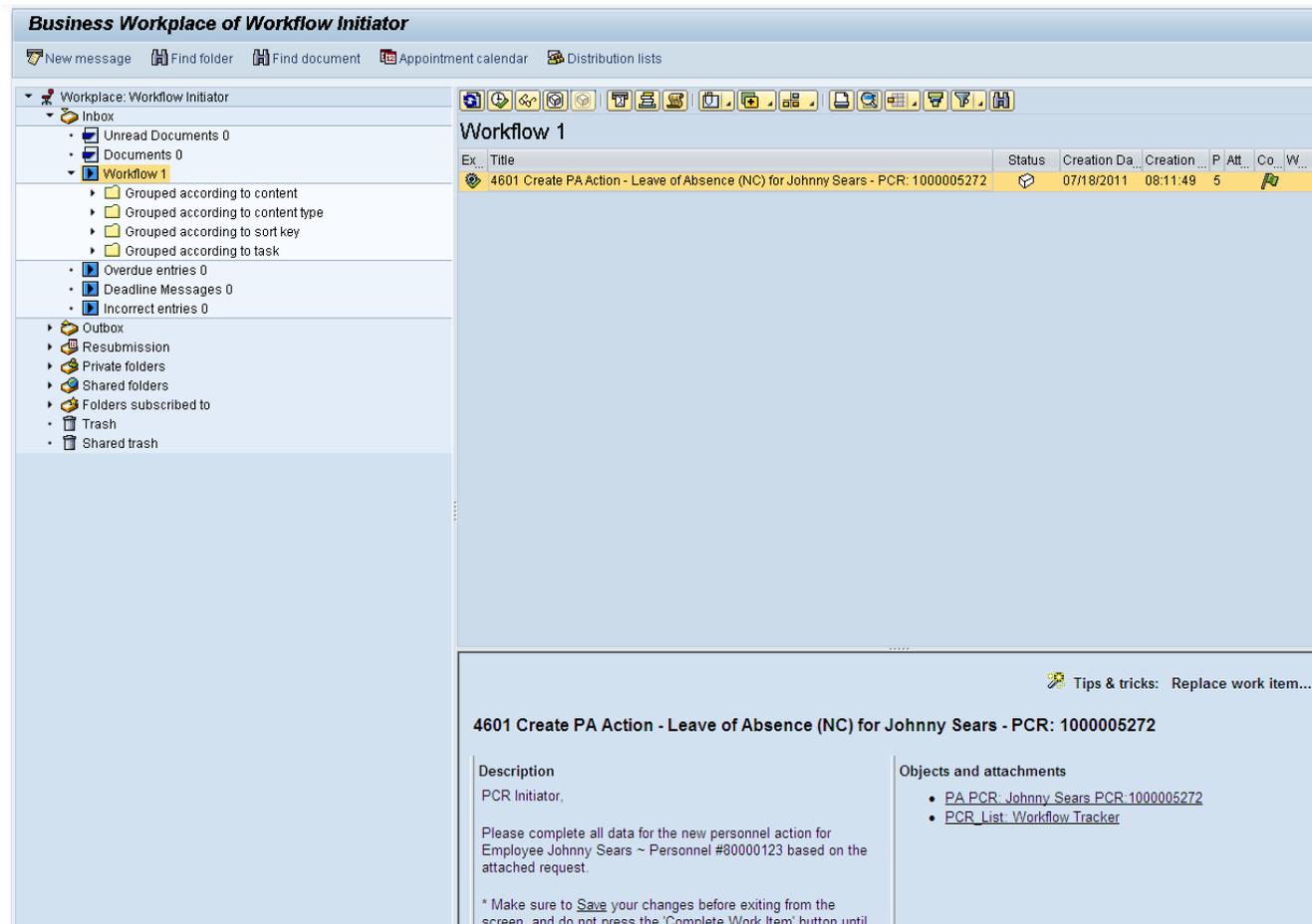
22. Select the **PCR** `4601 Create PA Action - Leave of Absence (NC) for Johnny Sears - PCR: 1000005272` row. Double-click on the row.

23. Click the **Execute (F8)** 🕐 button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You may view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Leave of Absence action will be launched.

24. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. **Example**: 07/11/2011

25. Highlight **Leave of Absence (NC)** action type.

26. Click the **Execute (F8)** 🕐 button.

The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.

Copy Actions (0000)

Execute info group   Change info group

Pers.No.   80000123
Name   Johnny Sears
EEGroup   A   SPA Employees   PersA 4601 Cultural Resources
EESubgroup A1   FT N-FLSAOT Perm
Start   07/11/2011 to   12/31/9999

Personnel action
Action Type   Z3 Leave of Absence (NC)
Reason for Action 01   FMLA

Status
Customer-specific
Employment   3 Active
Special payment   1 Standard wage type

Organizational assignment
Position   60083276   Facility Planner III
Personnel area   4601   Cultural Resources
Employee group   A   SPA Employees
Employee subgroup A1   FT N-FLSAOT Perm

Additional actions
Start Date	Act.	Action Type	ActR	Reason for action

27. Click the **Enter** button.

⚠ Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.

Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time

⚠ Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter** ✅ to continue.

Best practice is to review all data and click Enter to allow the system to validate the data.

28. Click **Edit, >> Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.

❌ CRITICAL!	Don't forget to enter your comments. Remember you can cut and paste from the PCR.

29. Click the **Save (Ctrl+S)** 💾 button.

Note: If the employee has less than five years of state service, a ticket should be placed with BEST Shared Services.

30. Click the **Enter** ✅ button.

31. Click the **Save (Ctrl+S)** 💾 button.

32. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type **Example:** Est Leave Run Out
Date of Task	Date on which the task occurs	Enter value in Date of Task. **Example**: 08/29/2011
Comment	Additional information about an item	Enter value in Comment. **Example**: Check with the Supervisor/Employee on this return status

NOTE: You may need to create additional IT0019s via PA30. You can run the BOBJ Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

Monitoring of Tasks

Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat
New task	9/7/2007	8/7/2007	Military

(Example Only) ☞

33. Click the **Enter** ✅ button.

34. Click the **Save (Ctrl+S)** 💾 button.

Delimit Objects on Loan (0040)

Personnel No	80000123		Name		Johnny Sears	
EEGroup	A	SPA Employees		PersA	4601 Cultural Resources	
EESubgroup	A1	FT N-FLSAOT Perm		Statu	Active	

Choose 07/11/2011   To   12/31/9999   STy. [   ]   Delimit.Date 07/11/2011

Overview

	Start Date	End Date	Object on lo...	Name	No.	Loan object number	
	01/01/2008	12/31/9999	01	State ID	1	5551268	

35. Highlight and click the **01/01/2008** row.

36. Click the **Delimit (Shift+F1)** 🗑 button

Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

37. Update the following fields:

| Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled workdays and scheduled non-workdays.	Enter Work schedule rule **Example:** D01N08GN *Only DOT employees can stay on a flex schedule while on LOA
Time Mgmt status	Used in Time Evaluation processing	Enter value **Example**: Positive Time

All full-time employees **must** be on a 5 -day 8-hour per day work schedule (exception: DOT employees). The easiest way to accomplish this is to use **D01N08GN**. **All employees, whether full-time or part-time, must be positive time recording.**

For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28-day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1st day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

38. Click the **Enter** ✅ button.

39. Click the **Save (Ctrl+S)** 🖫 button.
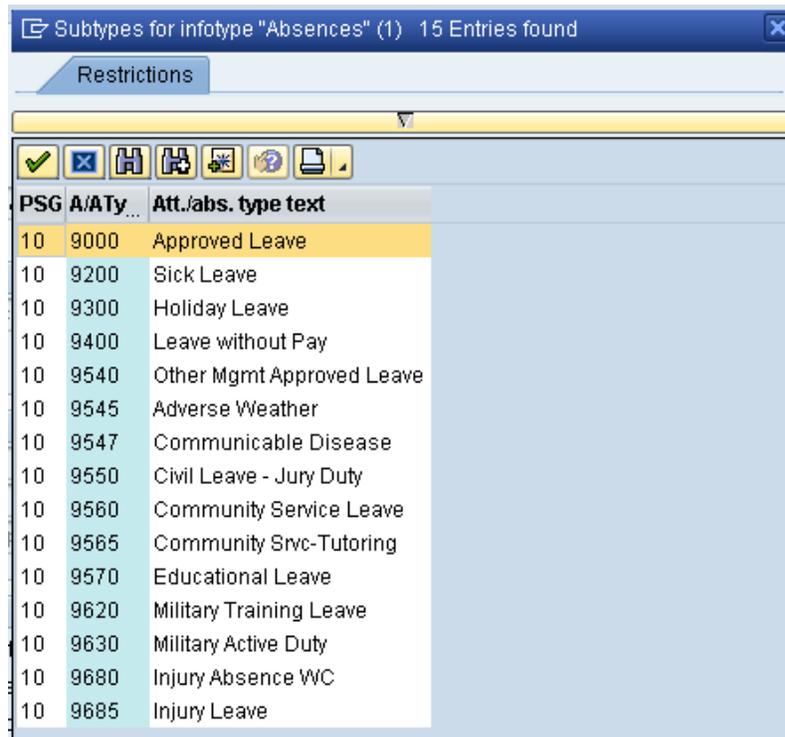
40. Select the **Sick Leave** code in the list box.

41. Click the **Enter** ✅ button.

Choose the applicable leave type to indicate if the employee is to receive pay and if so from which type. Another option is to indicate that the employee is not to accrue leave or longevity while on unpaid leave. The codes are selected as follows:

- If the employee has requested to exhaust leave while on LOA, select the appropriate leave type from the list by double-clicking on the line or clicking on the line and choosing Continue. If the employee is exhausting multiple types of leave, create additional IT2001 record using PA30.

- If the employee is not exhausting leave and code 9400 (LWOP) is not applicable, click the X to close.

42. Update the following field:

Field Name	Description	Values
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 (LWOP) if unpaid leave).	Enter Date Value **Example:** 07/15/2011

The Absences infotype only displays if you selected a leave type from the subtype for Absences pop-up.

The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. If the employee should not accrue leave or longevity while on unpaid leave, enter Time Code 9400 (LWOP) in IT2001 (see State policy regarding accrual and longevity exceptions for Workers' Comp, law enforcement and military leave). Once you enter the date and press Enter, the system will calculate the number of absence hours and days automatically. These numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype:

- The "start date" should pre-populate automatically based on the effective date of the LOA Action.

- Enter the "to date" to reflect the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave). Never enter 12/31/9999 as the "to date."

ⓘ
Information

Using leave accrued while out on leave: If an employee wants to use the time that was accrued while he or she was out on paid leave, create a new IT2001 via PA30 in order to enter the new leave time. Time should be entered on a weekly basis.

NOTE: An agency can make an agency-wide (not individual user) decision that LOA leave can be entered either on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the Integrated HR-Payroll System is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**
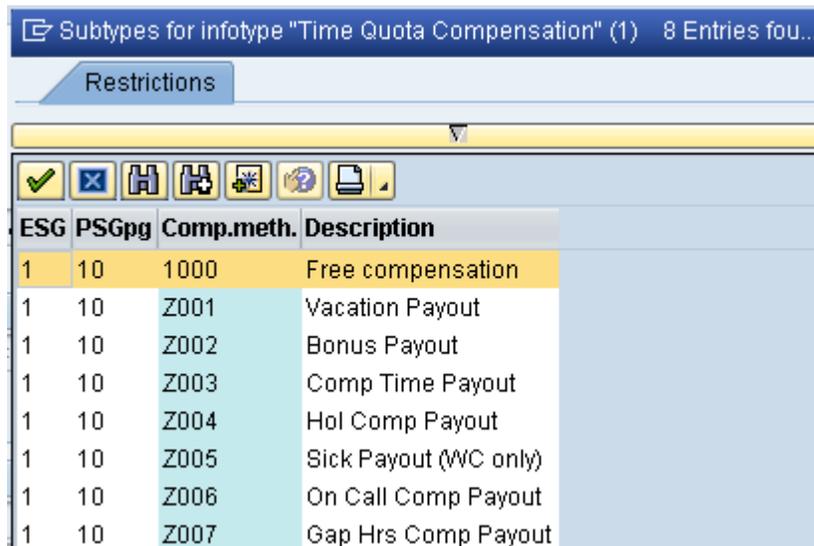
Absences (2001) Example with Holidays – see PA420 Leave of Absence Student Guide

ⓘ **Information**	**Best Business Practice:** Create IT2001 to exhaust leave on a monthly basis rather than the entire LOA period.

43. Click the **Enter** ✅ button.

44. Click the **Save (Ctrl+S)** 💾 button.

45. Select the **Vacation Payout** code in the list box.

46. Click the **Enter** ✅ button.

Choose the appropriate type of leave to be paid out.

NOTE: An employee can request a lump sum (one time) payment of leave during a Military LOA or Short-Term Disability LOA only. Select the applicable leave type if the employee has requested a lump sum (one time) payment of leave instead of receiving it via regular pay disbursement. The employee cannot request leave both via regular pay disbursement (entered by HR on IT2001) and lump sum payment at the same time.

Create Time Quota Compensation (0416)

47. Update the following field:

Field Name	Description	Values
No. to compensate	The number of hours to compensate.	Enter Value in No. to compensate **Example:** 88

48. Click the **Enter** button.

The system will show the number of hours per quota type available for compensation. Enter the total number of hours to be paid out for the quota type chosen here.

NOTES

Do not change the effective date as you do in the Separation Action. Time evaluation is run nightly, so the balances should be current each day.

The balances are current based on the time the Time Administrator or Supervisor has approved.

If the employee has indicated a request for lump sum payment and has more than one type to be paid, you must use PA30 after you complete the LOA Action to select and enter the additional subtypes for IT0416.
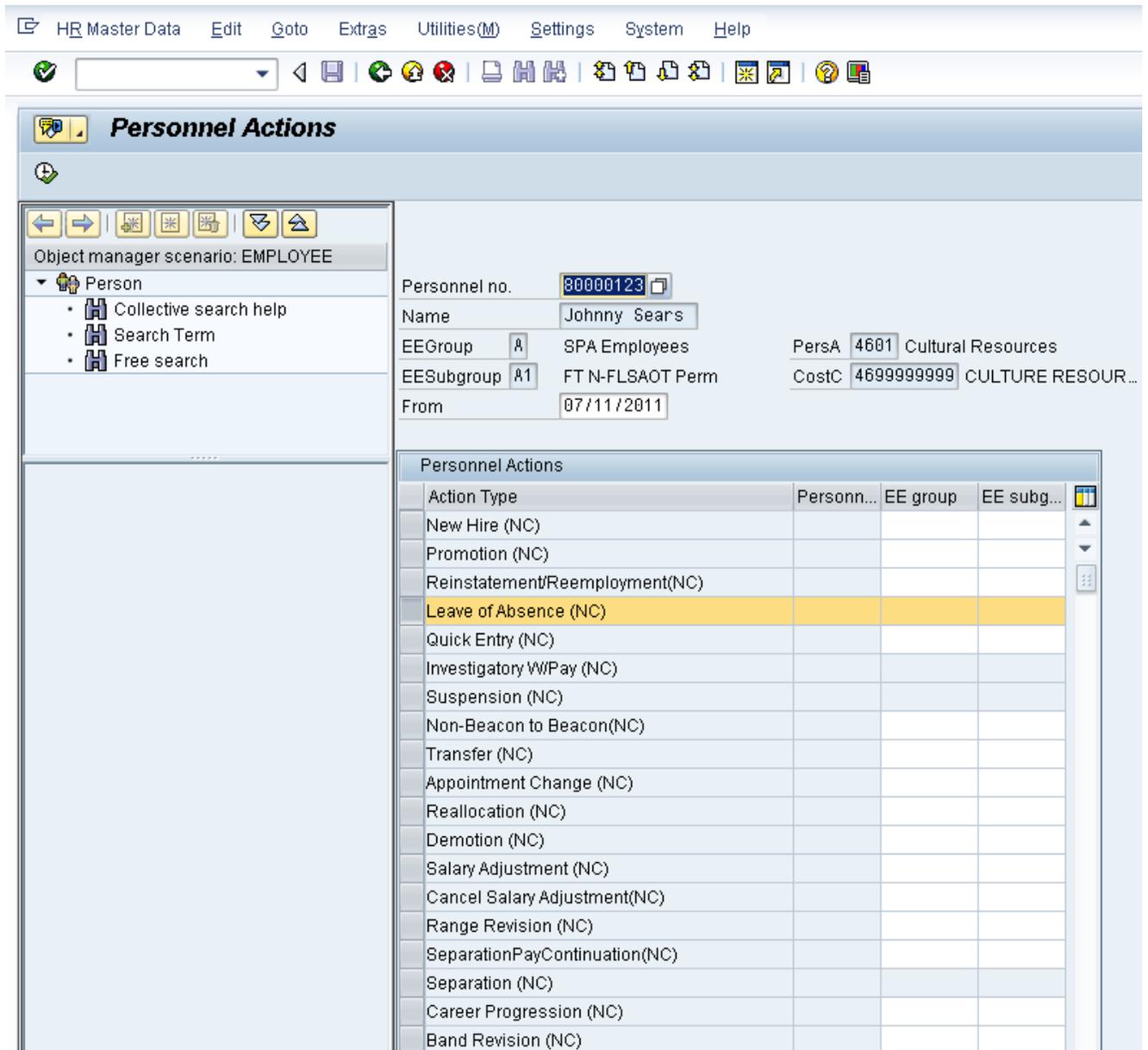
❌ CRITICAL!	It is critical to ensure that all time has been entered, released, approved and that time evaluation has run before entering the LOA Action.

49. Click the **Save (Ctrl+S)** 💾 button.

   If the balances are not to payout, skip infotype by:
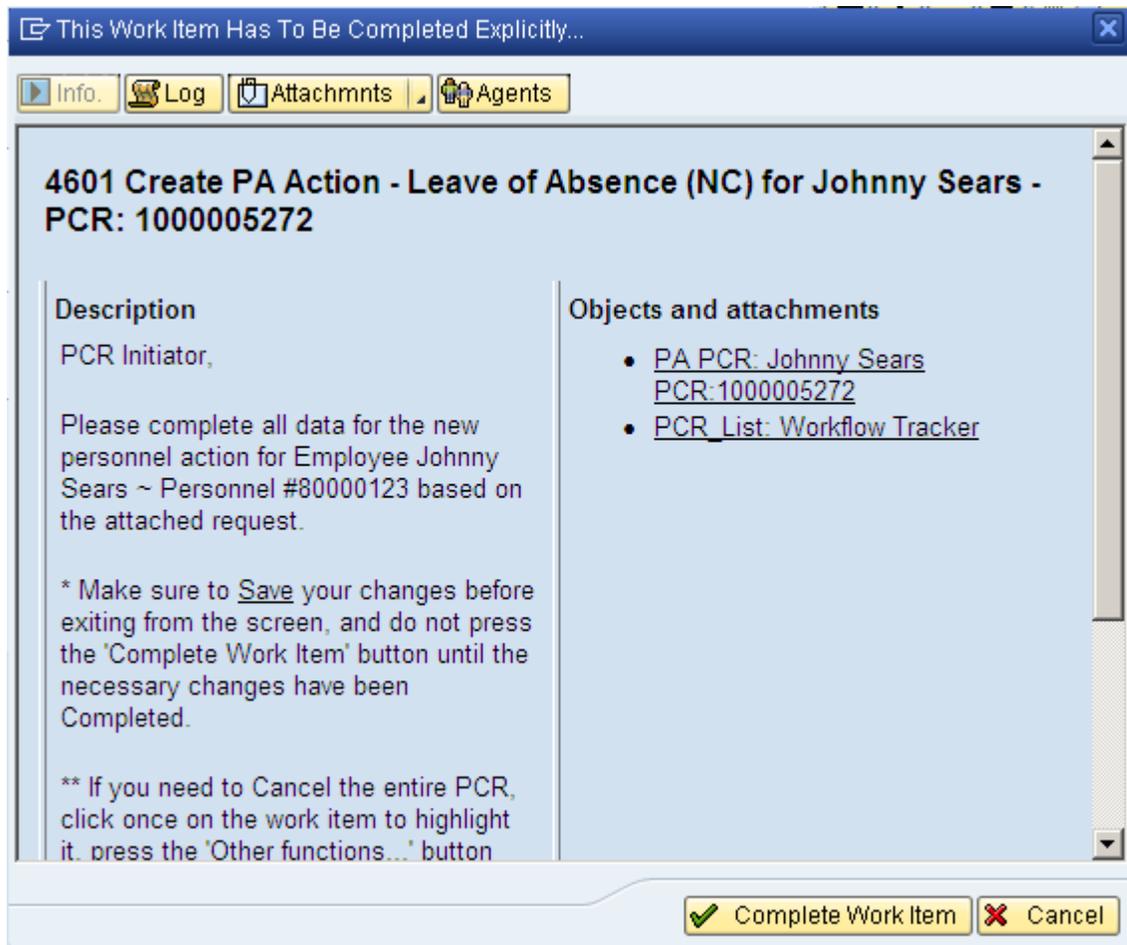
50. Click the **Next record (Shift+F7)** 📲 button.

   If the balances are not ready to payout, skip and create by using transaction code PA30.

51. Click the **Back (F3)** button.

This Work Item Has To Be Completed Explicitly...

Info. | Log | Attachmnts | Agents

4601 Create PA Action - Leave of Absence (NC) for Johnny Sears - PCR: 1000005272

Description

PCR Initiator,

Please complete all data for the new personnel action for Employee Johnny Sears ~ Personnel #80000123 based on the attached request.

* Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed.

** If you need to Cancel the entire PCR, click once on the work item to highlight it, press the 'Other functions...' button

Objects and attachments

- PA PCR: Johnny Sears PCR:1000005272
- PCR_List: Workflow Tracker

✔ Complete Work Item | ✖ Cancel

52. Click the **Complete Work Item** [✔ Complete Work Item] button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.
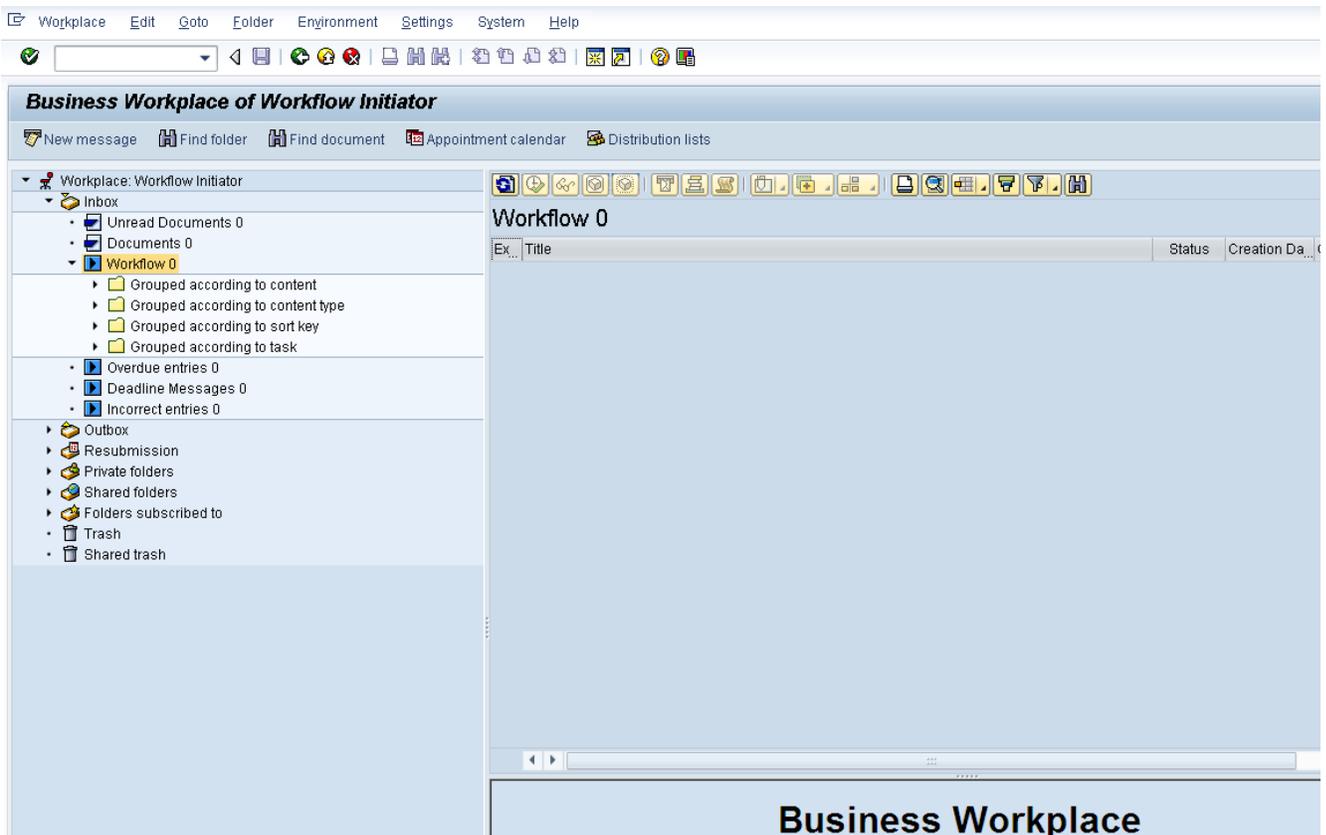
53. Click the **Back (F3)** button.

    You can remain in this SAP Business Workplace and process additional PCRs or click the Back to return to the main SAP screen.
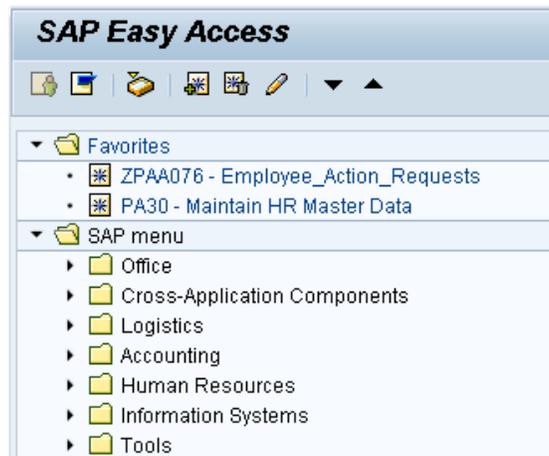
54. The Leave of Absence Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 2/5/21 (B. Johnson)
Changes: Infotype 0007

Change Date: 3/31/22 (C. MacDonald)
Changes: Removed Date Monitoring Report (S_PH0_48000450), replaced it with BOBJ Report – B0099 – Employee Deadline Dates