

Tufts Support Services

Job Aid for Non-Medical and Non-Military Leave of Absence

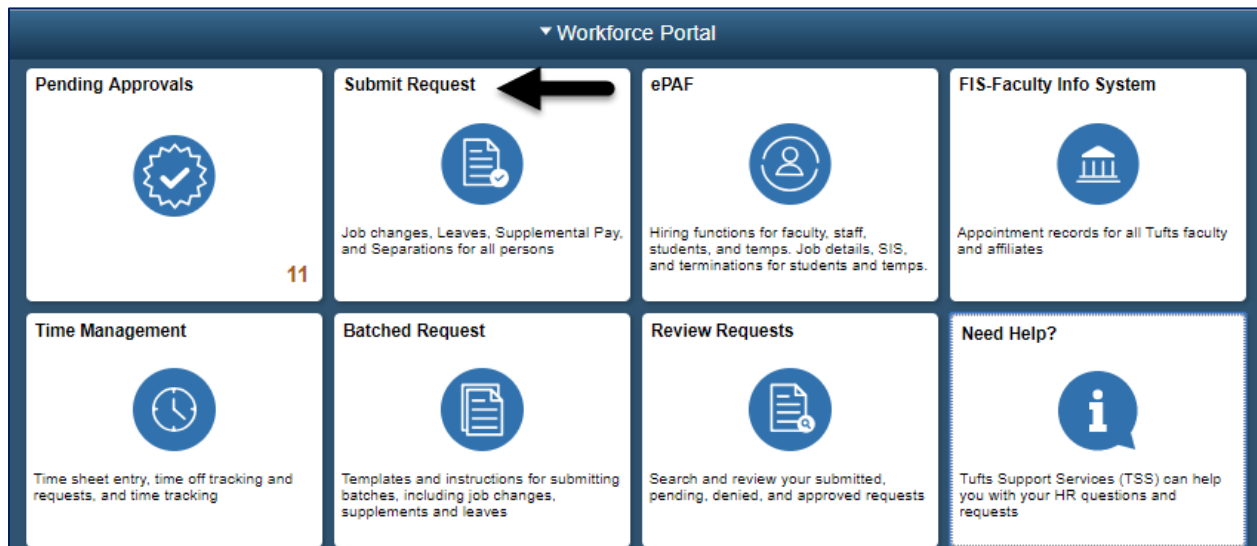
(Academic, Non-Academic, Semester, Summer)

Description

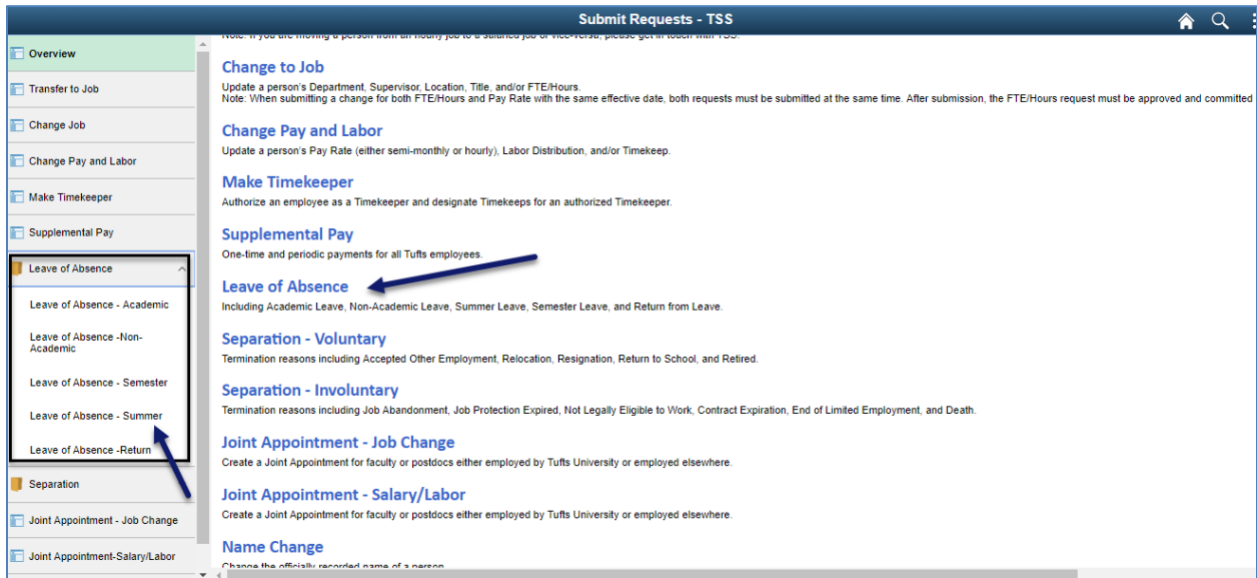
- This job aid is intended to guide you through the online process for a Leave of Absence transaction that is initiated by an approved submitter.
- Medical Leaves and Military Leaves are still to be coordinated by contacting leaves@tufts.edu
- Faculty Medical and Military Leaves are still to be coordinated through the Department Chair and OFA (who will submit an email with details of the Leave to TSS and work with Leaves to manage the leave)

Key Steps/Activities to be performed

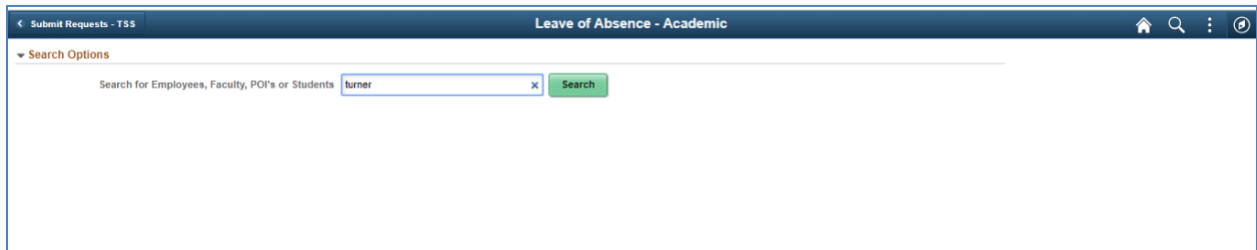
1. The Approved Submitter Logs into PeopleSoft and clicks on the submit request tile from their landing page.



- The Submitter selects the Leave of Absence from the left-hand side navigation for the type of leave they are processing (Academic, Non-Academic, Semester or Summer) which will begin the transaction and opens a window to allow the administrator to search for an employee.



- You can search for the employee by name, employee id, position number or department.



- Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for "Turner" and returned 2 rows.



- After selecting Turner from the list, the submitter will fill in the information below.

- a. Transaction Date – This is the first day the person will be on a Leave of Absence. (Note: It is not the last day they were at work). If you are late in submitting the transaction, please contact TSS.
- b. Reason – The submitter will be provided with a drop-down list of action reason to choose from. In our example we have chosen “Academic Leave - paid”
- c. Expected Return Date – This is the expected return date from the Leave of Absence.

When completed the user will click on the NEXT button.

The screenshot shows the 'Leave of Absence - Academic' form in the 'Job Detail' step. The form is titled 'Turner Lecturer' and has two steps: 'Job Detail' (1) and 'Review & Submit' (2). The 'Work and Job Information' section includes the following fields:

- Transaction Date: 04/22/2019
- Reason: Academic Leave - paid (selected from a dropdown menu)
- Position Title: Lecturer (0000362)
- Department: Economics - A&S (A100001)
- Job Title: Lecturer (2081P)
- Reports To: Professor & Interim Chair (00002906)
- Manager Name: (empty)
- Expected Return Date: (empty, highlighted with a red box)

The 'Current Information' section shows the following details:

- Lecturer: 0000362
- Economics - A&S: A100001
- Lecturer: 2081P
- Professor & Interim Chair: 00002906

A 'Next' button is located in the top right corner. A legend at the bottom left indicates 'Changes Made' (orange dot) and 'Required Field' (red asterisk).

6. The Submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing the transaction, the admin will click on the submit button.

The screenshot shows the 'Leave of Absence - Academic' form in the 'Review & Submit' step. The form is titled 'Turner Lecturer' and has two steps: 'Job Detail' (1) and 'Review & Submit' (2). The 'Review and Submit' section includes the following fields:

- Transaction Date: 04/22/2019
- Reason: Academic Leave - paid
- Expected Return Date: 06/01/2019

The 'New Information' section shows the following details:

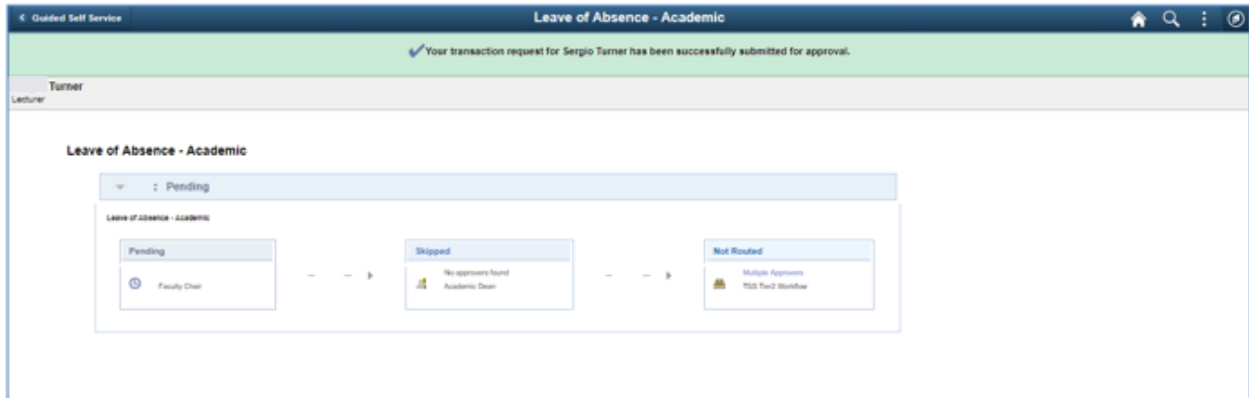
- Position Title: Lecturer (0000362)
- Department: Economics - A&S (A100001)
- Job Title: Lecturer (2081P)
- Reports To: Professor & Interim Chair (00002906)
- Manager Name: (empty)

The 'Current Information' section shows the following details:

- Lecturer: 0000362
- Economics - A&S: A100001
- Lecturer: 2081P
- Professor & Interim Chair: 00002906

A 'Comments' field is located at the bottom. A 'Submit' button is located in the top right corner. A legend at the bottom left indicates 'Changes Made' (orange dot) and 'Required Field' (red asterisk).

- After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.



All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

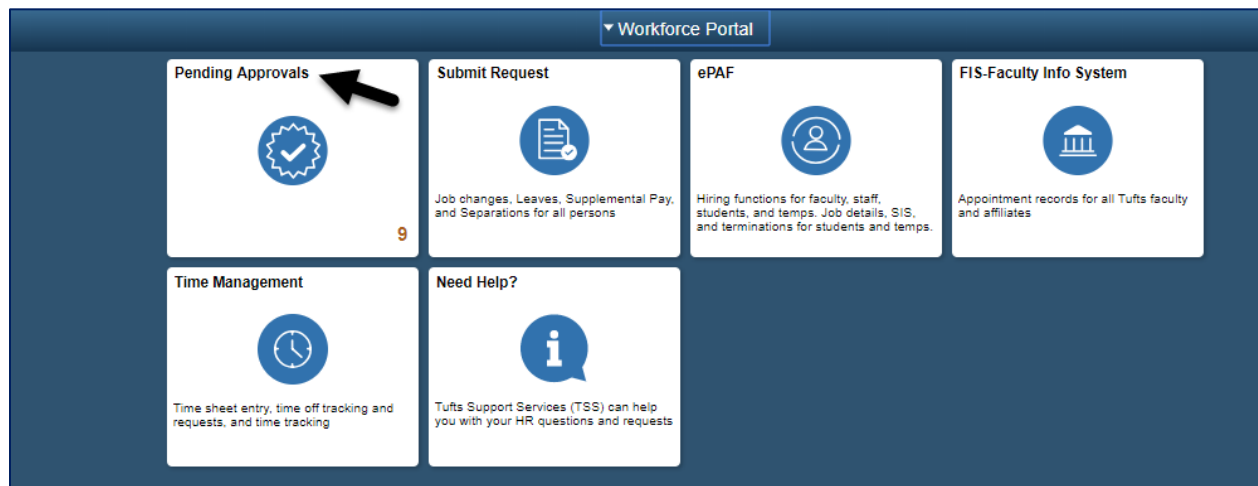
Leave of Absence: Academic	
Employee Type	Faculty
Approvers	Dept Chair Dean TSS Tier 2
Notified	OFA Budget Center

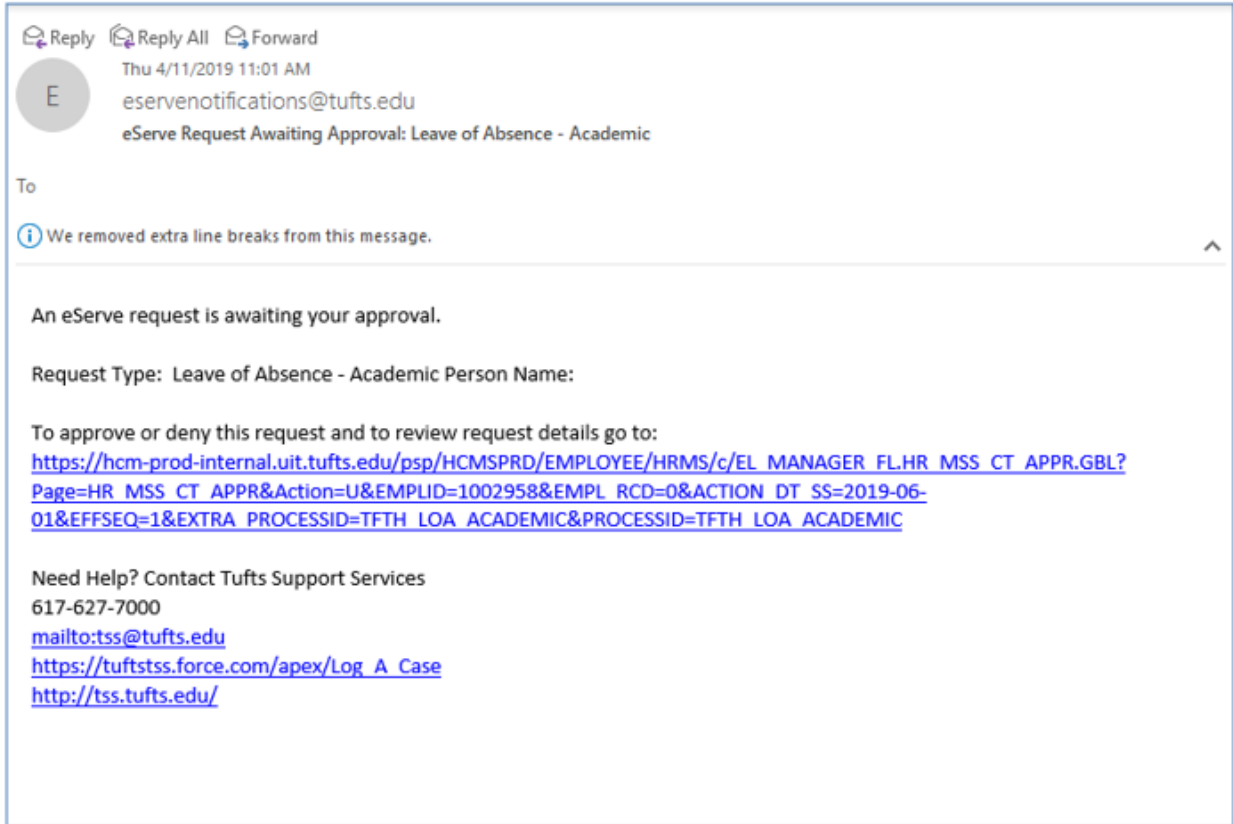
Leave of Absence: Non-Academic		
Employee Type	Faculty	Staff
Approvers	Dept Manager TSS Tier 2	Dept Manager TSS Tier 2
Notified	Employee's Supervisor HRBP Budget Center	Employee's Supervisor HRBP Budget Center

Leave of Absence: Summer		
Employee Type	Faculty	Staff
Approvers	Dept Manager OFA TSS Tier 2	Dept Manager HRBP TSS Tier 2
Notified	Budget Center	Budget Center

Leave of Absence: Semester	
Employee Type	Faculty
Approvers	Dept Manager OFA TSS Tier 2
Notified	Budget Center

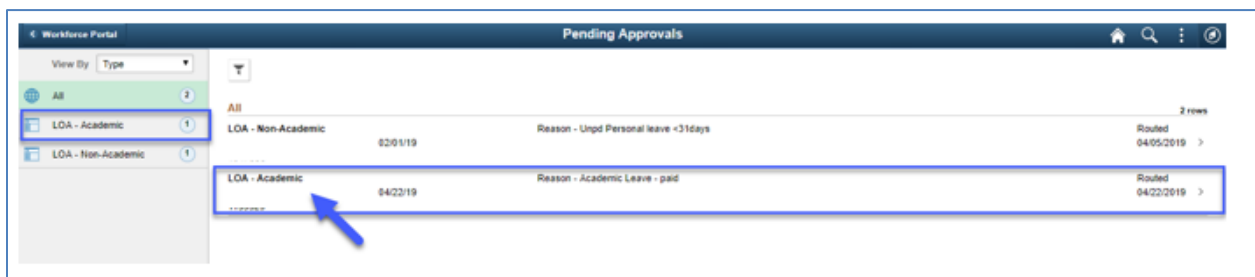
8. The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.





- The submitter should then select the transaction from the list. They can review the changes and comments before denying or approving the transaction.

Once the final approver has approved the transaction, the employees job record will be updated with the leave of absence action.



← Pending Approvals LOA - Academic

Home Search Refresh

Approve Deny

Summary

Emp ID	Effective Date	04/23/19
EmpName	Action	Academic Leave - paid
	Expected Return	06/01/19

▼ Unchanged Job Information

Unit	TUFTS
Dept ID	A10001

▼ Requester Comments

None

Approver Comments

Approval Chain >

