Changing Employee – Unpaid Leave of Absence

Unpaid Leaves may be processed on a HRAF or via PeopleSoft HRWeb. Family Medical Leaves cannot be processed via PeopleSoft HRWeb.

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Seven digit number</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The first day the leave begins</td>
</tr>
<tr>
<td>Action Code</td>
<td>LOA = Unpaid Leave of Absence</td>
</tr>
<tr>
<td>Reason Codes</td>
<td>ADM = Administrative</td>
</tr>
<tr>
<td></td>
<td>DSJ = Medical, Job related</td>
</tr>
<tr>
<td></td>
<td>DSN = Medical, Non job related</td>
</tr>
<tr>
<td></td>
<td>EDU = Education</td>
</tr>
<tr>
<td></td>
<td>FMLA = Employee (requires signed medical approval)</td>
</tr>
<tr>
<td></td>
<td>MIL = Military Service</td>
</tr>
<tr>
<td></td>
<td>NTT = Non-Teaching Time</td>
</tr>
<tr>
<td></td>
<td>PER = Personal</td>
</tr>
<tr>
<td></td>
<td>PRO = Professional</td>
</tr>
<tr>
<td></td>
<td>PRS = Prestigious</td>
</tr>
<tr>
<td></td>
<td>SEA = Seasonal</td>
</tr>
</tbody>
</table>

Please be sure that all appropriate departmental signatures are on the HRAF prior to forwarding to Data Services.

** Leaves and Return from Leaves for School of Medicine Faculty and TEC Physicians may not be processed online. These transactions should only be submitted via HRAF to Human Resources.