How to initiate a leave of absence in HCM:
This job aid outlines how to initiate a Leave of Absence (leave without pay) action.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

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<th>Information</th>
<th>Screenshots</th>
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<tbody>
<tr>
<td>Those with HR Initiator access can take this action for employees within their security scope.</td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
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<tr>
<td>Leave of Absence (leave without pay) spanning 5 or more consecutive days must be submitted via the Status Change eForm in addition to the absence request process. Leave of absence events less than 5 consecutive days only occur through the absence request process.</td>
<td><img src="image2.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td>Note: An employee in a leave of absence status remains in that status until you initiate a Return from Leave action on the Status Change eForm.</td>
<td><img src="image3.png" alt="Employee Self Service" /></td>
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**Initiating a leave of absence (leave without pay) action:** In order to initiate leave without pay for one of your employees, take the following steps:
1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.
On the ePAF homepage enter your employee’s name or USC ID in the Search for Person field, then click the Search button.

The results that appear are referred to as Search Cards. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the Related Actions Menu button.
The Related Actions Menu shows all of the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Status Change eForm is used to change the HR and/or Payroll status of an employee from ‘Active’ to something else and vice versa. Note the Status Change eForm does not appear in the Related Actions Menu by name, rather there are actions listed that take you into the eForm.

a. For staff, the options are:
   i. Separation/Retirement
   ii. Leave w/out Pay

b. For faculty, the options are:
   i. Separation/Retirement
   ii. Leave w/out Pay
   iii. Paid Leave
From the Related Actions Menu, select the Leave w/out Pay option.

Completing the Status Change eForm:

1. The Action of Leave of Absence has pre-populated based on your selection of Leave w/out Pay on the Related Actions Menu.

2. Click the Reason Code drop-down menu button to select the appropriate reason for the leave of absence. All reason codes marked with an * must align with authorized leave approved by the Central HR Leave Administration team prior to submission of the eForm. Reason codes are listed below:
   a. *Family and medical Leave Act
   b. *Leave w/o Pay-Military
   c. *Leave w/o Pay-Workers Compensation
   d. Leave w/o Pay-Other
   e. Leave w/o Pay-Professional Leave (faculty only)
   f. *Leave w/o Pay-Extended Disability
3. Enter the **Effective Date** of the leave of absence action. This is the first day the employee will be placed on leave (and go into an unpaid status).

4. Enter the **Expected Return Date**. This is the date the employee is anticipated to report back to work. Note this field does not trigger a return from leave action, it is strictly for administrative purposes.

5. **Optional:** Some Leave of Absence actions require an attachment, while others that are dealing with protected medical information do not. The reason codes listed below require an attachment. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device:
   a. Leave w/o Pay-Military
   b. Leave w/o Pay-Professional Leave

6. Review your work on the eForm. Once you’ve confirmed the data click the **Submit** button.
1. The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.

2. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
   a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say Not Routed.

3. Upon review of the workflow, click the Done button.
   
   You have successfully initiated a Leave of Absence (Leave without Pay) action!