How to initiate a sabbatical or professional leave in HCM:
This job aid outlines how to initiate a sabbatical or professional leave action for faculty.

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

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Note: An employee on sabbatical or professional leave remains in that status until you initiate a Return from Leave action on the Status Change eForm.</td>
<td><img src="image2.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>Initiating a sabbatical/professional leave (paid leave) action: In order to initiate a sabbatical/professional leave action for one of your employees, take the following steps:</td>
<td><img src="image3.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td>1. Click the Employee Self-Service drop-down menu button.</td>
<td><img src="image4.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>2. Click the My Homepage option in the drop-down.</td>
<td><img src="image5.png" alt="ePAF Homepage" /></td>
</tr>
<tr>
<td>3. Click the ePAF Homepage tile.</td>
<td><img src="image6.png" alt="My Homepage" /></td>
</tr>
</tbody>
</table>
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 for your faculty member, select the Paid Leave option.

Note: Paid Leave strictly refers to sabbatical and professional leave for faculty and is not tied to leave submitted through the Request an Absence process in the Time and Absence side of HCM.
Completing the Status Change eForm:

1. The **Action** of **Paid Leave of Absence** has prepopulated based on your selection from the Related Actions Menu.

2. Click the **Reason Code** drop-down menu button to select the appropriate reason for the sabbatical or professional leave action.
   - Professional Leave-Full Pay
   - Professional Leave-Partial Pay
   - Sabbatical Leave-Full Pay
   - Sabbatical Leave-Partial Pay

Note: Sabbatical and professional leave for the full academic year are generally paid at a percentage of the faculty member’s base salary. That percentage is established by the College. Sabbatical and professional leave for one semester is generally paid at the full salary.
3. Enter the **Effective Date** of the sabbatical or professional leave. This is the first day the employee will be out on leave.
   a. Typically, sabbatical and professional leave are effective at the start of a semester, either 8/16/xxxx or 1/1/xxxx.

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 recall action, it is strictly for administrative purposes.

5. Enter the **Percent of Pay to Receive**. Note this field only appears when using sabbatical or professional leave partial pay.

Do not change the **Amount** in the **Base Pay Funding** line(s)! The **Percent Total** must be 100. If you change the Amount, it will reduce the percent and the form will not submit.
6. Sabbatical and professional leave actions require an attachment. Specifically, the action must be accompanied by the sabbatical or professional leave request approved by the Dean of the College/School. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

7. Review your work on the eForm. Once you’ve confirmed the data click the **Submit** button.

8. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
9. 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.

10. Upon review of the workflow, click the Done button.

You have successfully initiated a Sabbatical or Professional Leave with Pay action!