Create a Leave of Absence Non-Faculty (With Pay)

Prior to accessing SAPweb to create a Leave of Absence request for an employee within your area of responsibility, gather necessary data including Leave of Absence Type, With or Without Pay status, Dates, Cost Object (for With Pay), and Reason for Leave. Note: Does not include FMLA leaves.

**Step One: Access SAPweb > Employees and select Leave of Absence**

2. Select the Employees tab.
3. From the HR Transactions header, click on the Leave of Absence link. Select your MIT certificate if prompted.

**Step Two: Search for a Person**

The Search for a person screen will display. The search is limited to employees within your area of responsibility.

1. In the Employee field, type the Last Name or MIT ID of the person for whom you want to create a Leave of Absence request.
2. Select the employee from the pull-down list.
3. Click the Continue > button.
Step Three: Enter Data on the First Leave of Absence Screen

The first Leave of Absence for <Employee Name, MIT ID> screen will display. Select a Category and Type. Required fields on all screens are marked with a red asterisk.*

First Leave of Absence Screen Elements Key

1. Employee name and MIT ID
2. Go Back (to previous screen)
3. Employee Information
   ▪ Details such as Position number, Title, Department Name and Number
4. Choose a Category
   ▪ With Pay – Default
   ▪ Without Pay
5. Request FMLA
   ▪ Click to access the MIT FMLA system.
6. Choose a Type
   ▪ Select a Leave of Absence Type.
   ▪ Click on the Info icon for Type definitions
7. Continue
   ▪ Click to continue to next screen.

After you click the Continue > button, you will be presented with the second Leave of Absence for <Employee Name, MIT ID> screen, which includes a summary of the Leave of Absence options you selected on the first screen for your review.
Step Four: Enter Data on the Second Leave of Absence Screen

The second Leave of Absence for <Employee Name, MIT ID> screen will display. Required fields are marked with a red asterisk.

Second Leave of Absence Screen Elements Key

1. Employee name and MIT ID
2. Go Back (to previous screen)
3. Leave of Absence Details
   - Review Leave details such as Employee Name, MIT ID, Position Number/Title, Department Number/Name, and Leave Type/Category
4. Enter Dates
   - Use pop-up calendars for required MM/DD/YYYY format.
   - **Begin Leave Date** – First day employee will be on leave.
   - **Expected Return Date** – First day employee is expected back at work.
5. Enter Cost Object(s)
   - Enter valid, open Cost Object(s) to charge and Percent of distribution.
   - When entering multiple cost objects, the total Percent must equal 100%.
6. Enter Reason for Leave
7. Special Instructions for SC
8. Continue
   - Click to continue to next screen.
Step Four: Review and Submit

After you click the Continue button, you will be presented with a summary of the Leave of Absence request for your review. If you need to make any modifications, click the Go Back link to return to the previous data entry screen. In the lower part of the screen, select required approvers from the lists provided. You may also send additional notifications to people who have a business need to know.

1. Review
   - Leave of Absence Details: Employee Name, MIT ID, Position Number/Title, Department, Leave Type / Category, Begin/End Leave Dates, and Cost Object(s).
   - Reason for Leave
   - Special Instructions.
   - If you need to make changes, click the Go Back link.

2. Send Leave of Absence Notifications
   - Required approvals are marked with a red asterisk *.
   - Select one or more approver for each approval type.
   - Cc these Individuals (optional) – Enter MIT email addresses separated by commas

3. Submit
   Click the Submit button. You will see a Confirmation page that includes an assigned Transaction Number.

**Note:** Once a Non-Faculty Leave of Absence (With Pay) has been approved and processed, you must complete a Return from Leave action in SAPweb and enter the exact date the employee returned to work. You may complete an Extend Leave action in SAPweb if the employee will not return by the Expected Return Date entered on the Leave of Absence request.

Getting help

HR-Payroll Service Center
   - Contact your assigned HR-Payroll Service Center staff
   - Main Phone Number: (617) 253-4255
   - Main Email: hrpayservicecenter@mit.edu

SAPweb Appointment Process Redesign Team
   - Chuck Pizzano, HR Senior Business Systems Analyst, cpizzano@mit.edu
   - Jack Kogera, IS&T SAP Senior Business Systems Analyst, jkogera@mit.edu

**Business and policy resources:**

Human Resources
   - Contact your HRO