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

1. Go to: http://web.mit.edu/sapweb/

2. Select the **Employees** tab.

3. From the **HR Transactions** header, click on the **Leave of Absence** link. Select your MIT certificate if prompted.
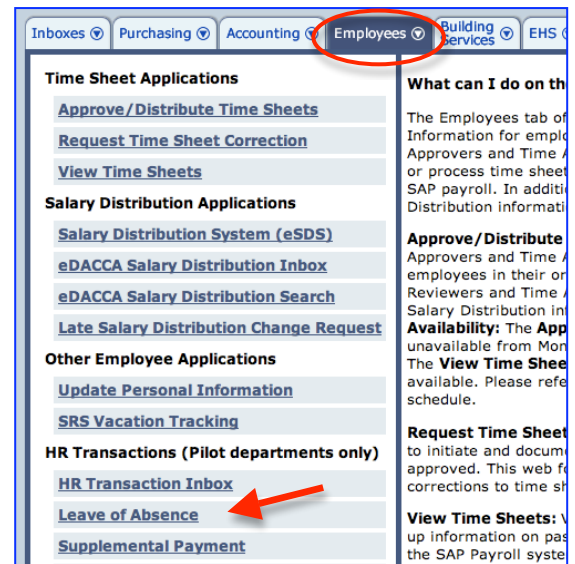
Step Two: Search for a Person

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.
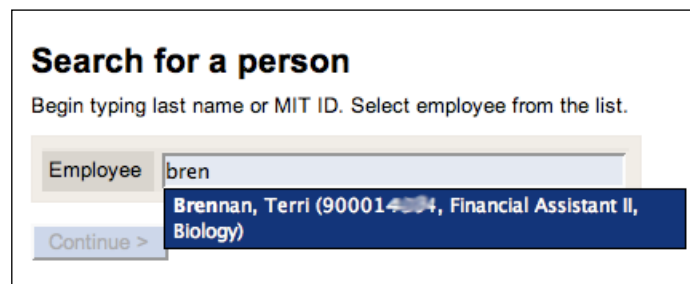
Step Three: Enter Data on the First Leave of Absence Screen

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.

(1) Leave of Absence for Terri Brennan, 900014084

(2) Go Back

Leave of absence details

(3)

Employee Name	Terri Brennan
Employee MIT ID	900014084
Position Number/Title	11513 - Financial Assistant II
Department Number/Name	10000429 - Biology
Leave Type/Category	Professional/With Pay

* **Enter dates**

(4)

Begin Leave Date	09/01/2009
Expected Return Date	12/31/2009

Enter cost object(s)
Cost object distribution must equal 100%

(5)

Cost Object	Percent	Cost Object Title
1803400	100 %	UTILITIES-SYSTEM CONTROL

Add another cost object

* **Enter reason for leave**

(6)

Employee will be taking a full-time course required for new duties

Enter special instructions for the Service Center

(7)

(8) Continue >

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**.

Leave of Absence for Terri Brennan, 900014084

Leave of Absence details   Go Back

Employee Name	Terri Brennan
Employee MIT ID	900014084
Position Number/Title	11513 - Financial Assistant II
Department Name	Biology
Leave Type/Category	Professional/With Pay
Begin/End Leave Dates	09/01/2009-12/31/2009
Cost Object(s)	1803400 - 100.0% - UTILITIES-SYSTEM CONTROL

Reason for leave

Employee will be taking a full-time course required for new duties

Special Instructions

None

Send leave of absence notifications

* Initiator Approver	☑ Training Instructor 2
* Dean's Office/Area Approver	☑ Training Instructor 4
CC These Addresses	
	(e.g., jdoe@mit.edu, msmith@mit.edu)

Submit

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
- HR Personnel Policy Manual, Leave Policies - **http://hrweb.mit.edu/policy/4/index.html**