

Extend or Return from Leave for Non-Faculty

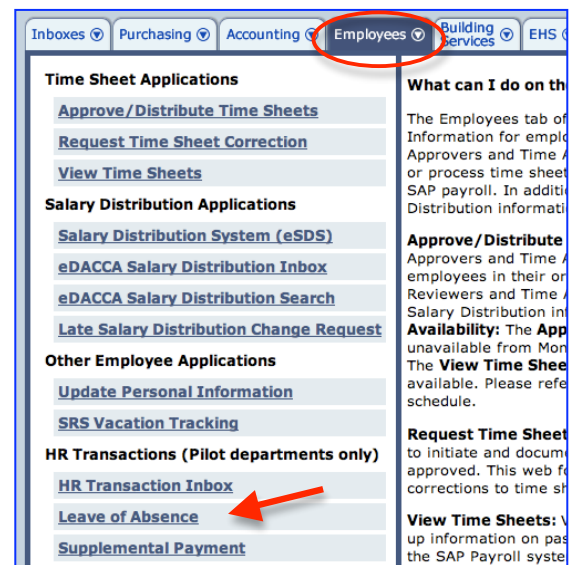


HR Transactions Quick Reference

Once a Leave of Absence for Non-Faculty has been approved and processed, you must complete a **Return from Leave** in SAPweb and enter the exact date the employee returned to work. You may submit an **Extend Leave** in SAPweb if the employee will not return by the *Expected Return Date* entered on the original Leave of Absence request. **Note:** this does not include Furloughs, which have an *End Leave Date*.

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

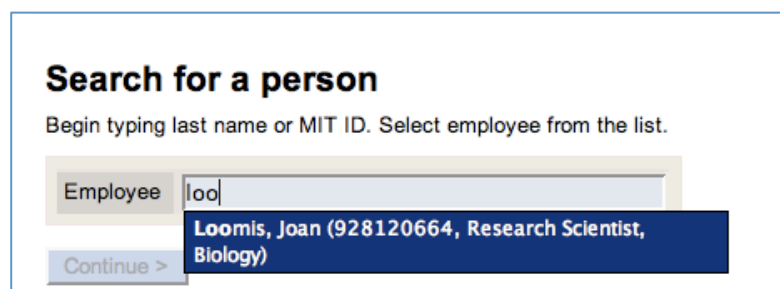
1. Go to: <http://web.mit.edu/sapweb/>
2. Select the **Employees** tab.
3. From the **HR Transactions** header, click on the **Leave of Absence** link. Select your MIT certificate if prompted.



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 on leave for whom you want to perform an *Extend Leave* or *Return from Leave* request.
2. Select the employee from the pull-down list.
3. Click the **Continue >** button.



Step Three: Select Action on the Leave of Absence Screen

The *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, Effort, Appointment End Date, Department Name and Number**
4. Extend Leave
 - Employee will not return by the *Expected Return Date* entered on Leave of Absence request.
5. Return from Leave
 - Employee has returned from leave.

Step Four: Enter Date

The second *Leave of Absence for <Employee Name, MIT ID>* screen will display. Enter **New Expected Return Date** for Extend Leave or **Return Date** for Return from Leave.

Extend Leave Elements Key

1. Employee name and MIT ID
2. Go Back (to previous screen)
3. Review Employee Information
 - Leave details such as **Employee Name, MIT ID, Position Number/Title, Department, Leave Type/Category, Expected Return Date**
4. Enter Date
 - Use pop-up calendar for required **MM/DD/YYYY** format.
 - **New Expected Return Date** – First day employee is expected back at work.

Note: When employee returns from leave you must complete a Return from Leave in SAPweb

5. Special Instructions
6. Continue
 - Click to continue to next screen.

Return From Leave Elements Key

1. Employee name and MIT ID
2. Go Back (to previous screen)
3. Review Employee Information
 - Details such as **Employee Name, MIT ID, Position Number/Title, Department, Leave Type/Category, and Expected Return Date**
4. Enter Date
 - Use pop-up calendar for required **MM/DD/YYYY** format.
 - **Return Date** – First day employee is back at work.
5. Special Instructions
6. Continue
 - Click to continue to next screen.

1 Leave of Absence for Joan Loomis, 928120664 [Go Back](#) **2**

3 Review employee information

Employee Name	Joan Loomis
Employee MIT ID	928120664
Position Number/Title	97081 - Research Scientist
Department Number/Name	10000429 - Biology
Leave Type/Category	Returning - Personal/Without Pay
Expected Return Date	11/30/2009

4 * Enter date

Return date:

5 Enter special instructions for the Service center

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Step Five: Review and Submit

After you click the **Continue** button, you will be presented with a summary of the Extend or Return from Leave request for your review. Extend and Return from Leave requests do not require approval.

1. Review
 - **Leave of Absence Details** (Employee Name, MIT ID, Position Number/Title, Leave Type Category, and Return Date OR Expected Return Date).
 - **Special Instructions**
 - If you need to make changes, click the **Go Back** link.
2. Cc these Addresses (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** for the *Return from Leave* or *Extend Leave* request.

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1 Leave of Absence details

Employee Name	Joan Loomis
Employee MIT ID	928120664
Position Number/Title	97081 - Research Scientist
Department Number/Name	10000429 - Biology
Leave Type/Category	Returning - Personal/Without Pay
Return Date	8/7/09

2 Special Instructions

None

3 Send leave of absence notifications

CC these Addresses:
(e.g., jdoe@mit.edu, msmith@mit.edu)

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>