Extend or Return from Leave for Non-Faculty

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**

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.

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.
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