

This work instruction was last updated: 24th March 2010

Unpaid Leave Process

This Work Instruction describes the Unpaid Leave Process.

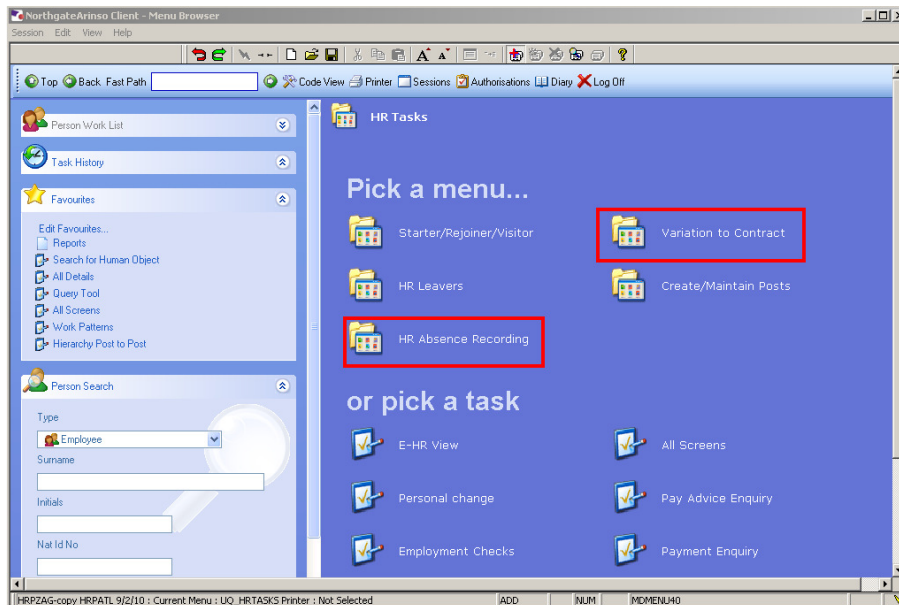
With all of the data entry screens it is important to press the **ENTER** key to move between fields and until all of the fields have been accessed, whether you need to enter data into them or not.

HR Tasks – Variation to Contract – Unpaid Leave **OR** HR Tasks – HR Absence Recording - Unpaid Leave

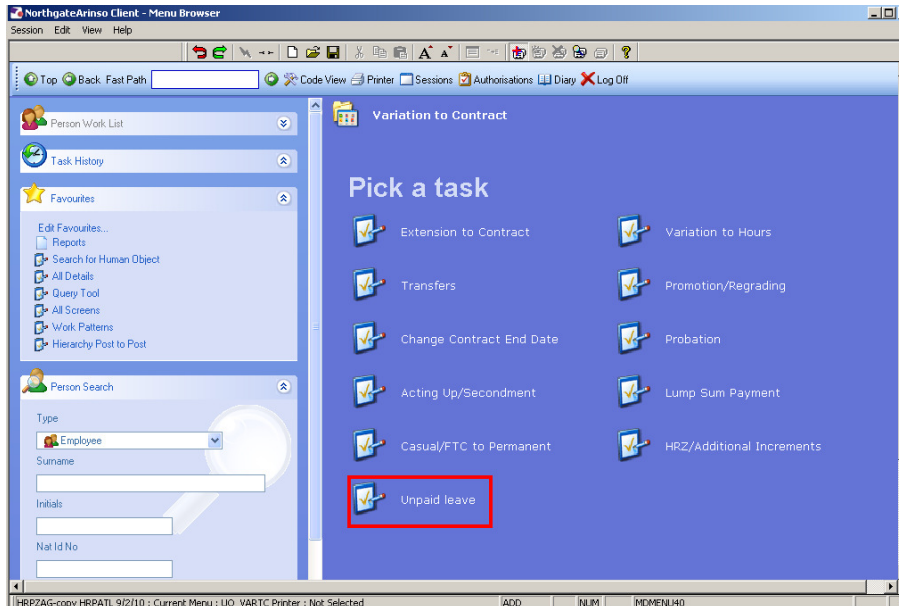
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|---|------------------------------------|
| 1 | Using the Unpaid Leave task |
| 2 | Personal Details Data Entry Screen |
| 3 | Unpaid Leave Standard Letter |

1 Using the Unpaid Leave task

1.1 HR Tasks – Variation to Contract or Absence Recoding

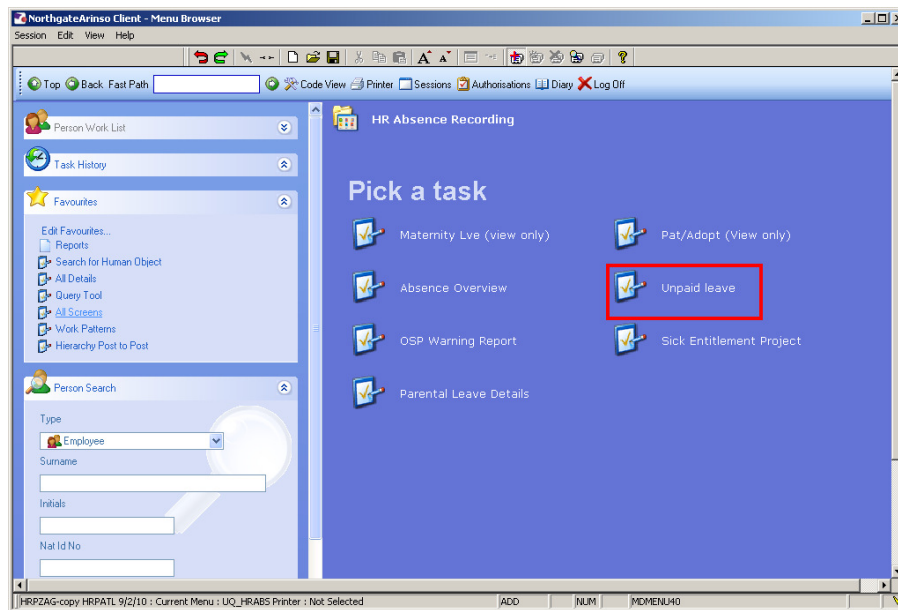


1.2 Variation to Contract – Unpaid Leave



- OR -

1.3 HR Absence Recording – Unpaid Leave



1.4 The following search form is made available


1.5 The Employee Number, Surname, search and select options are highlighted

1.6 Entering either the Employee Number or Surname select search.

1.7 Select the appropriate staff member from the list

2 Personal Details Data Entry Screen

- It will be Payroll who actually enter the unpaid leave details on to ResourceLink:

- 2.1 HR simply need to:
- 2.2 Print the Unpaid Leave Standard Letter, and
- 2.3 Email Payroll informing them that the letter has been sent and providing them with the details of the Unpaid Leave.
- 2.4 Click on  save.

3 Unpaid Leave Standard Letter

Seq	Letter	Ver	Description	Let Opts	Copies
001	UNPAID	001	Unpaid leave	NOACT	1

Buttons: Add, Change, Delete, Expand, Exit

- 3.1 In the **Let Opts** column, use the drop-down menu to select **MERGE** (immediate print with manual changes).

Seq	Letter	Ver	Description	Let Opts	Copies
001	UNPAID	001	Unpaid leave	NOACT	1

Code	Desc	Long Description
MERGE	Manual	Immediate print with manual changes
NOACT	No Request	No action to be taken (no request)
PRINT	Print	Immediate request and print
PROMPT	Prompt	Prompt on commit for user action
QUEUE	Request	Request letter only
SAVE	Save	Save the merged letter

Buttons: Add, Change, Delete, Expand, Exit

- 3.2 Click on **Exit**.

DRT125EW Employee Post Holding

General

Select Employee Post Holding

Seq	Post	Start Date	End Date	Occ Type	Main
001	EMPLOYEE	01/02/2010			
002	DD01003391	14/02/2010			
003	AA01000001	01/02/2010			Y
004					
005					
006					
007					
008					
009					

Add Select Delete

Exit

- 3.3 Select the line which contains the person's post (NOT the line with "EMPLOYEE" in it).

DRT533EW Complex Post Structure Selection

General

Select Post Structure Unit

Seq	Hierarchy	Eff Date
008	HRMAIN03	01/04/2008
009	HRMAIN04	01/08/2008
010	HRMAIN05	01/09/2008
011	HR MAIN	01/11/2008
012	HRMAIN06	01/11/2008
013	HRMAIN07	01/05/2009
014	HRMAIN08	01/01/1940
015	HRMAIN09	01/01/1940

Add Select Delete

Exit

- 3.4 **Select the latest Hierarchy.**

DRT150EW Personnel Codeburst

General

Select Person Codeburst

Seq	Hierarchy	Post Start Date
001	HRMAIN08	14/02/2010
002	HRMAIN09	14/02/2010

Add Select Delete

Exit

3.5 Select the latest Hierarchy.

DRT043CW Complex Employee Post Selection

General

Select Course Employee Post Holding

Candidate : MRS E BUCKET (Employee: 2073595)

Seq	Post	Start Date	End Date	Occ Type	Main
001	DD01003391	14/02/2010			
002	AA01000001	01/02/2010			Y

Add Select Delete

Exit

3.6 Select the appropriate Post

Seq	Pop Up Prompt
001	Enter whether this is a Sch/ Dept/Div
002	Please insert signatory's name
003	Please enter RA/PA's tel number
004	Please enter the unpaid from date
005	Please enter the unpaid to date

Add Change Delete

Exit

- 3.7 Enter the relevant details in the fields.
- 3.8 Click on **Exit**.
- 3.9 The system will then run a mail merge operation and in a few seconds the Unpaid Leave standard letter will open in Word.

☛ You will now need to send an email (outside of ResourceLink – i.e. using Outlook) to Payroll informing them that you have sent the employee the Unpaid Leave standard letter. You will need to provide Payroll with the relevant information (dates, etc.) so that they can enter the unpaid leave onto the system.