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

- 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





1.3 HR Absence Recording – Unpaid Leave



1.4 The following search form is made available

🍓 Task - HRZ/Additional Incremer	nts - Employee Sele	ction Screen			
🔊 🖻 📐 🗋 😂 🖬 👌	6 🖻 🖻 🖌 🖍	II ··· 10 8	8 8 0 8		
Employee Other Ni Match C Employee Number Surname Sex	umbers Stru Exact CP	artial S.	aved List	mployment	
Current Employee Y Previous Surname Known As	Inits Title	As	at Date	Add	Search Start Date Ford
Select Exit	Save <u>L</u> ist			CHANGE	NUM MD55522

- 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:

<mark>दे Task - All Details - Employe</mark> Session Edit View Other Pro	e Personal Detail acess Tools Display. Help	- 🗆 ×
	순 📉 🗅 🖉 🖬 👗 🕸 🕲 🗛 👘 🤶	
Employee 2086506	: MS L LASTIC	
Title Details		
Legislation Type Surname Title First Forename Other Forenames Prev. Surname Known As Honours Generation	LASTIC	
Personal Details		
Gender Date of Birth Nat. Ins. No.	F 31/10/1957— Age: 52 Years 7 Months TN311057F Case Number	
🥔 Home Address	🧔 Cont. Addresses 🥥 Passport/Visa 🛛 🧔 Contact Tel	
Enter the person's Surname		

- 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.



3 Unpaid Leave Standard Letter

MD)103G2 Standard	Letter	s Attached to the Task		×
Seq	Letter	Ver	Description	Let Opts	Copies
001	UNPAID 😐	001	Unpaid leave	NOACT 🗾	1
					T
	Add Chang	e) [Delete Expand		
					E <u>x</u> it

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

MD 🛐	103G2 Standar	d I	Letter	s Attached to t	he Task				×
Seq	Letter		Ver			Description		Let Opts	Copies
001	UNPAID -		001	Unpaid leave				NOACT 🔽	1 🔺
					Code	Desc	Long Description		
					MERGE	Manual	Immediate print with manua	al changes	
					NOACT	No Request	No action to be taken (no r	request)	
					PRINT	Print	Immediate request and pri	int	
					PROMPT	Prompt	Prompt on commit for user	action	
					QUEUE	Request	Request letter only		
					SAVE	Save	Save the merged letter	,	
									v
ļ,	dd Chan	ge)elete Exp	and				
									E <u>x</u> it

3.2 Click on **Exit**.

Marka 🔁 🔁	RT125EW Employe	e Post Holding					×
Ge	neral						
		Select B	Employee Post H	lolding			
				lan.			
Seq	Post	Start Date	End Date	Осс Туре	Main		
001	EMPLOYEE	01/02/2010					
002	DD01003391	14/02/2010					
003	AA01000001	01/02/2010			γ		
004	1						
005	1						
006	1						
007	1						
008	1						
009	1					-	
	Add <u>S</u> elect	Delete				_	
						E	∃ <u>x</u> it

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

Complex Complex	Post Structure Selec	tion	×
General			
	Select Po	ost 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 <u>S</u> elect	Delete		
			Exit

3.4 Select the latest Hierarchy.

MRT150EW Pers	nnel Codeburst	×
General		
	Select Person Cod	eburst
Seq Hierarch	y Post S	tart Date
001 HRMAIN08	14/02/2010	A
002 HRMAIN09	14/02/2010	
		v
Add <u>S</u> el	ect Delete	
		Exit

3.5 Select the latest Hierarchy.

Magaza 🔁 🔁	T043CW Complex	Employee Post Se	lection			×			
Ger	heral								
Sele	Select Course Employee Post Holding								
Can	Candidate : MRS E BUCKET (Employee: 2073595)								
Seq	Post	Start Date	End Date	Осс Туре	Main				
001	DD01003391	14/02/2010				<u> </u>			
002	AA01000001	01/02/2010			γ				
						y			
, 	Add Select Delete								
						E <u>x</u> it			

3.6 Select the appropriate Post

MD1	09G3 Enter Pop Up Field Contents	×
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	
Ac	d Change Delete	
	E <u>x</u> it	

- 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.