Processing a Paid Leave of Absence Action in the HR System

**What you need before proceeding with action:** Before the Paid Leave of Absence action is entered on the Job Data panel in the HR system the leave of absence should be reviewed by the HR-Benefits and Leave Administration Team and approved if necessary. For more information and instructions, visit the Resources section of the WolfTime website.

**NOTE:** To complete a PAID or UNPAID Leave of Absence the employee must be returned from leave through a JAR request.

Follow the navigation below to the Job Data panel within the HR system.

Click on the NavBar in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon .

Then follow this navigation through the menu options.

**Human Resources Systems > Workforce Administration > Job Information > Job Data**

Once the Job Data panel appears then type in the employee ID number (Empl ID) or name then click Search.

![MyPack Portal](image)

Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Once the employee’s information has been located in Job Data, you can now proceed with processing the action.
Step 1: click on the plus sign in the top right hand corner to add a row to Job Data

Step 2: the **Effective Date** will default to the current date, update with the confirmed effective date

Step 3: in the **Action** field, select Paid Leave of Absence from the drop down box

Step 4: in the **Reason** field, select the appropriate option from the drop down box

Step 5: click **Save** at the bottom left hand corner

Once saved, the action is complete.