


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.

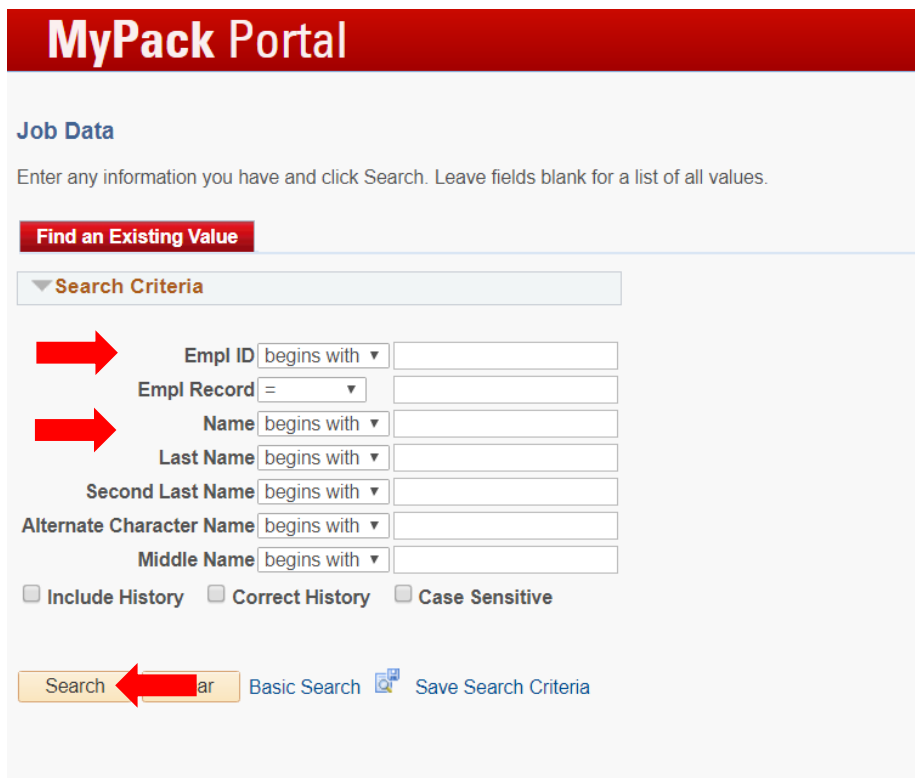
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the Menu 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.



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.

MyPack Portal

Work Location | Job Information | Payroll | Salary Plan | Compensation | Appointment Info | Rank/Tenure Info

Wilma Flinstone
Employee

Empl ID 000000001
Empl Record 0

Work Location ?

*Effective Date 10/14/2017

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

*Action Paid Leave of Absence

*Reason ? Family and Medical Leave

*Job Indicator Primary Job

Position Number 00001234 University Program Specialist

Position Entry Date 03/26/2014

Regulatory Region USA United States

Company NCS NC State University

Business Unit NCSU1 NC State Univ Business Unit

Department 480402 HR Background Check

Department Entry Date 07/01/2014

Location 209 HR-Employment & Compensation

Establishment ID 001 NC State University

Date Created 01/05/2018

Last Start Date 03/26/2014

Last Date Worked 10/13/2017

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Note: To review the entire list of Action/Reasons with definitions click on the question mark “?”

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.