



# Quick Reference Guide Enter Leave Information

**Purpose:** The purpose of this function is to add leave information for a member who is on military leave or leave without pay. There are two ways to add leave information for a member:

- 1) Roster tab
- 2) Work Report

## Adding Leave from the Roster Tab:

**Step 1:** From the main menu, select the Roster tab. From the Roster page, locate the employee in the list. Click the Actions link in the employee's row and select Add Leave Information from the dropdown menu.

Tools	APERS ID	SSN	Member	Job Category	Status	Plan	Start Date	Stop Date	Reporting Group
Actions	1572665			Regular	Active	Contributory (...)	09/01/2019		10594-1 CITY ...

**Step 2:** At the Edit Employment History window, click the Change button and then click the Add button in the Leave Information section. Enter the Start Date, Stop Date, and a leave reason in the Leave Status field. Click the Save button. All done.

Tools	Start Date	Stop Date	Leave Status
Delete	11/08/2019	11/16/2019	Leave without Pay

## Adding Leave from Work Report:

**Step 1:** From the Detail page within the work report, click the Actions link in the Tools column by the member's name and select Add/Change Leave from the dropdown menu.

Employer:	City Of Bradford	Report Type:	Regular	Report Period:	11/27/2020 - 11/27/2020
Reporting Group:	10594-1 CITY OF BRADFORD	Report Status:	Pending		
Trans #:	433945				
Total Compensation Reported:	\$0.00				
Total Lump Sum Reported:	\$0.00				
Total Hours Reported:	0				

Summary **Detail**

Agreement: Municipality - APERS Munic Exception Filter: Please Select

Add Existing Employee Add New Employee

Tools	Details	Name	SSN	APERS ID	Job Category	Plan	Regular Compensation	Hours Worked	Lump Sum Payment
Actions	<input type="checkbox"/>	SHEPPARD,		1572665	Regular	Contributory (...)	\$0.00		\$

- Delete
- Copy
- Erase Amounts
- Add/Change Leave

**Step 2:** At the Edit Employment History window, click the Change button and then the Add button in the Leave Information section. Enter the Start Date, Stop Date, and a leave reason in the Leave Status field. Click the Save button. All done.

**Edit Employment History**

**Change**

Employer: 10594-City Of Bradford Reporting Group: 10594-1 CITY OF BRADFORD  
APERS ID: 1572665  
Name: SHEPPARD, [REDACTED]

**Employment Information**

Job Category: Regular Plan: Contributory (Post 7/1/05)  
Start Date: 09/01/2019

Status: Active

**Leave Information**

**Add**

Tools	Start Date	Stop Date	Leave Status
Delete	11/08/2019	11/16/2019	Leave without Pay