

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.

Home	Employer I	nfo Account	Roster	Seminars	Admin	FAQs						
Roster												
Nickname:	ckname: 10594-1 CITY OF BRADFORD								Demographic Import File History			
Search:	E X							Add Employee				
Status:	Active 👻							Verify Prior Membership				
TOOLS	ADERS ID SSN Mamber Jab Category Status Plan						Plan		Start Date	Ston Date	Reporting Group	
Actions	1572665			Regu	lar	Active	Contributory	[09/01/2019	otop Dato	10594-1 CITY	
Add Leave Information												
Review Employee Information												
	Terminate Member/Update Job Category											

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.

Edit Employment	History			×						
Change										
Employer:	10594-City Of	Bradford	Reporting Group: 10594-1 CITY OF BRADFORD							
APERS ID:	1572665									
Name:	SHEPPARD,									
Employment Information										
Job Category:	Regu	ılar	Plan:	Contributory (Post 7/1/05)						
			Start Date:	09/01/2019						
Status:	Status: Active									
Leave Information Add										
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:	11/21/2020) - 11/27/2020			
Reporting Group:	10594-1 CITY OF BRADFORD	Report Status:	Pending							
Trans #:	433945									
Total Compensation Reported: \$0.00										
Total Lumn Sum Reported:	\$0.00									
Total Llaura Banartadu	0									
Total Hours Reported.	0									
Summary Dotail										
Summary Detail										
Agreement: Municipality - APERS Munic Exception Filter: Please Select										
And Evisting Englands Add										
Add Existing Employee Add New Employee										
Tools 📄 Details Nat	me	SSN APER	S ID Job Category	Plan	Regular Compensation	Hours Worked	Lump Sum Payment			
Actions 🗌 🖬 🗰 SH	EPPARD	15726	65 Regular	Contributory (\$0.00		S			
Delete										
Сору										
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 Empl	oymen	t History			×				
Change	>								
Employe	er:	10594-City Of	f Bradford	Reporting Group: 10594-1 CITY OF BRADFORD					
APERS I	D:	1572665							
Name:		SHEPPARD,							
Employment Information									
Job Cate	ob Category: Regular			Plan:	Contributory (Post 7/1/05)				
				Start Date:	09/01/2019				
Status:		Activ	/e						
Leave Information									
Add									
Tools		Start Date	Stop Date	Leave Status					
Delete	ΰ	11/08/2019	11/16/2019	Leave without Pay					