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 Info	Account	Roster	Seminars	Admin	FAQs

Roster

Nickname:	10594-1 CITY OF BRADFORD		Demographic Import	File History
Search:			Add Employee	
Status:	Active		Verify Prior Membership	

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 ...

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: | 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

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.

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.