Manage Changes: Unpaid Leave

Where an individual is to be absent (for reasons other than maternity, sickness, sabbatical, special leave) their appointment and pay (including allowances if relevant) should be amended at the start and end of the leave period where the leave is:

- Parental leave (see <u>Personnel Services</u> website for guidance.)
- Any other unpaid leave of more than one week. (**Note:** Unpaid leave of less than one week can be communicated to payroll off system and this will be dealt with as pay deduction.)

Any such changes will need to be approved within the CoreHR system. Approvers should refer to *QRG: Approve (or Reject) Salary/ Allowances (FD5)* for guidance on approving.

> **Note:** If the employee has more than one fixed hours/standard appointment, this process will need to be repeated for each of them.

See **QRG CH23: Special Leave** for managing unpaid leave for academics.

> Navigate to: Personnel > Maintenance > Personal Profile

1. Enter search criteria e.g. **Personnel No** or **Name** and click [Search] to open the relevant employee record. The *Personal Profile Maintenance window* opens (HR0120).

2. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details* window opens.

Amend Appointment

1. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the [Amend Appointment] button. The *Amend Appointment Details* window opens:

2. Enter the appointment change details:

⚠️ **Note:** Do **not** change Hours or FTE.

Field Name (* mandatory)	Description
Effective Date *	Enter the date that the change to the rate of pay will take place.
Action *	Enter the relevant action e.g. **Unpaid Leave**
Reason Code *	Enter the relevant reason code e.g. **Unpaid Leave (Approved)** or **Unpaid Leave Return** as appropriate.
Comments *	Enter any relevant comments.

3. Click [OK]. The *Amend Appointment Details* window closes.

Amend Pay

1. Click the [Appointment Details] button. The *Post Appointment Maintenance* window opens.

2. Go to **Selection** > **Amend Pay Rate**.
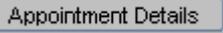

3. Update the employee's pay record:

| Field Name (* mandatory)	Description
Effective Date *	Start of pay change.
Multiplier *	Change to **0**.
Actual Pay *	Changes to 0.
Reason *	Select reason e.g. **Unpaid Leave (Approved)**.
Comments *	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

When returned to work

Field Name (* mandatory)	Description
Effective Date *	Start of pay change.
Multiplier *	Change to previous e.g. **1** for a full time post.
Actual Pay *	Will change back to original full pay.
Reason *	Select reason e.g. **Unpaid Leave Returned**
Comments *	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

4. Click [OK]. The *Add Salary Amendment* window closes.

5. Click [OK]. The system will ask if you are sure you want to add this salary

amendment. Click [Yes].

6. The *Maintain HR Salary Amendments* window opens.

7. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.
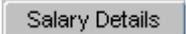

End Allowances (if relevant)

1. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details (PER746)* window opens.

2. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the [Appointment Details] button. The *Post Appointment Maintenance (PER620)* window opens.

3. Go to **Selection** > **View Position History**. The *Maintain HR Salary Amendments* window opens:
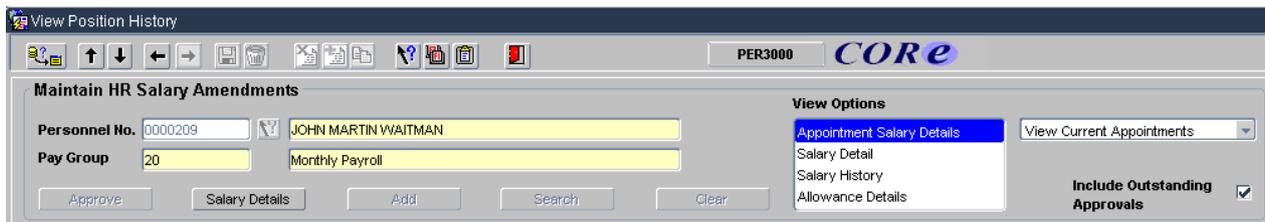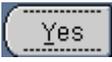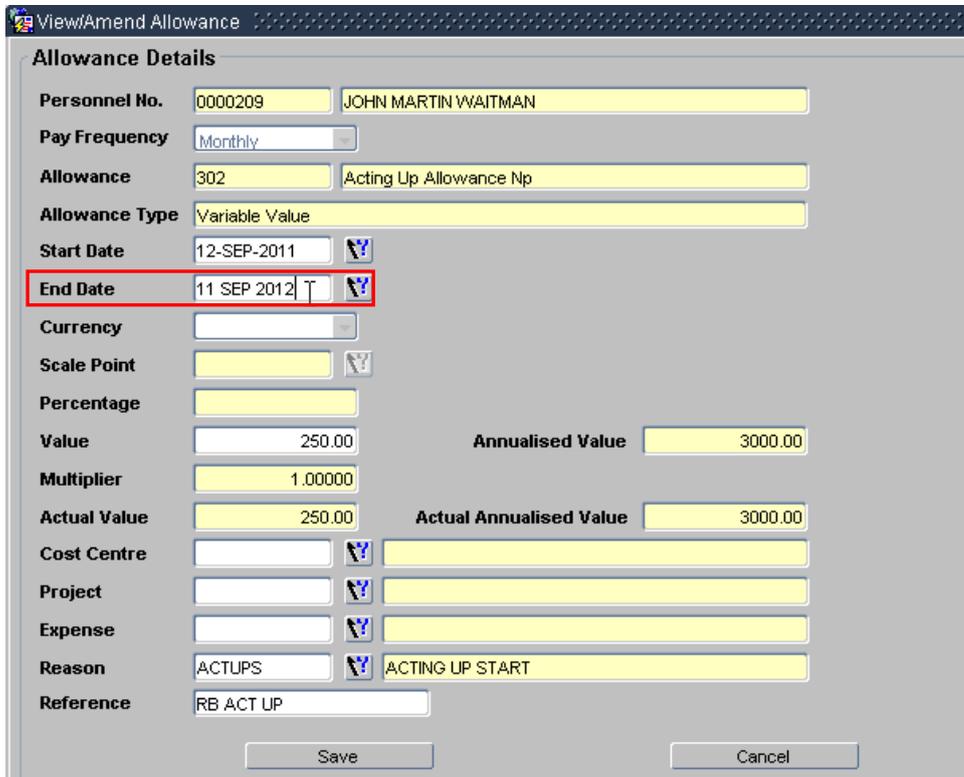

4. Switch to the **Allowance Details** tab to show the detail of the allowances:

5. If relevant, ensure the correct allowance is highlighted and click on the [Salary Details] button. The *View/Amend Allowance* window opens.

6. Click on the [Amend Allowance] button.

7. Click [Yes] in response to the question 'Are you sure you want to amend this allowance?'

8. Enter the **End Date** as required.
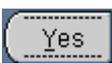
9. Click [Save] and [Yes] in response to the question 'Are you sure you want to update this allowance?' Click [Yes]. The *Maintain HR Salary Amendments* window opens.
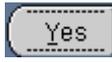
10. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

11. Exit all windows back to the Personnel main screen.

NEXT STEPS: Unless above you were able to approve the salary change, it will now appear in your approver's list for approval.

Approvers should refer to *QRG: Approve (or Reject) Salary/ Allowances (FD5)* for guidance on approving.