Well, maybe not FIFTY, but there's a few ways to LEAV in PPS. Leaves of absence can be paid or unpaid, for a sabbatical, personal reasons, child bearing, extended illness, furlough for partial year appointments, etc. If someone is "leaving" - but coming back! - it's a leave (LEAV) or a sabbatical (SABB), NOT an appointment change (SAPT/AAPT). (And NOT just an EAPP screen. Use your bundles!)

It's important to use the LEAV or SABB bundles when establishing a leave, changing the dates of a leave, or processing an early return from a leave. Simply changing distribution lines is not enough. The first screen in both LEAV and SABB bundles is ELVE, which establishes the action as a leave of absence, its duration and its type. The "Leave of Absence Action Code" is Paid (07) or Unpaid (08) (Can't ever remember the codes? Use PF1 Help.) "Leave of Absence Begin Date" is not a trick question - it's the FIRST day the leave begins. "Return" is the FIRST day back on pay or regular status. "Type" is where there are fifty - um, well, a few - ways to leave. Use PF1 (Help) to see the codes (01 = Sabbatical with full salary, 04 = Child Bearing, 10 = Furlough, etc.). The next screen in LEAV or SABB is EAPP, where you will change the distribution lines to show the leave dates. Remember that the distribution line showing the leave shows the dates of the leave only, beginning date to end date. The distribution line showing the return to work is the one beginning with the FIRST day back, like in the ELVE screen. In the LEAV bundle only, the EPER screen is there if you need to make changes - for example, an extended leave could affect the timing in the probationary period or next review date for a Staff employee.

Check it out in the Payroll/Personnel Online System Procedures (you know the one). Sabbatical Leave section, Other Leaves section, Appendix G (Leave of Absence Codes). Then you can . . . Slip out the back, Jack. Make a new plan, Stan . . .

(With apologies to Paul Simon!).