

## Leave of Absence Checklist per Pay Period

### 1. Run the **SPMS Workers on Leave LOA report**

- ✓ Verify employees are either *still* on leave or need to be returned
  - i. Verify that employees who have actually returned early from a paid leave have been returned on the correct date. If the employee works during a paid LOA they will *not receive Overtime*
  - ii. Verify if any unpaid LOA expected end dates need to be *extended* – send in a ticket for extensions
- ✓ Review any LOA that was entered *AFTER* the First day of Leave (*Retro/Review column*)
  - i. Review dates for Armed Services – send ticket for date changes [Quick Guide: Armed Services LOA Event](#)
  - ii. Review dates for other unpaid LOA – communicate with Payroll if entered during an earlier pay period

Leave Type (Including Family)	Retro/Review	Date Initiated	Date Event Was Completed	Last Day of Work	First Day	Estimated Last Day	Actual Last Day
Unpaid > Armed Services - 30 Days or Less	RETRO/Review	06/08/2021	06/08/2021	04/06/2021	04/07/2021	09/30/2021	06/08/2021
Unpaid > Armed Services - 31 or More Days	RETRO/Review	06/08/2021	06/08/2021	04/06/2021	06/09/2021	12/31/2022	
Unpaid > Military Administrative	OK	10/06/2016	10/06/2016	10/18/2016	10/19/2016	01/25/2017	01/28/2017

Should be changed – submit ticket

### 2. Run the **SPS Benefit Open Election Events – Employees** – run by ABCs

- ✓ Verify that employees are *aware of* any Benefit events that are waiting for them
- ✓ If the employee will be on Leave but may not be available to go into Workday to respond to the Benefit Event, have them fill out a *benefit form* ahead of time and the agency can complete the event for the employee and attach the enrollment form
- ✓ If the Benefit event is not completed by the employee or the agency the event will automatically finalize with the benefits enrolled at the time the leave started (Except FSA's) and the employee will be direct billed for the benefits

H	I	J	K	L	M	N	O	P	Q
Employee Type	Benefit Event	Event Date	Event Initiation Date	Submit By Date	Initiated By	Event Status	Assigned To	Comments	Benefit Group
State/Regular	Benefit Change - Return from Leave : Mickey Mouse (W1234577) on 06/11/2021	6/11/2021	6/7/2021	8/9/2021	2222222 / Larry Cable	In Progress	Mickey Mouse		FT & PT FTE 50% Bi-Weekly
State/Regular	Benefit Change - Return from Leave : Dump Truck (W1234569) on 06/12/2021	6/12/2021	7/27/2021	8/10/2021	2222222 / Larry Cable	In Progress	Dump Truck		FT & PT FTE 50% Bi-Weekly