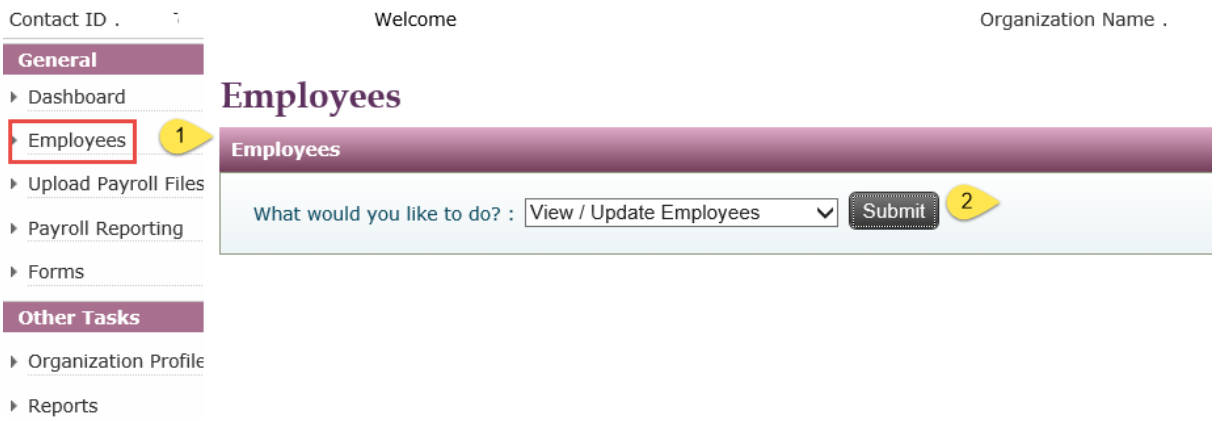
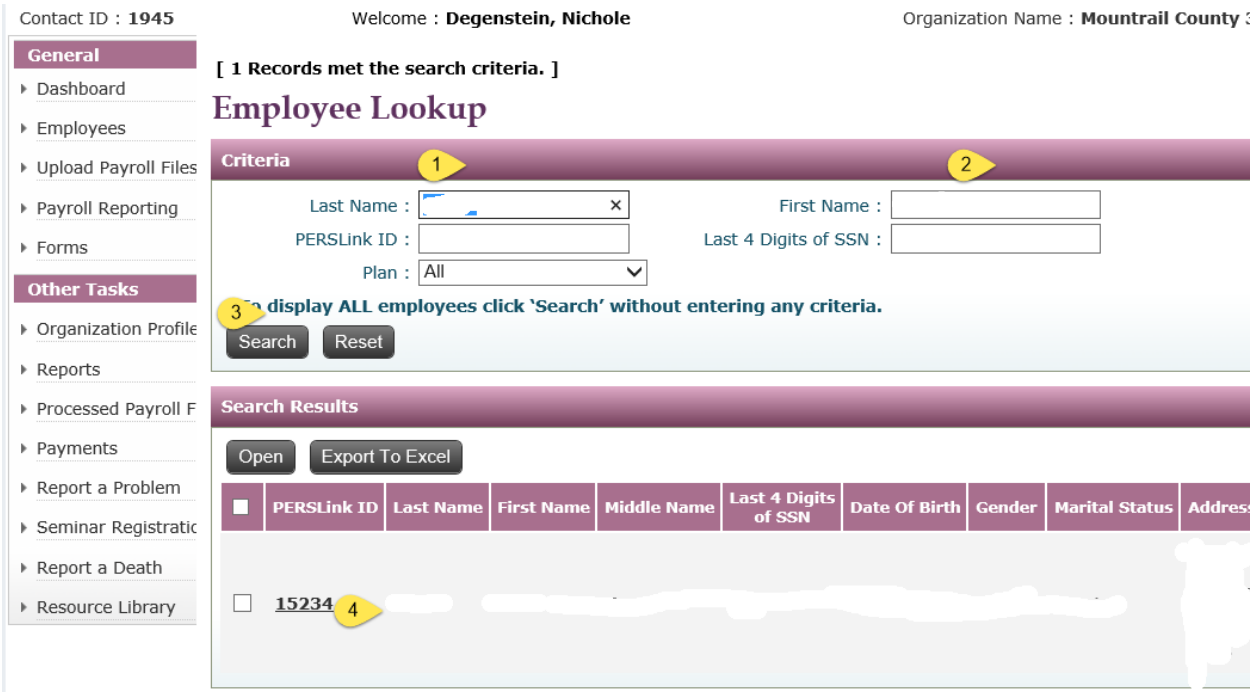
Removing Employees from LOA

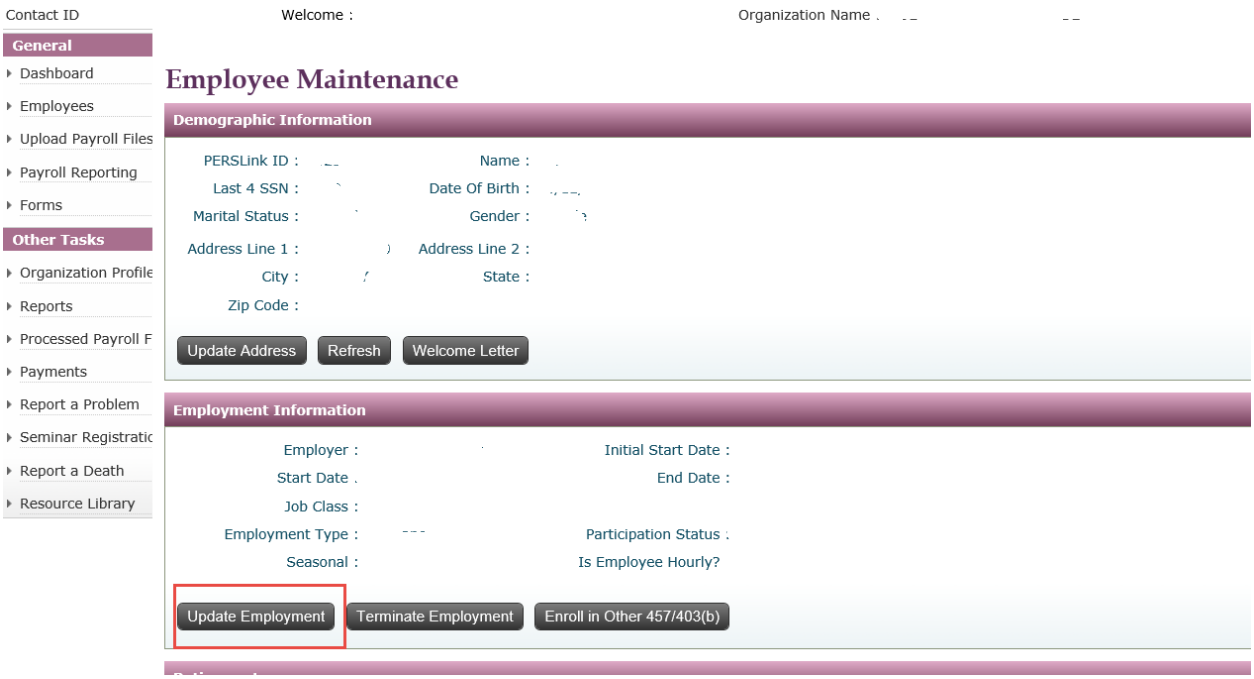
Click employees on the left – then select View/Update Employees on the drop down:



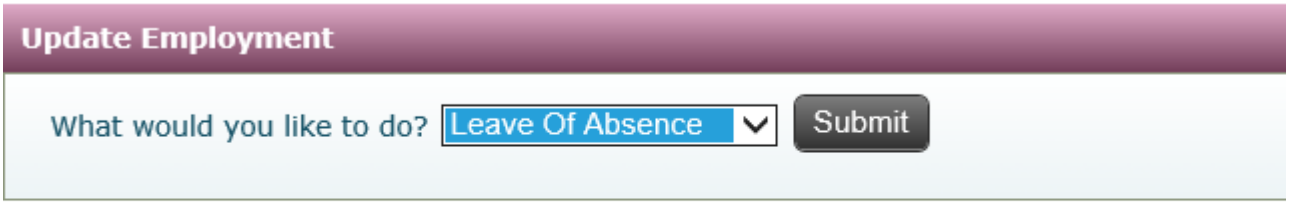
Type in their last name, and first name then click search. When the results are displayed click on the PERSLink ID number



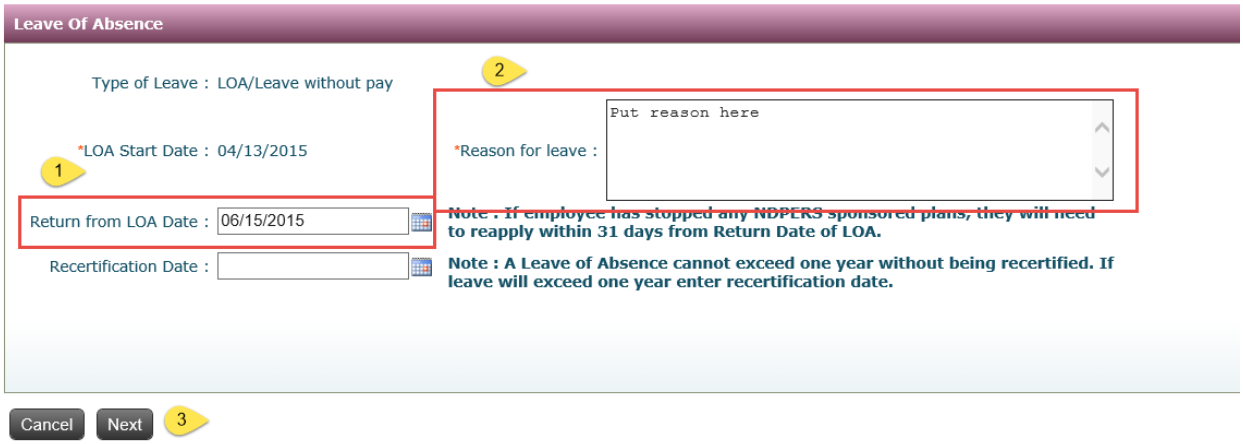
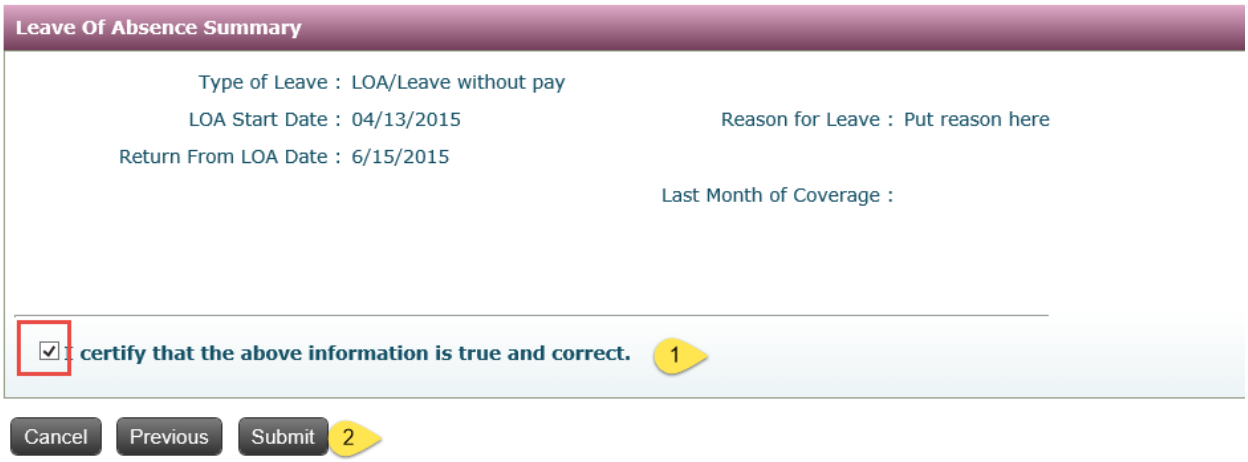
Click Update Employment:



Then leave of absence from the drop down:



Put in whatever day the returned from LOA and the reason they were on LOA then click next



Certify the information is correct and click submit