

How to initiate a sabbatical or professional leave in HCM:

This job aid outlines how to initiate a sabbatical or professional leave action for faculty.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

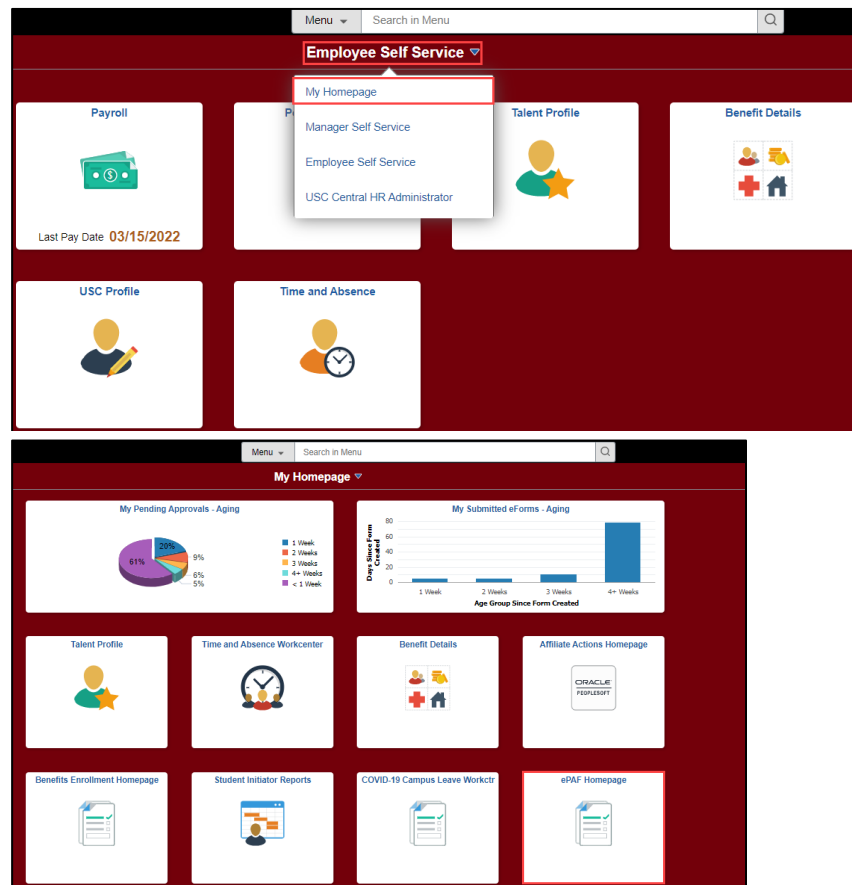
Those with HR Initiator access can take this action for employees within their security scope.

Note: An employee on sabbatical or professional leave remains in that status until you initiate a **Return from Leave** action on the Status Change eForm.

Initiating a sabbatical/professional leave (paid leave) action: In order to initiate a sabbatical/professional leave action for one of your employees, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots



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Status Change eForm: Sabbatical/Professional Leave for Faculty (Paid Leave)

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.



Start a Personnel Action Form

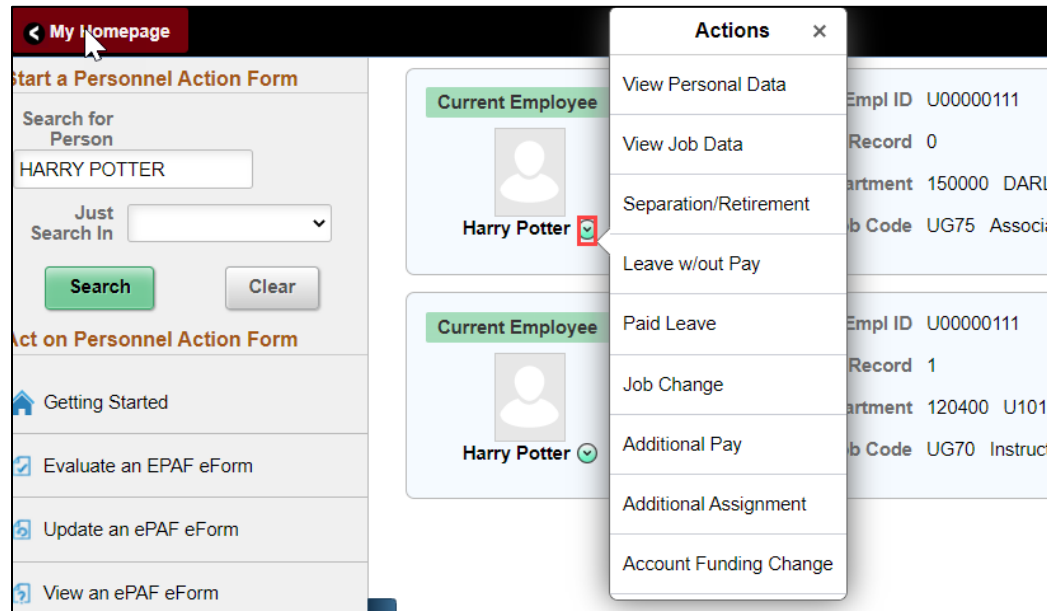
Search for Person

 Just Search In:

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits

Current Employee	Employee Information	Business Unit
Harry Potter	Empl ID: U00000111 Empl Record: 0 Department: 150000 DARLA MOORE SCH OF BUSINESS Job Code: UG75 Associate Professor	SCCOL USC Columbia Job Indicator: Primary Job Empl Class: FTE Full Time Equivalent Faculty/Staff: Faculty
Harry Potter	Empl ID: U00000111 Empl Record: 1 Department: 120400 U101 AND NATIONAL RESOURCE CTR Job Code: UG70 Instructor	SCCOL USC Columbia Job Indicator: Secondary Job Empl Class: DLI Internal Dual



My Homepage

Start a Personnel Action Form

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 Just Search In:

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Actions x

- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Paid Leave
- Job Change
- Additional Pay
- Additional Assignment
- Account Funding Change

Status Change eForm: Sabbatical/Professional Leave for Faculty (Paid Leave)

The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

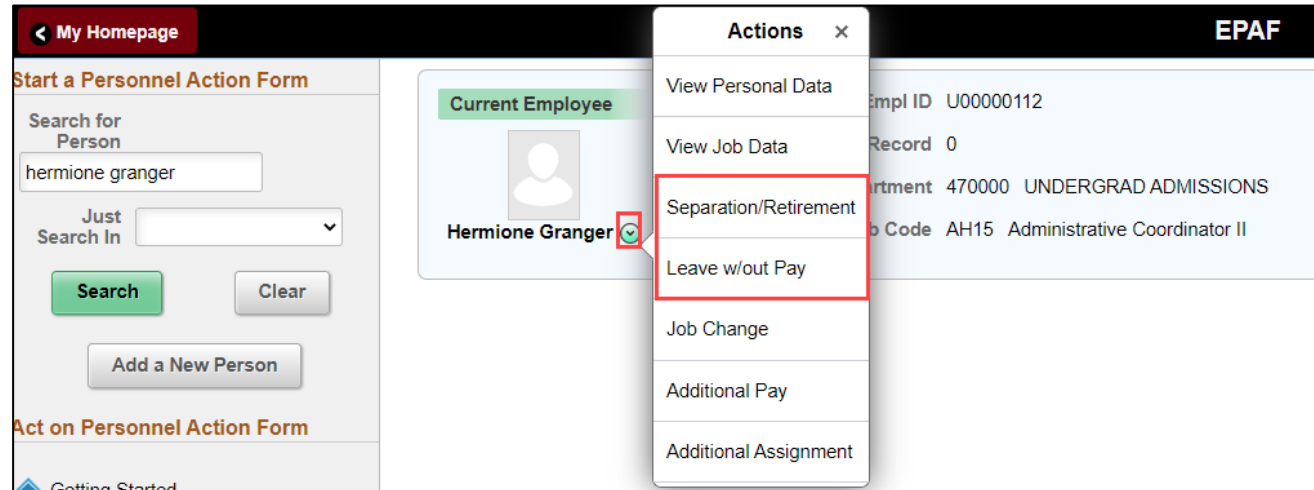
The **Status Change eForm** is used to change the HR and/or Payroll status of an employee from 'Active' to something else and vice versa. Note the **Status Change eForm** does not appear in the **Related Actions Menu** by name, rather there are actions listed that take you into the eForm.

- a. For staff, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay

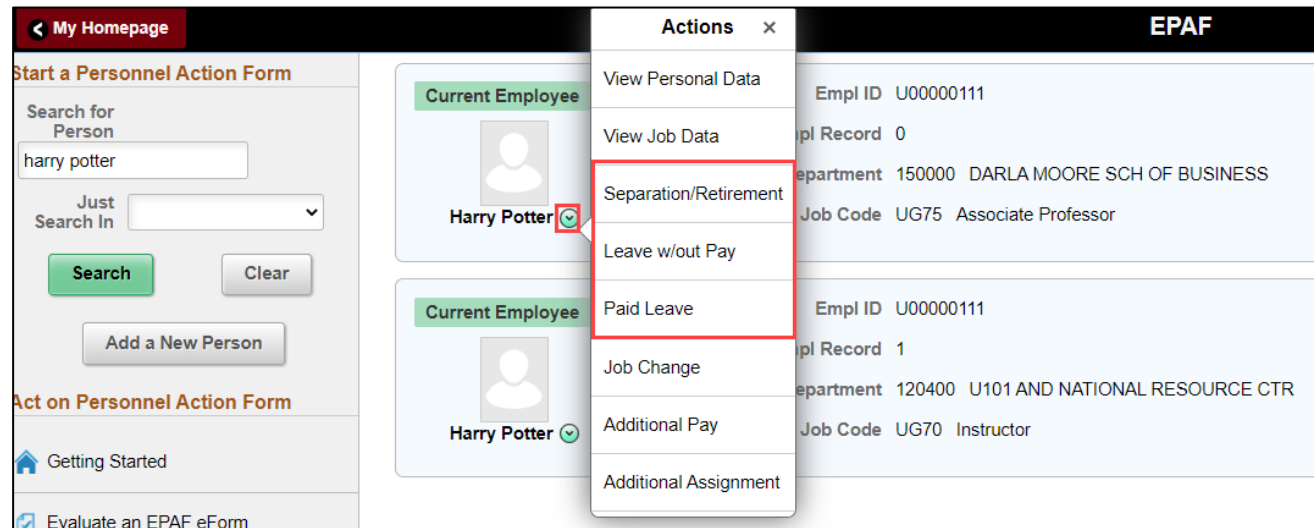
- b. For faculty, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay
 - iii. Paid Leave

From the Related Actions Menu for your faculty member, select the **Paid Leave** option.

Note: Paid Leave strictly refers to sabbatical and professional leave for faculty and is not tied to leave submitted through the Request an Absence process in the Time and Absence side of HCM.



The screenshot shows the 'My Homepage' interface. On the left, there is a search box for 'hermione granger' and a 'Search' button. In the center, a card for 'Current Employee Hermione Granger' is displayed. An 'Actions' dropdown menu is open, listing options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Job Change, Additional Pay, and Additional Assignment. The 'Separation/Retirement' and 'Leave w/out Pay' options are highlighted with a red box. On the right, employee details are visible, including Empl ID U00000112 and Department 470000 UNDERGRAD ADMISSIONS.



The screenshot shows the 'My Homepage' interface. On the left, there is a search box for 'harry potter' and a 'Search' button. In the center, two cards for 'Current Employee Harry Potter' are displayed. An 'Actions' dropdown menu is open, listing options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, Job Change, Additional Pay, and Additional Assignment. The 'Separation/Retirement', 'Leave w/out Pay', and 'Paid Leave' options are highlighted with a red box. On the right, employee details are visible, including Empl ID U00000111 and Department 150000 DARLA MOORE SCH OF BUSINESS.

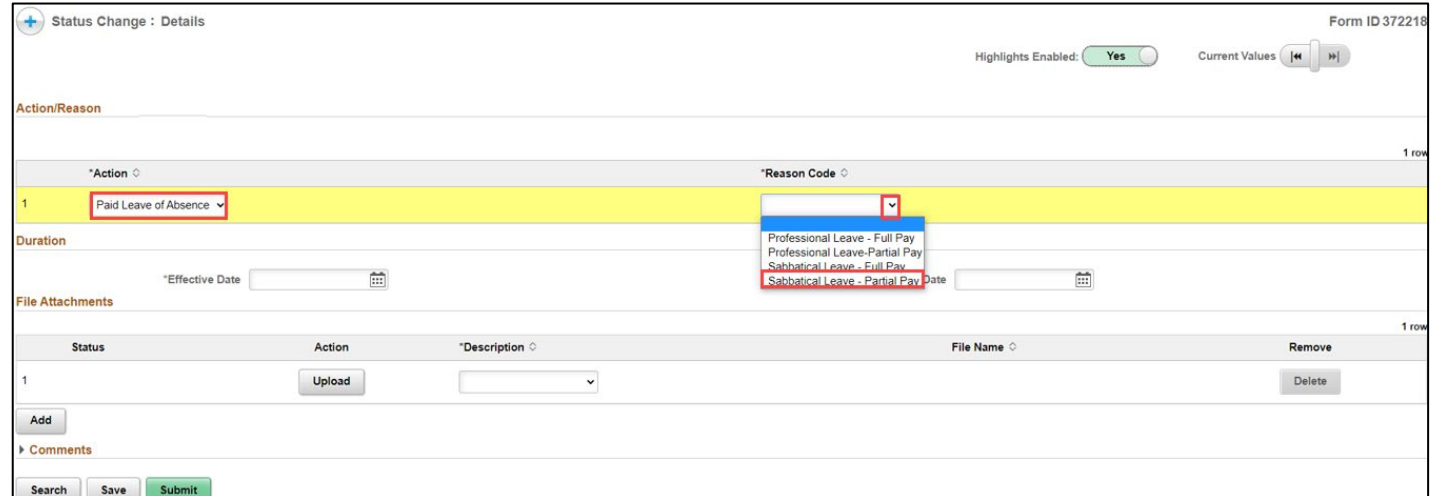
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Status Change eForm: Sabbatical/Professional Leave for Faculty (Paid Leave)**

Completing the Status Change eForm:

1. The **Action of Paid Leave of Absence** has prepopulated based on your selection from the Related Actions Menu.

2. Click the **Reason Code** dropdown menu button to select the appropriate reason for the sabbatical or professional leave action.
 - a. Professional Leave-Full Pay
 - b. Professional Leave-Partial Pay
 - c. Sabbatical Leave-Full Pay
 - d. Sabbatical Leave-Partial Pay

Note: Sabbatical and professional leave for the full academic year are generally paid at a percentage of the faculty member's base salary. That percentage is established by the College. Sabbatical and professional leave for one semester is generally paid at the full salary.



The screenshot shows the 'Status Change : Details' form. At the top right, it indicates 'Form ID 372218' and 'Highlights Enabled: Yes'. The main section is 'Action/Reason' with a table containing one row. The 'Action' column is set to 'Paid Leave of Absence'. The 'Reason Code' column has a dropdown menu open, showing four options: 'Professional Leave - Full Pay', 'Professional Leave-Partial Pay', 'Sabbatical Leave - Full Pay', and 'Sabbatical Leave - Partial Pay'. Below this is the 'Duration' section with an 'Effective Date' field. The 'File Attachments' section has a table with columns for Status, Action, Description, File Name, and Remove. At the bottom, there are 'Search', 'Save', and 'Submit' buttons.

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3. Enter the **Effective Date** of the sabbatical or professional leave. This is the first day the employee will be out on leave.
 - a. Typically, sabbatical and professional leave are effective at the start of a semester, either 8/16/xxxx or 1/1/xxxx.

4. Enter the **Expected Return Date**. This is the date the employee is anticipated to report back to work. ***Note this field does not trigger a recall action, it is strictly for administrative purposes.***

5. Enter the **Percent of Pay to Receive**. Note this field only appears when using sabbatical or professional leave partial pay.

Action/Reason											
*Action		*Reason Code									
1	Paid Leave of Absence	Sabbatical Leave - Part									
Duration											
*Effective Date		08/16/2022				Expected Return Date					12/31/2022
Percent of pay to receive?		65.00									
Base Pay Funding											
Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant		
1	89250.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101			
PercentTotal		100.000000									

Do not change the **Amount** in the **Base Pay Funding** line(s)! The **Percent Total** must be 100. If you change the Amount, it will reduce the percent and the form will not submit.

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6. Sabbatical and professional leave actions require an attachment. Specifically, the action must be accompanied by the sabbatical or professional leave request approved by the Dean of the College/School. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

7. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

8. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

Compensation and Benefits

Base Salary 89250.000000

File Attachments

Status	Action	Description	File Name	Remove
1	Upload	Sabbatical Documentation		Replace

Add

Comments

Search Save **Submit**

+ Status Change : Results

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

[multiple approvers.](#)

View Approval Route

[Signature/Action Logs](#)

9. The Approval Route shows the workflow steps for the specific action you submitted. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to the applicable central HR office.
 - a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.

10. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Sabbatical or Professional Leave with Pay** action!

Cancel
You have successfully submitted your eForm.
Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=671101
Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1 >

▶

Not Routed

Multiple Approvers
HR Operations >

▶

Not Routed

Multiple Approvers
Payroll Acct >