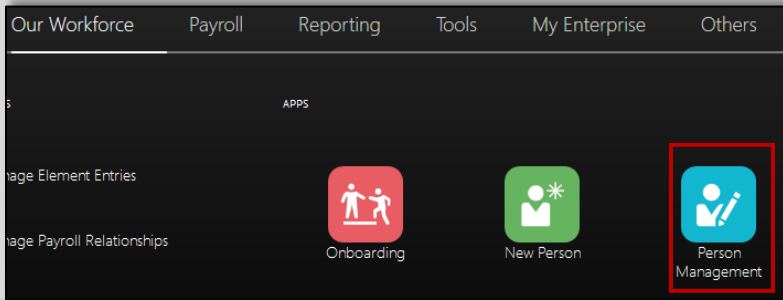


1. From the Home Screen under **Our Workforce**, select **Person Management**. Search for employee in **Person Management: Search** and open **Manage Employment** section.

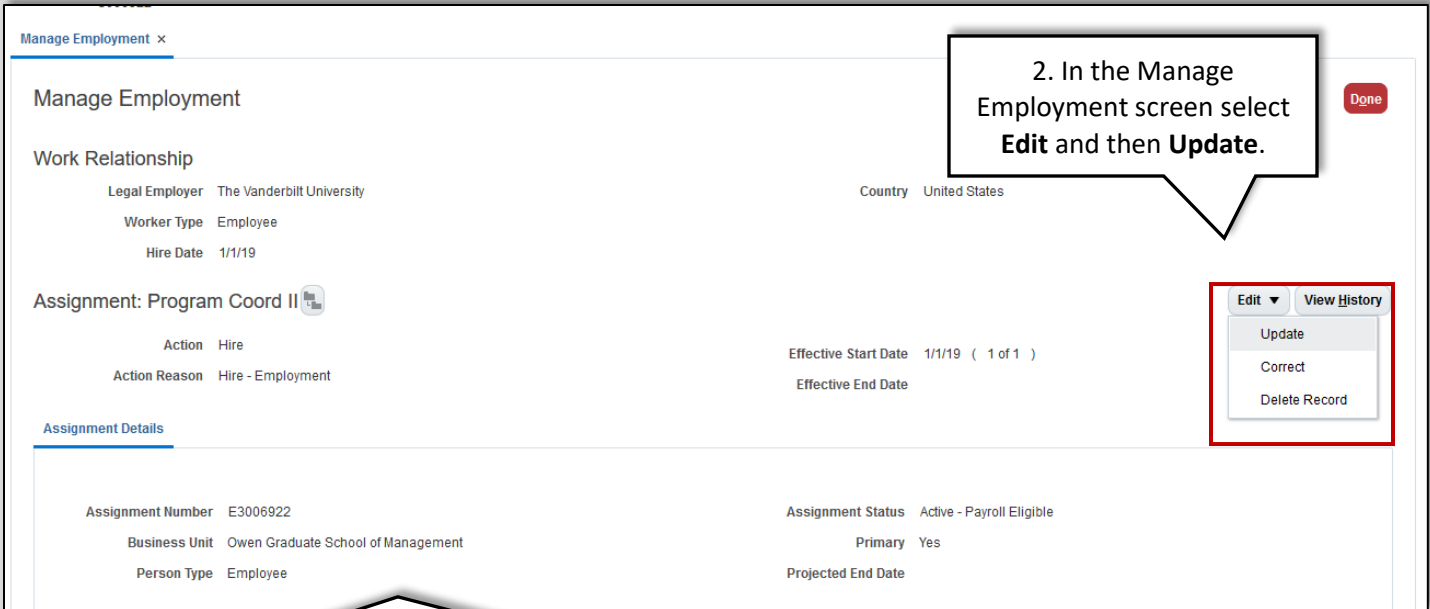
Placing an employee on leave in Oracle Cloud

Employees that are not working due to a medical or personal leave must be placed in a leave status in Oracle. Status should change in Oracle when either:

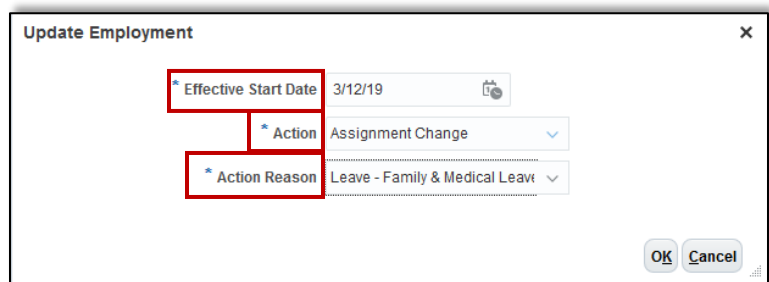
- Employees are on a paid leave for two weeks or more
- Employees are on an unpaid leave



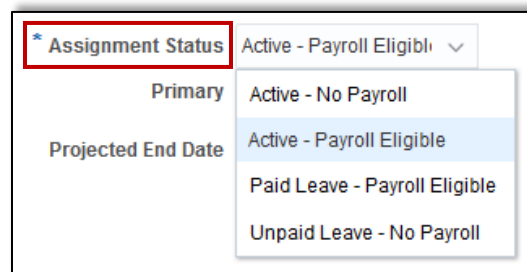
2. In the Manage Employment screen select **Edit** and then **Update**.



3. In the Update Employment box enter the **Effective Start Date**. The **Action** will be **Assignment Change**. The **Action Reason** is specific to the reason for leave. See the *HCM Action Reason Resource Guide* for appropriate **Action Reason**. After entering this information select **OK**.



4. Under **Assignment Status** update to the appropriate leave status. (Paid Leave – Payroll Eligible or Unpaid Leave – No Payroll). Then select **Review**.



Manage Employment x

Edit Employment: Review

Printable Page Back Review Save Submit Cancel

Work Relationship

Legal Employer The Vanderbilt University Country United States
Worker Type Employee
Hire Date 1/1/19

Action

Action Assignment Change Effective Start Date 3/12/19 (1 of 1)
Action Reason Leave - Family & Medical Leave (FMLA) Leave, Continuous Effective End Date

Assignment: Program Coord II

Assignment Details

Attribute	Current Value	Proposed Value
Assignment Status	Active - Payroll Eligible	Paid Leave - Payroll Eligible

5. Review the changes and if accurate click on **Submit**.

6. After clicking submit the assignment status change will go through Oracle workflow for approval.

Entering multiple assignment status changes:

During the approval process the Edit button will be unavailable. Once the approval process is completed the system will allow for another assignment change to be entered.