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 be change in Oracle when either:
- Employees are on a paid leave for two weeks or more
- Employees are on an unpaid leave

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

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.
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.