



Managing Leaves of Absence (Paid and Unpaid)

The Leave of Absence business process is used to place salaried employees in a paid or an unpaid leave status. Hourly employees are paid for hours worked, so this business process does not apply to them. The HR Administrator must ensure all leave related paperwork is received prior to updating the employee’s status in Cardinal.

The **Turn Off Auto Pay** and **Holiday Schedule** fields may have to be updated for employees on paid leave related to short-term disability, long-term disability, or worker’s comp. Be sure to work with your Payroll Administrator to ensure the employee gets paid correctly, anytime the **Turn Off Auto Pay** field is updated. The Payroll Administrator must also work with the Time and Attendance Administrator in case the employee wants to use their eligible leave to supplement their pay when out on certain types of paid leave. Communication is important to ensure the transaction is processed accurately.

If an employee is on leave of absence and they are an approver of timesheets and/or absence requests in the Time and Attendance module, the approvals will route to the person in the next highest position for approval. This temporary change of routing is automatic and will stay in place until the person returns from leave status. The HR Administrator does not need to update the **Reports To** field on the employee’s position for temporary vacancies such as this.

Note: For agencies that use Payroll Services Bureau (PSB) please follow their guidance on updating the **Turn Off Auto Pay** field.

Note: Update the **Holiday Schedule** field on the Payroll tab to “HOLSTD” whenever the Work Schedule needs to be reverted so that the employee does not get holiday pay. Please refer to [DHRM Policy 4.25 Holidays](#).

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this job aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Entering a Paid Leave of Absence

Use this process to enter paid leaves to include short term disability. Follow the steps in the section called [Changing from Short Term Disability-Working to Long-Term Disability-Working](#) when transitioning an employee from short term disability to long-term disability.

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼


Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.
4. Click the **Search** button.



The **Job Data** page for the employee displays.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

*Effective Date 07/17/2023
Effective Sequence 0
HR Status Active
Payroll Status Active

*Action Pay Rate Change
Reason Competitive Salary Offer
*Job Indicator Primary Job

Go To Row + -

Position Number CJSTRN01
Prog Admin Specialist II

5. Click the **Add a New Row** icon (+) to add a new effective dated row.

A new row is created.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 08/22/2023
Effective Sequence 0
HR Status Active
Payroll Status Active

*Action Pay Rate Change
Reason Competitive Salary Offer
*Job Indicator Primary Job

Go To Row + -

Position Number CJSTRN01
Prog Admin Specialist II

Position Entry Date 07/10/2023
Position Management Record

Note: When a new row is created, the row count increases by one and the effective date displays the current date.

6. Update the **Effective Date** to reflect the start of the employee's leave.
7. Select the **Action** of Paid Leave of Absence.
8. Select the applicable **Reason**.

Note: If the reason is related to Short Term Disability or Workers Compensation, additional fields at the bottom of the Work Location page must be completed.



The bottom of the **Work Location** page.

The screenshot shows the 'Payroll' tab of the 'Work Location' page. The 'Expected Return Date' field is highlighted with a red box and contains the date 09/06/2023. The 'STD Claim Number' field is also highlighted with a red box and contains the number 987854321. The 'Turn Off Auto Pay' field is highlighted with a red box and has the 'No' radio button selected. Other fields include Effective Date (07/17/2023), HR Status (Active), Payroll Status (Leave With Pay), Position Number (CJSTRN01), and Last Start Date (07/10/2023).

9. Enter the date the employee is expected to return from leave in the **Expected Return Date** field.

10. If applicable, enter the short-term disability claim number in the **STD Claim Number** field.

Note: If you do not have the STD claim number, it can be entered later by adding a new row and using the **Action** of Data Change and **Reason** of Data Change.

11. If applicable, select **Yes** for **Turn Off Auto Pay**.

Note: If your agency uses Payroll Services Bureau (PSB) please follow their guidance regarding updating the **Turn Off Auto Pay** field.

Note: If **Turn Off Auto Pay** is set to Yes, no payments (salary or additional pays) will be made unless the Agency Payroll Administrator enters a Single Use Payroll Online Tool (SPOT) transaction for the employee.



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Note: If the leave starts in the middle of a pay period, the salary and additional pay will be turned off the entire pay period. Updating the **Turn Off Auto Pay** field in the middle of the pay period will not prorate the employee's pay. Work with your agency Payroll Administrator to adjust an employee's pay using SPOT transactions as applicable.

- 12. If the leave is related to Short Term Disability, Long Term Disability or Workers Comp, go to step 13. If it is any other type of paid leave, click the **Save** button and go to step 16.
- 13. Click the **Payroll** tab at the top of the page.

The **Payroll Information** page displays.

The screenshot displays the 'Payroll Information' page for an employee. At the top, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Payroll' tab is selected. Below the tabs, the employee's name and 'Empl ID' are visible. The 'Payroll Information' section includes fields for 'Effective Date' (07/17/2023), 'Effective Sequence' (1), 'HR Status' (Active), and 'Payroll Status' (Leave With Pay). A 'Go To Row' button is present. The 'Action' is 'Paid Leave of Absence' with the 'Reason' being 'Short-Term Disability'. The 'Payroll System' is 'Payroll for North America' and the 'Absence System' is 'Absence Management'. Below this, the 'Payroll for North America' section contains fields for 'Pay Group' (SM1), 'Employee Type' (S), 'Tax Location Code' (780), and 'GL Pay Type'. The 'Holiday Schedule' field is highlighted with a red box and contains 'HOLSAL'. The 'Absence Management System' section includes 'Pay Group' (SM1), 'Eligibility Group' (VSDPELGRP), and 'Use Pay Group Rate Type' (checked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

- 14. Update the **Holiday Schedule** to HOLSTD for Short-Term Disability, Long-Term Disability or Workers Comp related leaves. Otherwise, do not update.

15. Click the **Save** button.
16. If applicable, run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Report Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

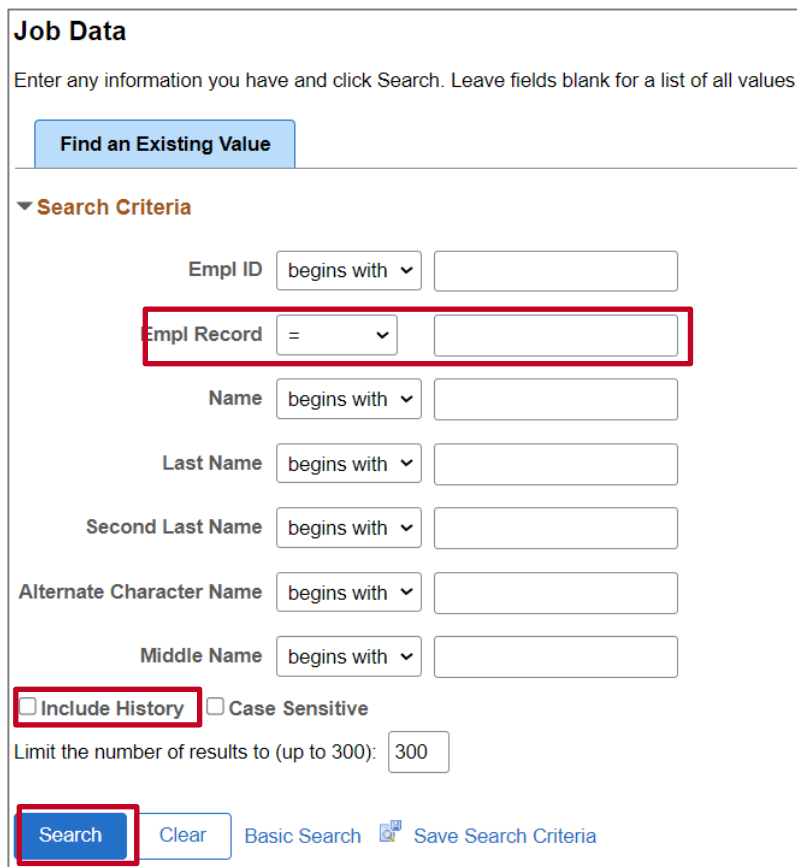
Changing from Short Term Disability-Working to Long-Term Disability-Working

When an employee is transitioning from Short Term Disability-Working to Long Term Disability-Working, it not necessary to process a return from leave transaction first. They can go straight into a Long Term Disability Working status.

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.



The screenshot shows the 'Job Data' search interface. At the top, there is a 'Find an Existing Value' button. Below it is a 'Search Criteria' section with several search fields: 'Empl ID' (dropdown: 'begins with'), 'Empl Record' (dropdown: '=', highlighted with a red box), 'Name' (dropdown: 'begins with'), 'Last Name' (dropdown: 'begins with'), 'Second Last Name' (dropdown: 'begins with'), 'Alternate Character Name' (dropdown: 'begins with'), and 'Middle Name' (dropdown: 'begins with'). There are also checkboxes for 'Include History' (checked, highlighted with a red box) and 'Case Sensitive'. A text input field for 'Limit the number of results to (up to 300):' has the value '300'. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.
4. Click the **Search** button.



Human Resources Job Aid

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The **Job Data** page displays.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Work Location Details ? [Search] | 1 of 5

*Effective Date 07/17/2023 [Calendar] [Go To Row] **+** -

Effective Sequence 1

HR Status Active

Payroll Status Leave With Pay

*Action Paid Leave of Absence

Reason Short Term Disability-Working

*Job Indicator Primary Job

Calculate Status and Dates

5. Click the **Add a Row (+)** button.

A new row is created.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Work Location Details ? [Search] | 1 of 6

*Effective Date 08/22/2023 [Calendar] [Go To Row] + -

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

*Action Paid Leave of Absence

Reason Short Term Disability-Working

*Job Indicator Primary Job

Calculate Status and Dates

Current

Note: An employee can go straight from Short Term Disability-Working to Long-Term Disability-Working without entering a return from leave transaction.

6. Update the **Effective Date** to reflect the start of the employee's long-term disability-working status.
7. Select the **Reason** of Long-Term Disability-Working.
8. Scroll to the bottom of the page.



The bottom of the Work Location page displays.

The screenshot displays the 'Work Location' page in a HR system. At the top, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active. Below the tabs, there is a search bar and a 'Go To Row' button. The main section is titled 'Work Location Details' and contains several fields: '*Effective Date' (08/14/2023), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Leave With Pay), '*Action' (Paid Leave of Absence), 'Reason' (Long-Term Disability-Working), and '*Job Indicator' (Primary Job). There is a 'Calculate Status and Dates' button. Below this, there is a section for 'Position Number' (CJSTRN01) and 'Position Entry Date' (07/10/2023). The 'Regulatory Region' is USA, 'Company' is CJS, 'Business Unit' is 14000, 'Department' is 10320, and 'Location' is CENTR. The 'Establishment ID' is DCJS. The 'Last Start Date' is 07/10/2023, and the 'Last Date Worked' is 07/18/2023. There is a 'Turn Off Auto Pay' field with a red box around it, set to 'Yes'. The 'Payroll' tab is selected at the bottom of the page.

9. Verify the **Turn Off Auto Pay** is set to Yes.

Note: Turn off Auto Pay should still be set to Yes if transitioning the employee from Short Term Disability-Working to Long-Term Disability-Working. Do not update this field if your agency uses Payroll Services Bureau.

10. Click the **Payroll** link at the bottom of the page or the Payroll tab at the top of the page.



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The **Payroll Information** page displays.

The screenshot shows the 'Payroll Information' page in the Cardinal HCM system. The page is divided into several sections:

- Navigation:** Tabs for Work Location, Job Information, Payroll (selected), Salary Plan, and Compensation.
- Employee Info:** Empl ID, Empl Record 0.
- Payroll Information:** A table with columns for Effective Date, Effective Sequence, HR Status, Payroll Status, Action, Reason, and Job Indicator. The current row shows: Effective Date: 08/14/2023, Effective Sequence: 0, HR Status: Active, Payroll Status: Leave With Pay, Action: Paid Leave of Absence, Reason: Long-Term Disability-Working, Job Indicator: Primary Job. A 'Go To Row' button is present.
- Payroll System:** Payroll for North America, Absence System: Absence Management.
- Payroll for North America:** A section with various fields: Pay Group (SM1), Semimonthly Class (SUNSAT07), Employee Type (S), Salaried, Holiday Schedule (HOLSTD), Tax Location Code (780), Richmond (City), GL Pay Type, FICA Status (Subject), and Combination Code. The 'Holiday Schedule' field is highlighted with a red box.
- Absence Management System:** A section with fields: Pay Group (SM1), Semi-monthly Classified, Eligibility Group (VSDPELGGRP), VSDP Eligibility Group, Exchange Rate Type, and Use Rate As Of. A 'Setting' box contains three checked options: Use Pay Group Rate Type and Use Pay Group As Of Date.
- Bottom Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation.
- Buttons:** Save (highlighted in red), Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History.

11. Click the **Save** button.

12. If applicable, run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Report Catalog**. The HCM Reports Catalogs can be found on the Cardinal website under **Resources**.

Entering an Unpaid Leave of Absence

This section of the job aid should be referenced when you are creating and processing a Life Event on behalf of the employee wherein one or more dependents is being removed from the employee's coverage (divorce, death, etc.). The steps included in this section of the job aid are based on the following example scenario:

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.
4. Click the **Search** button.



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The **Work Location** page displays.

The screenshot shows the 'Work Location' tab selected. The page displays employee information (Empl ID, Empl Record 0) and a table with one row. The table has columns for *Effective Date (07/17/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Pay Rate Change), Reason (Competitive Salary Offer), and *Job Indicator (Primary Job). A red box highlights the '+' button next to the 'Go To Row' button.

5. Click the **Add a New Row (+)** button.

A new row is created.

The screenshot shows the 'Work Location' tab selected. The page displays employee information (Empl ID, Empl Record 0) and a table with two rows. The first row has *Effective Date (07/17/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Pay Rate Change), Reason (Competitive Salary Offer), and *Job Indicator (Primary Job). The second row has *Effective Date (08/22/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Pay Rate Change), Reason (Competitive Salary Offer), and *Job Indicator (Primary Job). Red boxes highlight the *Effective Date field of the second row, the *Action and Reason fields of the second row, and the '+' button next to the 'Go To Row' button.

6. Update the **Effective Date** to be the first day the employee is in an unpaid leave status.

7. Select the **Action** of Leave of Absence – Unpaid.

8. Select the applicable **Reason**.

9. Scroll to the bottom of the page.



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The bottom of the **Work Location** page displays.

The screenshot displays the 'Work Location' page for an employee. The page is divided into several sections:

- Employee Information:** Empl ID, Empl Record 0.
- Work Location Details:** Includes fields for *Effective Date (08/21/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), *Action (Leave of Absence - Unpaid), Reason (Education Leave), and *Job Indicator (Primary Job). A 'Go To Row' button and navigation arrows are also present.
- Position Information:** Position Number (CJSTRN01), Position Entry Date (07/10/2023), Regulatory Region (USA), Company (CJS), Business Unit (14000), Department (10320), and Establishment ID (DCJS).
- Additional Fields:** Last Start Date (07/10/2023), Expected Return Date (highlighted with a red box), Last Date Worked (08/20/2023), STD Claim Number, Layoff Notice Date, and Recall Eligibility Flag.
- Turn Off Auto Pay:** Radio buttons for Yes and No (No is selected).
- Navigation and Action Buttons:** Save (highlighted with a red box), Return to Search, Previous in List, Next in List, Notify, Refresh, and Update/Display.

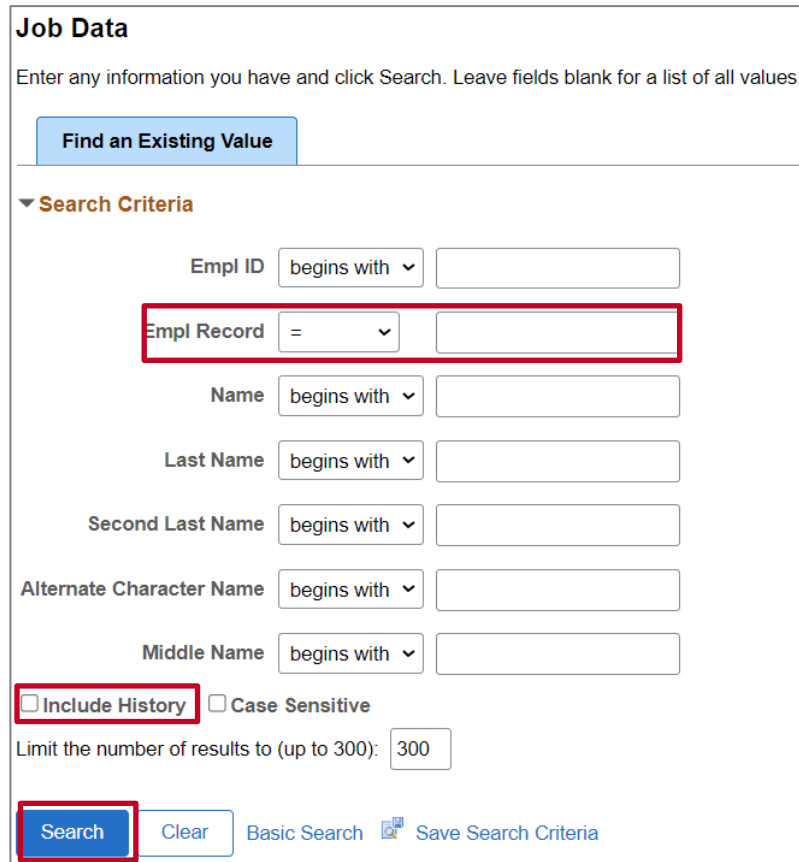
10. Enter the date the employee is expected to return in the **Expected Return Date** field.
11. Click the **Save** button.
12. If applicable, run the **Employee Activity Report**. This report can be found in the Cardinal HCM Human Resources Report Catalog. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

Extending a Leave of Absence

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.



2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.

4. Click the **Search** button.



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The **Work Location** page displays.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee Empl ID Empl Record 0

Work Location Details ②

*Effective Date 08/21/2023

Effective Sequence 0

HR Status Active

Payroll Status Leave of Absence

*Action Leave of Absence - Unpaid

Reason Education Leave

*Job Indicator Primary Job

Position Number CJSTRN01

Go To Row + -

5. Update the **Effective Date**. It can be the current date.
Note: This date represents the date of notification of the extension.
6. Select the **Action** of Data Change.
7. Select the **Reason** of either Paid Leave Extension or Unpaid Leave Extension.
8. Scroll to the bottom of the page.



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The bottom of the **Work Location** page.

The screenshot displays the 'Work Location' page for an employee. The page is divided into several sections:

- Work Location Details:** Includes fields for *Effective Date (08/22/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), *Action (Data Change), Reason (Unpaid Leave Extension), and *Job Indicator (Primary Job).
- Position Information:** Shows Position Number (CJSTRN01), Position Entry Date (07/10/2023), and Position Management Record (checked).
- Regulatory Region:** USA, United States.
- Company:** CJS, Dept of Criminal Justice Svcs.
- Business Unit:** 14000, Dept of Criminal Justice Svcs.
- Department:** 10320, Juvenile Services.
- Department Entry Date:** 07/10/2023.
- Location:** CENTR, Dept of Criminal Justice Serv.
- Establishment ID:** DCJS, Dept of Criminal Justice Serv.
- Date Created:** 08/22/2023.
- Last Start Date:** 07/10/2023.
- Expected Return Date:** 09/08/2023 (highlighted with a red box).
- STD Claim Number:** (empty field).
- Layoff Notice Date:** (empty field).
- Last Date Worked:** 08/20/2023.
- Recall Eligibility Flag:** (unchecked).
- Turn Off Auto Pay:** Radio buttons for Yes and No (No is selected).

At the bottom of the page, there are several buttons: **Save** (highlighted with a red box), **Return to Search**, **Previous in List**, **Next in List**, **Notify**, **Refresh**, and **Update/Disp**.

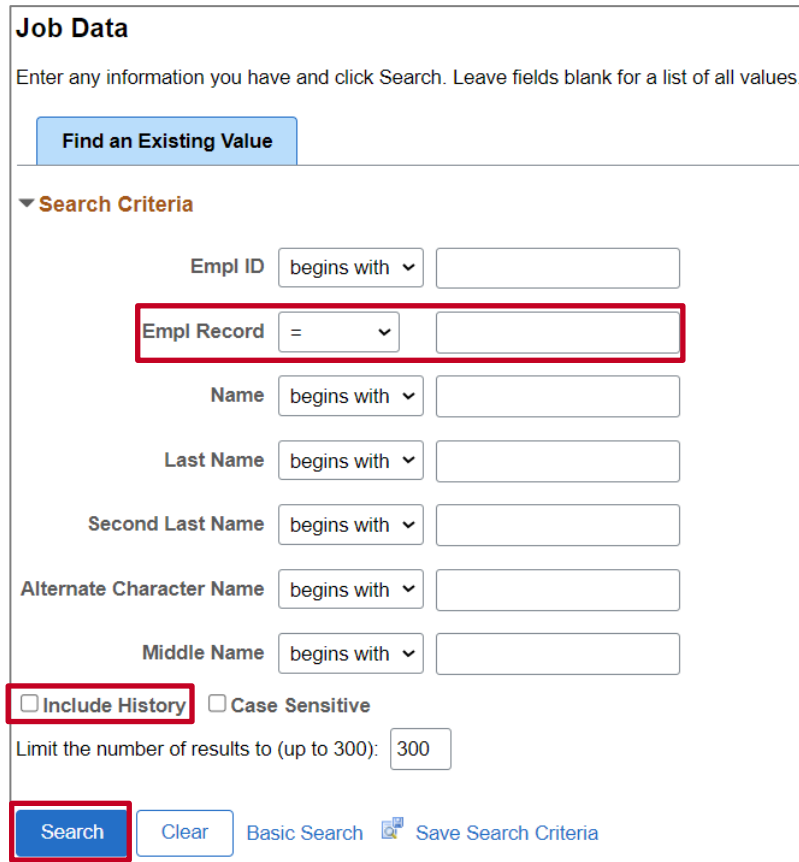
9. Enter the new date the employee is expected to return in the **Expected Return Date** field.
10. Click the **Save** button.
11. If applicable, run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Report Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

Returning from Leave of Absence

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.



2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.

4. Click the **Search** button.



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The **Work Location** page displays.

Work Location	Job Information	Payroll	Salary Plan	Compensation
Employee [redacted] Empl ID [redacted] Empl Record 0				
Work Location Details ?				
*Effective Date	08/22/2023			
Effective Sequence	0			
HR Status	Active			
Payroll Status	Leave of Absence			
*Action	Data Change			
Reason	Unpaid Leave Extension			
*Job Indicator	Primary Job			

5. Click the **Add a New Row (+)** button.

A new row is created.

Work Location	Job Information	Payroll	Salary Plan	Compensation
Employee [redacted] Empl ID [redacted] Empl Record 0				
Work Location Details ?				
*Effective Date	09/11/2023			
Effective Sequence	0			
HR Status	Active			
Payroll Status	Active			
*Action	Return from Leave			
Reason	Return From Leave			
*Job Indicator	Primary Job			

6. Enter the date the employee is returning in the **Effective Date** field.

7. Enter the **Action** of **Return from Leave**.

8. Enter the **Reason** of **Return from Leave**.

9. Scroll to the bottom of the page.



The bottom of the **Work Location** page.

The screenshot displays the 'Work Location' page for an employee. At the top, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active. Below the tabs, there are fields for 'Employee', 'Empl ID', and 'Empl Record'. The main section is titled 'Work Location Details' and contains several fields: '*Effective Date' (09/11/2023), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), '*Action' (Return from Leave), 'Reason' (Return From Leave), and '*Job Indicator' (Primary Job). Below these are fields for 'Position Number' (CJSTRN01), 'Position Entry Date' (07/10/2023), 'Regulatory Region' (USA), 'Company' (CJS), 'Business Unit' (14000), 'Department' (10320), 'Department Entry Date' (07/10/2023), 'Location' (CENTR), and 'Establishment ID' (DCJS). A red box highlights the 'Turn Off Auto Pay' field, which has radio buttons for 'Yes' and 'No', with 'No' selected. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', and 'Update/Display'. The 'Payroll' tab is selected at the bottom of the page.

10. If the employee was on a leave related to Short Term Disability, Long Term Disability or Workers Comp and **Turn Off Auto Pay** is Yes, change it to No. Otherwise, go to step 11.

Note: This will activate the regular salary and additional pay payments due to the employee's return from leave. Changing the **Turn Off Auto Pay** field in the middle of the pay period will not prorate the employee's pay. It will automatically process the employee's salary and additional pays for the entire pay period. Please consult with your agency Payroll Administrator so a SPOT transaction can be entered to reduce the employee's pay for the portion of the pay period the employee was on leave.

11. If the employee was on a leave related to Short Term Disability, Long Term Disability or Workers Comp, click the **Payroll** link. Otherwise, click the **Save** button.



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The **Payroll Information** page displays.

The screenshot displays the 'Payroll Information' page for an employee. The page is divided into several sections:

- Employee Information:** Includes fields for Effective Date (09/11/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Return from Leave), Reason (Return From Leave), Job Indicator (Primary Job), and Future.
- Payroll System:** Payroll System is set to 'Payroll for North America' and Absence System is set to 'Absence Management'.
- Payroll for North America:** This section contains several fields: Pay Group (SM1), Employee Type (S), Tax Location Code (760), GL Pay Type, Combination Code, Semimonthly Class (SUNSAT07), Salaried, Richmond (City), Holiday Schedule (HOLSAL), FICA Status (Subject), and Sal.HolSch.
- Absence Management System:** This section includes Pay Group (SM1), Semi-monthly Classified, Eligibility Group (VSDPELGGRP), Exchange Rate Type, Use Rate As Of, and a Setting box with three options: 'Use Pay Group Eligibility' (unchecked), 'Use Pay Group Rate Type' (checked), and 'Use Pay Group As Of Date' (checked).

At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Include History'. The 'Save' button is highlighted with a red box.

12. If the Holiday schedule was updated to “HOLSTD” when the employee was placed on leave, update the **Holiday Schedule** field to the appropriate option (Example: “HOLSAL”).
13. Click the **Save** button.
14. If applicable, run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The Cardinal HCM Reports Catalogs can be found on the Cardinal website under **Resources**.