Submitting Leave of Absence (LOA) in ESS

Putting an Employee on LOA:

Click employees on the left, or "Add, View, or Update Employees" on the Employees Panel – 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

Employee Lookup

Criteria

Last Name : `mouse` **1**   First Name : `mick` **2**

PERSLink ID : `_____`   Last 4 Digits of SSN : `_____`

Plan : `All ▼`

3 To display ALL employees click 'Search' without entering any criteria.

[Search] [Reset]

Search Results

[Open] [Export To Excel]

⚙ Results 1 - 1 of 1 | `_____ 🔍`

☐	PERSLink ID	Last Name	First Name	Middle Name	Last 4 Digits of SSN	Date Of Birth	Gender	Marital Status	Address	Employment Start Date
4 ☐	281534	Mouse	Mickey		8978	01/01/1980	Male	Single	PO BOX 1600, BISMARCK, ND 58502	02/01/2020

Click on Update Employment

🔔 **Alerts & Messages**	
✉ You have 3 messages `NEW`	

✚ Employee Home / ESSEmployee Lookup / Employee Maintenance ✖   ⬅ Displaying page 1 of 1. ➡

Record displayed.

Demographic Information

PERSLink ID : 281534   Name : Mickey Mouse

Last 4 SSN : 8978   Date Of Birth : 01/01/1980

Marital Status : Single   Gender : Male

Address Line 1 : PO BOX 1600   Address Line 2 :

City : BISMARCK   State : North Dakota

Zip Code : 58502 -   Effective Date : 02/20/2020

❶ **General**	
🏠 Home Page	
👥 Employees	
⬆ Upload Payroll Files	
📑 Payroll Reporting	
📄 Forms	
☰ **Other Tasks**	
👤 Organization Profile	
📋 Reports	
📑 Processed Payroll Files	
🕐 Payment History	
⚠ Report a Problem	
📝 Seminar Registration	
📋 Report a Death	
📁 Resource Library	

To update employee address, please use PeopleSoft Hub. Changes will update the next business day.

[Refresh] [Welcome Letter]

Employment Information

Employer : ND Public Employees Retirement System   Employee Hire Date : 02/01/2020

Effective Date of Change : 02/01/2020   End Date :

Job Class : Classified State

Employment Type : Permanent   Participation Status : Contributing

Seasonal :   Is Employee Hourly? : No

[Update Employment] [Terminate Employment]

Then leave of absence from the drop down:

Update Employment

Employee

PERSLink ID : 281534   Name : Mickey Mouse
Last 4 Digits of SSN : 8978   Employer : ND Public Employees Retirement System
Employee Hire Date : 02/01/2020

Update Employment

What would you like to do?   Leave Of Absence [▾]   Submit

Fill out the type of leave, the start date and description, and whether insurances will continue while the LOA is in place and who will be paying it and click Next

Employee

PERSLink ID : 281534   Name : Mickey Mouse
Last 4 Digits of SSN : 8978   Employer : ND Public Employees Retirement System
Employee Hire Date : 02/01/2020

Leave Of Absence

(1) *Type of Leave :   LOA/Leave without pay [▾]

(2) *LOA Start Date :   02/05/2020 [📅]   **(3)** *Reason for leave :   Administrative Leave

(4) *Continue NDPERS Dental Insurance ?   Yes, employer paid [▾]
(5) *Continue NDPERS Life Insurance ?   Yes, employer paid [▾]
(6) *Continue NDPERS EAP Insurance ?   Yes, employer paid [▾]
(7) *Continue NDPERS Flex Comp ?   Yes, employee paid [▾]

Cancel

(8)

Previous   Next   Finish

Ensure all information is correct, click the certify button and click finish to submit the LOA request.

Employee

PERSLink ID : 281534   Name : Mickey Mouse

Last 4 Digits of SSN : 8978   Employer : ND Public Employees Retirement System

Employee Hire Date : 02/01/2020

Leave Of Absence Summary

Type of Leave : LOA/Leave without pay

LOA Start Date : 02/05/2020   Reason for Leave : Administrative Leave

Last Month of Coverage :

Continue NDPERS Dental Insurance ? Yes, employer paid

Continue NDPERS Life Insurance ? Yes, employer paid

Continue NDPERS EAP Insurance ? Yes, employer paid

Continue NDPERS Flex Comp ? Yes, employee paid

(1)

☑ I certify that the above information is true and correct.

Cancel

(2)

Previous   Next   Finish

Returning an Employee on LOA:

Click employees on the left, or "Add, View, or Update Employees" on the Employees Panel – 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 on Update Employment

Then leave of absence from the drop down:

Update Employment

Employee

PERSLink ID : 281534
Last 4 Digits of SSN : 8978
Employee Hire Date : 02/01/2020

Name : Mickey Mouse
Employer : ND Public Employees Retirement System

Update Employment

What would you like to do?   [Leave Of Absence   ▾]   [Submit]

Enter the LOA date the employee is returning from as well as the reason for leave, then click Next.

Leave Of Absence   **Leave Of Absence Summary**

Employee

PERSLink ID : 281534
Last 4 Digits of SSN : 8978
Employee Hire Date : 02/01/2020

Name : Mickey Mouse
Employer : ND Public Employees Retirement System

Leave Of Absence

Type of Leave : LOA/Leave without pay

*LOA Start Date : 2/5/2020 12:00:00 AM

*Reason for leave :   Administrative Leave   ②

Return from LOA Date : [02/15/2020] ① 📅   Note : If employee has stopped any NDPERS sponsored plans, they will need to reapply within 31 days from Return Date of LOA.

Recertification Date : [   ] 📅   Note : A Leave of Absence cannot exceed one year without being recertified. If leave will exceed one year enter recertification date.

[Cancel]

③

[Previous]   [Next]   [Finish]

Certify the information is correct and click submit

Leave Of Absence	Leave Of Absence Summary

Employee

PERSLink ID : 281534		**Name :** Mickey Mouse	
Last 4 Digits of SSN : 8978		**Employer :** ND Public Employees Retirement System	
Employee Hire Date : 02/01/2020			

Leave Of Absence Summary

Type of Leave : LOA/Leave without pay	
LOA Start Date : 2/5/2020 12:00:00 AM	**Reason for Leave :** Administrative Leave
Return From LOA Date : 02/15/2020	
	Last Month of Coverage :

1

☑ I certify that the above information is true and correct.

Cancel

2

Previous   Next   Finish