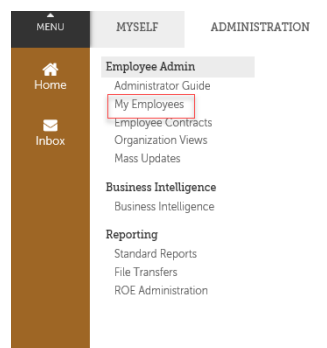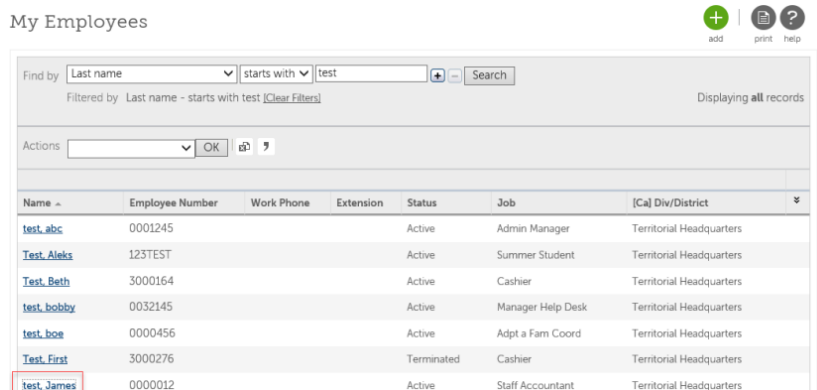# Changing Employee Status – Leave of Absence, On Strike, Laid off, Suspended

The purpose of this document is to describe how to modify employee status. This task is done by an Employee Administrator.
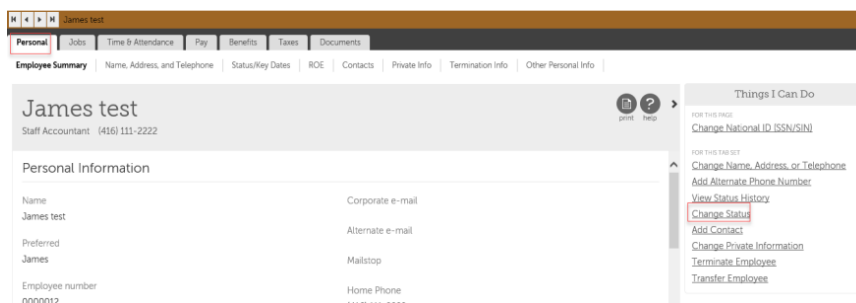
1. Click on *My Employees*.
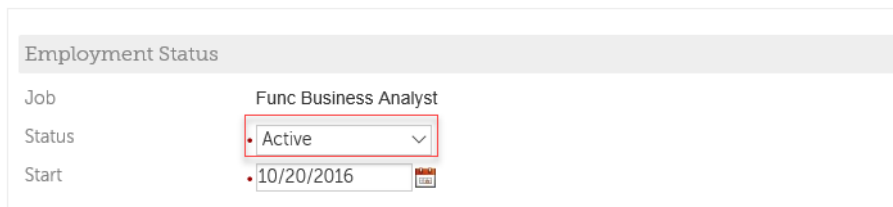
2. Search for and click on the desired employee name.

3. Click on *Personal.*
4. Click on *Change Status*.

5. Click on the *Status* field to display the drop down list.

Changing Employee Status ver 2 Dec

![Project UltiPro logo]

6. Select from the status list.
7. In this example we select **Leave of Absence** as the status.

Status	· Active
Start	Leave of absence
	· On strike
	Released/laid off
	Suspended

Note: Make a request to payroll if you need an ROE for change of status.

8. Click in the *Reason* field and select *Reason*. The choices are displayed below.

Employment Status

Job	** Do Not Use
Status	** Do Not Use
	**Do not Use
Start	Benefits Continuance
	Education UP
Reason	Job Protected UP
	Maternity/Pregnancy UP
Anticipated end	None
FMLA	Other – No Pay
	Other statutory UP
Weeks	Parental/Adopt/C.Care UP
	Paternity Quebec UP
	Personal Other UP
Payroll Status	Reservist UP
	Sick Paid
☑ Pay automatically	Sick Unpaid
Pay suspended	Unauthorized UP
	Workers Comp UP

Status	· Leave of absence ∨
Start	· 10/20/2016
Reason	· None
Anticipated end	MM/DD/YYYY
FMLA	No
Weeks	61.0

9. In this example we chose **Maternity**.
10. Type in the *Start* and *Anticipated End Date*.

Status	· Leave of absence ∨
Start	· 10/20/2016
Reason	· Maternity/Pregnancy UP ∨
Anticipated end	MM/DD/YYYY
FMLA	No
Weeks	61.0

11. Scroll down to displayPayroll Status fields.
12. If required, unclick pay automatically. Edit pay fileds as required.
13. Click *Save.*
14. Click *Submit*.

Payroll Status

☑ Pay automatically
Pay suspended

From	MM/DD/YYYY	To	MM/DD/YYYY

Arrears suspended

From	MM/DD/YYYY	To	MM/DD/YYYY

PTO suspended

From	MM/DD/YYYY	To	MM/DD/YYYY

Employment Dates

Original hire	· 11/16/2016
Last hire	· 11/16/2016
Job start	· 11/16/2016
Seniority	· 11/16/2016

Other Dates

Benefit seniority	11/16/2016
☐ Deceased	

Status Change – Making Employee Active after Leave

To make employee active again:

- Change *Status field* to *Active*.
- If employee is autopaid, ensure *Pay automatically* field is checked off.
- Check **Job Summary** page to ensure the *Autopaid* box is checked off.
- If not click pencil icon to edit the **Job Summary** page. Re-check the *autopaid* box and click *Save*.