

ePAR Action: Change > Leave of Absence**All Pay Groups**

This transaction type will be used when an employee is going to be out due to a leave of absence.

1. Log into the ePAR system (<https://uwgforms.westga.edu>) using your UWG credentials. Select the UWG repository. The UWGDev repository is used for testing and training purposes.
2. Under the **My Forms** menu section, click the **Personnel Action Request Form**. Click **OK** to begin a new Personnel Action Request form.
3. The **Initiator** name will be populated.
4. Enter the **Initiator contact phone number**.
5. If the PAR is being entered on behalf of another initiator, you may select the individual's name in the **On Behalf Of** field.
6. Enter the **ADP Position Number** for of the employee going on leave. The ADP position number populates several information fields on the form. After entering the position number, verify that the other information related to the position is accurate. If you receive a red exclamation mark at any point in the process, correct the information or contact the ePAR functional administrator.
7. Enter the **Effective Date of Action**. For this scenario, enter the effective date for the leave of absence.
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **Leave of Absence**.
10. Verify the information that populates in the gray fields: **Division, Department, Employee Type, Department ID, PAR Employee Name, Position Title, and Job Code**.
11. In **PAR Summary**, enter a detailed description of the action that you are taking. This field is required and must be completed for form submission.
12. Verify the **Employee Name, ADP Employee Number** and **Home Department Description** have populated correctly in the Employee Current Information.
13. In the Leave of Absence section, indicate whether the leave is paid or unpaid by selecting the appropriate option in the **Select Leave Pay** dropdown. If paid leave is selected, indicate the appropriate type of leave. The selection options are: Personal Leave, Military Leave, Family Medical Leave, Medical Leave or Suspension. If unpaid leave is selected, indicate the appropriate type of leave. The selection options are: Personal Leave, Military Leave, Family Medical Leave or Suspension.
14. Comments can be added as necessary in the **Comments** tab. After entering the comments, click the green box with a plus sign to add the comment. Related documents can be attached in the **Related Documents** tab.

15. If the PAR needs to be saved for later, click the **Save** icon. If it is ready to be submitted, click the **Submit** button. If the PAR needs to be canceled and deleted from the ePAR system, click the **Cancel** button.
16. Click on the **Personnel Action Request** link in the **Document Status** section to view the PAR after it has been submitted.

PAR Summary

Enter Summary Statement for the Purpose of this PAR

Employee Current Information

Employee Name

ADP Employee Number

Home Department Description

Leave of Absence

Select Leave Pay

Select the appropriate type of leave from the list below. Be sure to attach the additional documentation to the form if required.

Personal Leave

Military Leave

Family Medical Leave (Documentation Required)

Medical Leave (Documentation Required)

Suspension