# Table of Contents

**GETTING STARTED WITH SAPWEB** .................................................................................................................. 7

**LEAVE OF ABSENCE TRANSACTIONS** ........................................................................................................... 7

1-A : OVERVIEW .................................................................................................................................................. 9

1-B : DATA GATHERING .................................................................................................................................... 9

1-C : ACCESS AUTHORIZATION ROLES ............................................................................................................ 10

**NON-FACULTY (WITHOUT PAY)** .................................................................................................................... 11

- To Access SAPweb Leave of Absence request: .......................................................................................... 13
- To Search for a person within your area of responsibility: ....................................................................... 14
- To select Without Pay Category: ................................................................................................................ 15
- To Select a Type of Leave of Absence : ........................................................................................................ 16
- To Click Continue to Advance to Second Leave of Absence Screen: ...................................................... 17
- To Review Details: ........................................................................................................................................ 18
- To Complete the Date Fields: .................................................................................................................... 19
- To Enter Reason for Leave: ....................................................................................................................... 20
- To Enter Special Instructions: ................................................................................................................... 20
- To Click Continue to Advance to Second Leave of Absence Screen: ..................................................... 20
- To Review Details and Select Approvers: .................................................................................................... 21
- To Review a Leave of Absence Confirmation: ............................................................................................. 22

**NON-FACULTY (WITH PAY)** .......................................................................................................................... 23

- To Access SAPweb Leave of Absence request: .......................................................................................... 25
- To Search for a person within your area of responsibility: ....................................................................... 26
- To select With Pay Category: .................................................................................................................... 27
- To Select a Leave of Absence Type: ........................................................................................................... 28
- To Click Continue to Advance to Second Leave of Absence Screen: ..................................................... 29
- To Review Details: ........................................................................................................................................ 31
- To Complete the Date Fields: .................................................................................................................... 31
- To Enter Cost Object(s) and Percent Distribution: ..................................................................................... 32
- To Enter Reason for Leave: ....................................................................................................................... 32
- To Enter Special Instructions: ................................................................................................................... 33
- To Click Continue to Advance to Second Leave of Absence Screen: ..................................................... 33
- To Review Details: ........................................................................................................................................ 34
- To Review a Leave of Absence Confirmation: ............................................................................................. 35

**FACULTY (WITHOUT PAY)** ............................................................................................................................. 37

- To Access SAPweb Leave of Absence request: .......................................................................................... 39
- To Search for a person within your area of responsibility: ....................................................................... 40
- To select Without Pay Category: ................................................................................................................ 41
- To Select a Type of Leave of Absence: ........................................................................................................ 42
- To Click Continue to Advance to Second Leave of Absence Screen: ..................................................... 43
- To Review Details: ........................................................................................................................................ 44
- To Complete the Date Fields: .................................................................................................................... 45
- To Enter Reason for Leave: ....................................................................................................................... 46
- To Enter Special Instructions: ................................................................................................................... 46
- To Click Continue to Advance to Second Leave of Absence Screen: ..................................................... 46
To Review Details and Select Approvers: ................................................................. 47
To Review a Leave of Absence Confirmation: ......................................................... 48
FACULTY (WITH PAY) ............................................................................................ 49
FACULTY SABBATICAL (WITH PAY) ...................................................................... 63
EXTEND LEAVE/RETURN FROM LEAVE NON-FACULTY ON LEAVE .................... 77
APPENDICES ........................................................................................................... 87
Course Objectives

This course will introduce you to the SAPweb HR Transaction for Leave of Absence requests. Currently, requests for Leaves of Absence are managed by completing a hardcopy document, which is routed for approvals and delivered to the HR Payroll Service Center for entry in SAP. Benefits of the new SAPweb Leaves transaction include validation of data entered for accuracy, enforcement of required fields, and data entry fields that are presented based on employee eligibility.

Upon completion of this course you will:

✓ Know when to use the SAPweb Leave of Absence transaction (does not include FMLA).
✓ Know when to use the SAPweb Leave of Absence transaction (does not include FMLA).
✓ Know what information should be gathered for successful completion of a Leave of Absence transaction.
✓ Understand the workflow and Authorization Roles involved in processing Leave of Absence requests (i.e., Dean’s Office approval required for employees in Provost area; HRO approval required for Furlough Leave of Absence requests).
✓ Be able to access the SAPweb Leave of Absence transaction, search for employees within your area of responsibility, and navigate the Leave of Absence screens.
✓ Understand the Leave of Absence Without Pay impact on Benefits.
✓ Be familiar with Leave of Absence Types for Faculty and Non-Faculty.
✓ Know the options available for Sabbaticals.
✓ Know that Faculty Sabbaticals and JR Faculty Research have a default Cost Object auto-entered.
✓ Understand the importance of Reason for Leave text in assisting Approvers.
✓ Know that you must perform a Return from Leave for Non-Faculty employees on leave (except for Furloughs that have a Return from Leave automatically processed).
✓ Understand you may use the Extend Leave function for Non-Faculty employees on leave who will return to work later than the Expected Return Date entered on the Leave of Absence request.
✓ Be able to Correct a Processed Leave of Absence request.
1

Getting Started with SAPweb
Leave of Absence Transactions
1-A : Overview

The SAPweb Leave or Absence transaction simplifies the process of requesting a leave for an employee in your area of responsibility. SAPweb provide data entry fields that are

When to Use SAPweb Leave of Absence request

You may request a Leave of Absence for employees within your area of responsibility (excluding yourself). SAPweb Leaves does NOT include FMLA leaves.

Use the Leave of Absence request for the following Leave of Absence types:

<table>
<thead>
<tr>
<th>Faculty</th>
<th></th>
<th>Non-Faculty</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>With Pay</td>
<td>Without Pay</td>
<td>With Pay</td>
<td>Without Pay</td>
</tr>
<tr>
<td>Personal</td>
<td>Personal</td>
<td>Personal</td>
<td>Personal</td>
</tr>
<tr>
<td>Professional</td>
<td>Professional</td>
<td>Professional</td>
<td>Professional</td>
</tr>
<tr>
<td>Sabbatical / JR</td>
<td>Military Service</td>
<td>Administrative</td>
<td>Administrative</td>
</tr>
<tr>
<td>Faculty Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disciplinary</td>
<td></td>
</tr>
<tr>
<td>Military Service</td>
<td></td>
<td>Furlough</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Military Service</td>
<td></td>
</tr>
</tbody>
</table>

Note: For a list of Leave of Absence Types with definitions, see Appendix A.

1-B : Data Gathering

Prior to accessing SAPweb to create a Leave of Absence request, complete data gathering for the following data elements:

- Employee’s Name and MIT ID
- With Pay or Without Pay category
- Leave of Absence Type
- Dates for Leave of Absence
- Cost Object(s) and percent distribution for Leave of Absence with pay
- Leave of Absence Reason
- Special Instructions for Service Center (if applicable)
There are four Authorization Roles for SAPweb Leave of Absence requests. Staff with **Initiator** or **Initiator & Approver** authorization may create Leave of Absence requests. Leave requests submitted by a user with Initiator only authorization will be routed to the Approver for that DLC. Requests for employees in the Provost’s area require approval from the Dean’s Office approver. HROs must approve Furlough Leave of Absence requests and are copied on all Leaves. Approvals take place prior to the Leave request being sent to the HR-Payroll Service Center for processing.

- **Initiator**
  - Create Leave of Absence request
  - Access HR Transaction Inbox
  - Correct an HR Transaction
  - View an HR Transaction

- **Initiator & Approver**
  - All of the Initiator functionality
  - Approve or Reject a Leave of Absence request
  - Add Comments on Rejection

- **Dean's Office**
  - May not create a Leave of Absence request
  - Approve or Reject a Leave of Absence request
  - Add comments on Rejections

- **HRO**
  - May not create a Leave of Absence request
  - Approve or Reject Furlough Leave of Absence request
  - Copied on all Leave of Absence requests
2

Non-Faculty (Without Pay) Leave of Absence
Based on your authorization role, you may create a Leave of Absence request as an **Initiator** or **Initiator Approver**. A Leave of Absence request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Initiator Approver, you may create a Leave request and submit with implied DLC approval in one step.

**To Access SAPweb Leave of Absence request:**

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
3. Click on the **Employees** Tab.
4. Under the heading “HR Transactions,” click the **Leave of Absence** link.
5. Select your MIT personal Certificate if prompted.
2-B : Search for a person

The **Search for a Person** screen will display. You may search for an employee within your area of responsibility for whom you are requesting a Leave of Absence.

**To Search for a person within your area of responsibility:**

1. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Leave of Absence request in the **Employee** textbox.
2. Select the person from the drop down list of search results. The **Name**, **MIT ID**, **Title**, and **Unit** for the selected person will display.
3. Click the **Continue>** button to create a Leave of Absence request for the selected person.

**Note:** Only employees who are eligible for a Leave of Absence (must have paid appointment) will display during search. If an employee has multiple paid appointments, a warning will display indicating the Service Center will contact you for details.
2-C : First Leave of Absence Screen

Once you have selected an MIT employee, the first Leave of Absence data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help and Home (SAPweb Employees tab) are in the upper-right corner of each screen.

Note: Fields and sections marked with a red asterisk * are required.

First Leave of Absence Screen
There are three sections: Employee Information, Category, and Type.

2-D : Choose Category – Without Pay

Leave of Absences may be created With Pay or Without Pay. Based on the payment Category selected, specific Leave of Absence Types will display for selection.

To select Without Pay Category:

1. Choose a Category. Select the Without Pay radio button.
Leave of Absence Type: Based on the following criteria, a specific list of Types will display for selection:

- **Faculty vs. Non-Faculty status** – Certain Leave of Absence Types are classified for Faculty or Non-Faculty employees. For example, *Sabbatical* is specific to tenured Faculty. *Administrative, Disciplinary, and Furlough* leave types only display for Non-Faculty.

- **With Pay vs. Without Pay Category** – Based on the Category selected, specific Leave of Absence Types will display for selection.

▶ To Select a Type of Leave of Absence:

1. Select the radio button for the corresponding Leave of Absence Type.
   - You must have a conversation with the assigned HRO before submitting a request for an Administrative or Disciplinary leave.
   - Click the Info button for a complete list of Leave of Absence Types with detailed definitions.
   - SAPweb Leave of Absence does not include FMLA. You may click on the Request FMLA link to access the MIT FMLA system.

**Note:** See Appendix A for the complete list of Leave of Absence Types with detailed definitions.
2-F: Continue to Second Screen

Click the **Continue >** button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

**To Click Continue to Advance to Second Leave of Absence Screen:**

1. Click the **Continue >** button at the bottom of the first Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.

3. You will proceed to the second Leave of Absence screen to review details, enter **Begin Leave and Expected Return Dates**, enter **Reason for Leave**, and **Special Instructions**.
After you click the **Continue >** button, the second Leave of Absence for <Name>, <MIT ID Number> data entry screen will display. If you need to modify any data entered on the previous screen, click the **Go Back** link.

### The Second Leave of Absence Screen

There are four main sections: Leave of Absence Details, Dates, Reason for Leave, and Special Instructions for the Service Center.

- **Leave of Absence Details**
  
  - Employee Information, Category and Type data entered on previous screen

- **Dates**
  
  - Begin Leave Date and Expected Return Date

- **Reason for Leave**
  
  - Enter specific details for Approvers. Required.

- **Special Instructions**
  
  - Instruction for SC processing, as needed

The second Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave of Absence Details entered on the previous screen and additional required fields.

#### 2-H : Review Leave of Absence Details

To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the information contained in the review, click the **Go Back** link to return to the previous screen.
2-I: Enter Leave of Absence Dates

The Begin Leave Date and Expected Return Date are required fields. You will enter the first day the employee will be on leave and the first day the employee is expected to return to work. When the employee returns from leave, you must return to SAPweb Leave of Absence and complete a Return from Leave action.

**Note:** Furlough requires **End Leave Date** (final day employee will be on leave). A return action is processed automatically based on the End Leave date entered for Furloughs.

►To Complete the Date Fields:

1. **Begin Leave Date:** The first day the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required **MM/DD/YYYY format**.
   - **Late Action Warning** - “An adjustment in pay may result from this retroactive action” warning will display if the employee is non-exempt and the Begin Leave Date is greater than or equal to 7 days in the past or if the employee is exempt and the Begin Leave Date is prior to the current payroll cycle processing date (usually the 25th of each month).

2. **Expected Return Date:** The first day the employee is expected to be back at work.
   - Use the pop-up calendar to enter the dates in the required **MM/DD/YYYY format**.

**Note:** When the Non-Faculty employee returns from a Leave of Absence without pay (except a Furlough), you must complete a **Return from Leave** action in SAPweb and enter the exact date the employee returned to work. You may complete an **Extend Leave** action in SAPweb if the employee will not return by the Expected Return Date entered on the Leave of Absence request (see Chapter 6).
2-J : Reason for Leave and Special Instructions

Reason for Leave: The Reason for Leave field is required for all Leave of Absence requests. Provide details that will be helpful for Approvers.

►To Enter Reason for Leave:

1. In the Reason for Leave text box, enter details explaining why the employee will be on a Leave of Absence without pay.

Special Instructions for Service Center: Enter any procedural instructions for the HR-Payroll Service Center processor in the Special Instructions field.

►To Enter Special Instructions:

1. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

2-K : Continue to the Next Screen

Continue to next screen: Click the Continue > button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

►To Click Continue to Advance to Second Leave of Absence Screen:

1. Click the Continue > button at the bottom of the second Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification, it will appear highlighted in red with an explanation. Enter the required information and then click the Continue > button.
2-L : Review Leave Details and Notifications

The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave details entered on the previous screens and selections for required approvals.

To Review Details and Select Approvers:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - Approvers – Select one or more Approver listed for each approval type.
   - Cc these Addresses – Enter the email addresses of individuals with a business need to be notified about the Leave of Absence. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.

Click to return to previous data entry screen for corrections
Carefully Review Leave of Absence Details, Reason for Leave, and Special Instructions
Select required Approvers. Add Cc notification as needed
2-M : Confirmation – Leave of Absence Request

Once you have reviewed and submitted the Non-Faculty Leave of Absence Without Pay request, you will receive a confirmation screen. A green checkmark indicates the Leave of Absence request was successfully submitted and the assigned transaction number will display.

The Leave of Absence transaction will appear in your HR Transaction Inbox with a real-time status, such as Awaiting Approval. The Leave of Absence request will be routed for appropriate approvals.

To Review a Leave of Absence Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Leave of Absence Transaction was submitted and saved and an assigned transaction number is provided.
2. Click the Home link to return to the SAPweb Employees tab.

Important: The person who created the Leave of Absence request may Delete the transaction while it has a status of Pending Approval in the HR Transaction Inbox.
3

Non-Faculty (With Pay)
Leave of Absence
Based on your authorization role, you may create a Leave of Absence request as an Initiator or Initiator Approver. A Leave of Absence request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Initiator Approver, you may create a Leave request and submit with implied DLC approval in one step.

To Access SAPweb Leave of Absence request:

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to https://web.mit.edu/sapweb/
3. Click on the Employees Tab.
4. Under the heading “HR Transactions,” click the Leave of Absence link.
5. Select your MIT personal Certificate if prompted.
3-B : Search for a person

The Search for a Person screen will display. You may search for an employee within your area of responsibility for whom you are requesting a Leave of Absence.

To Search for a person within your area of responsibility:

1. Type the Last Name or MIT ID of the person for whom you want to initiate a Leave of Absence request in the Employee textbox.
2. Select the person from the drop down list of search results. The Name, MIT ID, Title, and Unit for the selected person will display.
3. Click the Continue> button to create a Leave of Absence request for the selected person.

Note: Only employees who are eligible for a Leave of Absence (must have paid appointment) will display during search. If an employee has multiple paid appointments, a warning will display indicating the Service Center will contact you for details.
3-C: First Leave of Absence Screen

Once you have selected an employee, the first Leave of Absence data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help and Home (SAPweb Employees tab) are in the upper-right corner of each screen.

Note: Fields and sections marked with a red asterisk * are required.

First Leave of Absence Screen
There are three sections: Employee Information, Category, and Type.

3-D: Choose Category – With Pay

Leave of Absences may be created With Pay or Without Pay. Based on the payment Category selected, specific Leave of Absence Types will display for selection.

To select With Pay Category:

1. **Choose a Category.** Select the With Pay radio button.
3-E : Choose a Leave of Absence Type – With Pay

Leave of Absence Type: Based on the following criteria, a specific list of Types will display for selection:

- **Faculty vs. Non-Faculty status** – Certain Leave of Absence Types are classified for Faculty or Non-Faculty employees. For example, **Sabbatical** is specific to tenured Faculty. **Administrative, Disciplinary, and Furlough** leave types only display for Non-Faculty.

- **With Pay vs. Without Pay Category** – Based on the Category selected, specific Leave of Absence Types will display for selection.

▶ **To Select a Leave of Absence Type:**

1. Select the radio button for the corresponding Leave of Absence Type.
   - Click the Info button for a complete list of Leave of Absence Types with detailed definitions.
   - SAPweb Leave of Absence does not include FMLA. You may click on the Request FMLA link to access the MIT FMLA system.

   ![Choose a type](image)

   **Note:** A conversation with your HRO should occur before an Administrative or Disciplinary leave.

   - Administrative
   - Professional
   - Personal

   ![Request FMLA leave](image)

**Note:** See **Appendix A** for the complete list of Leave of Absence Types with detailed definitions.
3-F: Continue to Second Screen

Click the *Continue >* button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

To Click Continue to Advance to Second Leave of Absence Screen:

1. Click the *Continue >* button at the bottom of the first Leave of Absence for *<Name>, <MIT ID Number>* screen.

2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the *Continue >* button.

3. You will proceed to the second Leave of Absence screen to review details, enter *Begin Leave* and *Expected Return Dates*, enter *Reason for Leave*, and *Special Instructions*.
After you click the **Continue >** button, the second Leave of Absence for <Name>, <MIT ID Number> data entry screen will display. If you need to modify any data entered on the previous screen, click the **Go Back** link.

**The Second Leave of Absence Screen**

There are five main sections: Leave of Absence Details, Dates, Cost Object(s), Reason for Leave, and Special Instructions for the Service Center.

- **Leave of Absence Details**
  Employee Information, Category and Type data entered on previous screen

- **Dates**
  Begin Leave Date and Expected Return Date

- **Cost Object**
  Enter Cost Object and Percent distribution

- **Reason for Leave**
  Enter specific details for Approvers. Required.

- **Special Instructions**
  Instruction for SC processing, as needed
3-H : Review Leave of Absence Details

The second Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave of Absence Details entered on the previous screen and additional required fields.

To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the information contained in the review, click the Go Back link to return to the previous screen.

3-I : Enter Leave of Absence Dates

The Begin Leave Date and Expected Return Date are required fields. You will enter the first day the employee will be on leave and the first day the employee is expected to return to work. When the employee returns from leave, you must enter a Return from Leave in SAPweb Leave of Absence.

To Complete the Date Fields:

1. **Begin Leave Date**: The first day the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - **Late Action Warning** - “An adjustment in pay may result from this retroactive action” warning will display if the employee is non-exempt and the Begin Leave Date is greater than or equal to 7 days in the past or if the employee is exempt and the Begin Leave Date is prior to the current payroll cycle processing date (usually the 25th of each month).

2. **Expected Return Date**: The first day the employee is expected to be back at work.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.

**Note**: When the Non-Faculty employee returns from a Leave of Absence with pay, you must complete a Return from Leave action in SAPweb and enter the exact date the employee returned to work. You may complete an Extend Leave action in SAPweb if the employee will not return by the Expected Return Date entered on the Leave of Absence request (see Chapter 6).
3-J : Cost Object(s)

**Cost Object(s) and Percent:** You may provide one or more open, valid Cost Objects that will be charged for the Leave of Absence with pay. If you leave the field blank, payment will continue to be made from Cost Object used to pay salary.

▶ To Enter Cost Object(s) and Percent Distribution:

1. **Cost Object:** Enter the Cost Object number to be charged. The Cost Object Title will display for your verification.
   - The Cost Object must be open during the period of time specified for the Leave of Absence or it will be changed to the suspense account for processing.
   - To add an additional Cost Object click **Add Another Cost Object**
   - The Maximum number of Cost Objects a Leave of Absence can be distributed over is 8.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent of the Leave of Absence distributed must equal 100%.

![Enter cost object(s)](image)

3-K : Reason for Leave and Special Instructions

▶ To Enter Reason for Leave:

1. In the Reason for Leave text box, enter details explaining why the employee will be on a Leave of Absence with pay.

![Enter reason for leave](image)
**Special Instructions for Service Center:** Enter any procedural instructions for the HR-Payroll Service Center processor in the **Special Instructions** field.

▲To Enter Special Instructions:

1. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

![Enter special instructions for the Service Center](image)

### 3-K : Continue to the Next Screen

**Continue to next screen:** Click the **Continue >** button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

▲To Click Continue to Advance to Second Leave of Absence Screen:

3. Click the **Continue >** button at the bottom of the second Leave of Absence for `<Name>`, `<MIT ID Number>` screen.

4. If a field is flagged as missing data or requiring modification, it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.
The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave details entered on the previous screens and selections for required approvals.

To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - **Approvers** – Select one or more Approver listed for each approval type.
   - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Leave of Absence. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.
3-M : Confirmation – Leave of Absence Request

Once you have reviewed and submitted the Non-Faculty Leave of Absence With Pay request, you will receive a confirmation screen. A green checkmark indicates the Leave of Absence request was successfully submitted and the assigned transaction number will display.

The Leave of Absence transaction will appear in your HR Transaction Inbox with a real-time status, such as Awaiting Approval. The Leave of Absence request will be routed for appropriate approvals.

To Review a Leave of Absence Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Leave of Absence Transaction was submitted and saved and an assigned transaction number is provided.

2. Click the Home link to return to the SAPweb Employees tab.

![Leave of Absence Details]

**Important:** The person who created the Leave of Absence request may Delete the transaction while it has a status of Pending Approval in the HR Transaction Inbox.
Faculty (Without Pay)
Leave of Absence
Based on your authorization role, you may create a Leave of Absence request as an **Initiator** or **Initiator Approver**. A Leave of Absence request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Initiator Approver, you may create a Leave request and submit with implied DLC approval in one step.

To Access SAPweb Leave of Absence request:

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
3. Click on the Employees Tab.
4. Under the heading "HR Transactions," click the Leave of Absence link.
5. Select your MIT personal Certificate if prompted.
4-B : Search for a Person

The Search for a Person screen will display. You may search for an employee within your area of responsibility for whom you are requesting a Leave of Absence.

To Search for a person within your area of responsibility:

1. Type the Last Name or MIT ID of the person for whom you want to initiate a Leave of Absence request in the Employee textbox.
2. Select the person from the drop down list of search results. The Name, MIT ID, Title, and Unit for the selected person will display.
3. Click the Continue> button to create a Leave of Absence request for the selected person.

Note: Only employees who are eligible for a Leave of Absence (must have paid appointment) will display during search. If an employee has multiple paid appointments, a warning will display indicating the Service Center will contact you for details.
4-C : First Leave of Absence Screen

Once you have selected an MIT employee, the first Leave of Absence data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help, Policies, and Home (SAPweb Employees tab) are in the upper-right corner of each screen.

Note: Fields and sections marked with a red asterisk * are required.

First Leave of Absence Screen
There are three sections: Employee Information, Category, and Type.

4-D : Choose Category – Without Pay

Leave of Absences may be created With Pay or Without Pay. Employees on Leaves of Absence without pay may maintain Institute benefits coverage by making special arrangements with the Benefits Office to continue their contributions. Based on the payment Category selected, specific Leave of Absence Types will display for selection.

To select Without Pay Category:

2. **Choose a Category.** Select the **Without Pay** radio button.
4-E : Choose a Leave of Absence Type – Without Pay

Leave of Absence Type: Based on the following criteria, a specific list of Types will display for selection:

- **Faculty vs. Non-Faculty status** – Certain Leave of Absence Types are classified for Faulty or Non-Faculty employees. For example, Sabbatical is specific to tenured Faculty. Administrative, Disciplinary, and Furlough leave types only display for Non-Faculty.

- **With Pay vs. Without Pay Category** – Based on the Category selected, specific Leave of Absence Types will display for selection.

▶To Select a Type of Leave of Absence:

1. Select the radio button for the corresponding Leave of Absence Type.
   - Click the Info button for a complete list of Leave of Absence Types with detailed definitions.
   - SAPweb Leave of Absence does not include FMLA. You may click on the Request FMLA link to access the MIT FMLA system.

Note: See Appendix A for the complete list of Leave of Absence Types with detailed definitions.
4-F: Continue to Second Screen

Click the **Continue >** button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

**To Click Continue to Advance to Second Leave of Absence Screen:**

1. Click the **Continue >** button at the bottom of the first Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.

![Leave of Absence for Vliudsul Polw, 919400070](image)

- **Choose a category**
  - With Pay
  - Without Pay

- **Choose a type**
  - Military Service
  - Professional
  - Personal

3. You will proceed to the second Leave of Absence screen to review details, enter **Begin Leave** and **End Leave Dates**, enter **Reason for Leave**, and **Special Instructions**.
4-G : Second Leave of Absence Screen

After you click the Continue > button, the second Leave of Absence for <Name>, <MIT ID Number> data entry screen will display. If you need to modify any data entered on the previous screen, click the Go Back link.

The Second Leave of Absence Screen

There are four main sections: Leave of Absence Details, Dates, Reason for Leave, and Special Instructions for the Service Center.

4-H : Review Leave of Absence Details

The second Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave of Absence Details entered on the previous screen and additional required fields.

To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the information contained in the review, click the Go Back link to return to the previous screen.
4-I : Enter Leave of Absence Dates

The Begin Leave Date and End Leave Date are required fields. You will enter the first workday the employee will be on leave and the last workday the employee will be out on leave. A return action is processed automatically based on the End Leave Date entered.

**Note:** Pay Dates for employees with a MAP 9 month appointment will be derived based on the Begin/End Leave Date entered. For example, if you enter 09/01/2009 for Begin Leave Date the Pay Date of 07/01/2009 will be derived.

**To Complete the Date Fields:**

1. **Begin Leave Date:** The first day the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - Pay Dates for employees with MAP 9-month appointments will be derived.
   - **Late Action Warning** - "An adjustment in pay may result from this retroactive action" warning will display if the employee is non-exempt and the Begin Leave Date is greater than or equal to 7 days in the past or if the employee is exempt and the Begin Leave Date is prior to the current payroll cycle processing date (usually the 25th of each month).

2. **End Leave Date:** The last workday the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - Pay Dates for employees with MAP 9-month appointments will be derived.
   - A return action is processed automatically based on the End Leave Date entered.

**Note:** You may NOT submit an Extend Leave in for Faculty SAPweb. If the employee will not return by the End Leave Date entered on the Leave of Absence request, you must use **Correct a Transaction** to modify the Return Date.
4-J : Reason for Leave and Special Instructions

**Reason for Leave:** The Reason for Leave field is required for all Leave of Absence requests. Provide details that will be helpful for Approvers.

►To Enter Reason for Leave:

1. In the Reason for Leave text box, enter details explaining why the employee will be on a Leave of Absence without pay.

   ![Enter reason for leave](image)

**Special Instructions for Service Center:** Enter any procedural instructions for the HR-Payroll Service Center processor in the **Special Instructions** field.

►To Enter Special Instructions:

1. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

   ![Enter special instructions for the Service Center](image)

4-K : Continue to the Next Screen

**Continue to next screen:** Click the **Continue >** button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

►To Click Continue to Advance to Second Leave of Absence Screen:

1. Click the **Continue >** button at the bottom of the second Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification, it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.
4-L : Review Leave Details and Notifications

The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with leave details entered on the previous screens and selections for required approvals.

To Review Details and Select Approvers:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - Approvers – Select one or more Approver listed for each approval type.
   - Cc these Addresses – Enter the email addresses of individuals with a business need to be notified about the Leave of Absence. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.
Once you have reviewed and submitted the Faculty Leave of Absence Without Pay request, you will receive a confirmation screen. A green checkmark indicates the Leave of Absence request was successfully submitted and the assigned transaction number will display. The Leave of Absence transaction will appear in your HR Transaction Inbox with a real-time status, such as Awaiting Approval. The Leave of Absence request will be routed for appropriate approvals.

To Review a Leave of Absence Confirmation:

3. The confirmation screen will display. A green checkmark indicates the Leave of Absence Transaction was submitted and saved and an assigned transaction number is provided.

4. Click the Home link to return to the SAPweb Employees tab.

Important: The person who created the Leave of Absence request may Delete the transaction while it has a status of Pending Approval in the HR Transaction Inbox.
Faculty (With Pay) Leave of Absence
**Note:** Sabbatical is a Leave of Absence With Pay Type for tenured Faculty. For step-by-step information on how to create a Sabbatical Leave of Absence, see Chapter 6.

### 5-A : Access HR Transactions – Leaves

Based on your authorization role, you may create a Leave of Absence request as an **Initiator** or **Initiator Approver**. A Leave of Absence request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Initiator Approver, you may create a Leave request and submit with implied DLC approval in one step.

**To Access SAPweb Leave of Absence request:**

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
3. Click on the **Employees** Tab.
4. Under the heading “HR Transactions,” click the **Leave of Absence** link.
5. Select your MIT personal Certificate if prompted.
5-B : Search for a person

The **Search for a Person** screen will display. You may search for an employee within your area of responsibility for whom you are requesting a Leave of Absence.

To **Search for a person within your area of responsibility:**

1. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Leave of Absence request in the **Employee** textbox.
2. Select the person from the drop down list of search results. The **Name, MIT ID, Title, and Unit** for the selected person will display.
3. Click the **Continue>** button to create a Leave of Absence request for the selected person.

**Note:** Only employees who are eligible for a Leave of Absence (must have paid appointment) will display during search. If an employee has multiple paid appointments, a warning will display indicating the Service Center will contact you for details.
First Leave of Absence Screen
There are three sections: Employee Information, Category, and Type.

To select With Pay Category:

1. **Choose a Category.** Select the **With Pay** radio button.
5-E: Choose a Leave of Absence Type – With Pay

Leave of Absence Type: Based on the following criteria, a specific list of Types will display for selection:

- **Faculty vs. Non-Faculty status** – Certain Leave of Absence Types are classified for Faculty or Non-Faculty employees. For example, *Sabbatical* is specific to tenured Faculty. *Administrative*, *Disciplinary*, and *Furlough* leave types only display for Non-Faculty.

- **With Pay vs. Without Pay Category** – Based on the Category selected, specific Leave of Absence Types will display for selection.

To Select a Leave of Absence Type:

1. Select the radio button for the corresponding Leave of Absence Type.
   - Click the Info button for a complete list of Leave of Absence Types with detailed definitions.
   - SAPweb Leave of Absence does not include FMLA. You may click on the RequestFMLA link to access the MIT FMLA system.

Note: See Appendix A for the complete list of Leave of Absence Types with detailed definitions.
5-F: Continue to Second Screen

Click the **Continue >** button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

**To Click Continue to Advance to Second Leave of Absence Screen:**

1. Click the **Continue >** button at the bottom of the first Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the **Continue >** button.

3. You will proceed to the second Leave of Absence screen to review details, enter **Begin Leave** and **Expected Return Dates**, enter **Reason for Leave**, and **Special Instructions**.
5-G : Second Leave of Absence Screen

After you click the **Continue >** button, the second Leave of Absence for <Name>, <MIT ID Number> data entry screen will display. If you need to modify any data entered on the previous screen, click the **Go Back** link.

**The Second Leave of Absence Screen**

There are five main sections: Leave of Absence Details, Dates, Cost Object(s), Reason for Leave, and Special Instructions for the Service Center.

---

5-H : Review Leave of Absence Details

The second Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave of Absence Details entered on the previous screen for your review.

**To Review Details:**

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the information contained in the review, click the **Go Back** link to return to the previous screen.
5-I: Enter Leave of Absence Dates

The Begin Leave Date and End Leave Date are required fields. You will enter the first workday the employee will be on leave and the last workday the employee will be out on leave. A return action is processed automatically based on the End Leave Date entered.

Pay Dates for employees with a MAP 9-month appointment will be derived based on the Begin/End Leave Date entered. For example, if you enter 09/01/2009 for Begin Leave Date the Pay Date of 07/01/2009 will be derived.

To Complete the Date Fields:

1. **Begin Leave Date**: The first day the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - Pay Dates for employees with MAP 9-month appointments will be derived.
   - JR Faculty Research Leave should be six months in duration based on derived Pay Dates. For example, 9/1/2009 to 01/15/2009.
   - Late Action Warning - “An adjustment in pay may result from this retroactive action” warning will display if the employee is non-exempt and the Begin Leave Date is greater than or equal to 7 days in the past or if the employee is exempt and the Begin Leave Date is prior to the current payroll cycle processing date (usually the 25th of each month).

2. **End Leave Date**: The last workday the employee will be on leave.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
   - Pay Dates for employees with MAP 9-month appointments will be derived.
   - A return action is processed automatically based on the End Leave Date entered.

Note: You may NOT submit an Extend Leave in for Faculty SAPweb. If the employee will not return by the End Leave Date entered on the Leave of Absence request, you must use Correct a Transaction to modify the Return Date.
**5-J : Cost Object(s)**

**Cost Object(s) and Percent:** You may provide one or more open, valid Cost Objects that will be charged for the Leave of Absence With Pay. If you leave the field blank, payment will continue to be made from Cost Object used to pay salary.

**JR Faculty Research:** A default Cost Object (1698000) is auto entered for JR Faculty Research. Therefore, the Cost Object(s) field will not display.

►To Enter Cost Object(s) and Percent Distribution:

1. **Cost Object:** Enter the Cost Object number to be charged. The Cost Object Title will display for your verification.
   - The Cost Object must be open during the period of time specified for the Leave of Absence or it will be changed to the suspense account for processing.
   - To add an additional Cost Object click **Add Another Cost Object**
   - The Maximum number of Cost Objects a Leave of Absence can be distributed over is 8.
   - JR Faculty Research default Cost Object is auto-entered.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent of the Leave of Absence distributed must equal 100%.
5-K : Reason for Leave and Special Instructions

To Enter Reason for Leave:

1. In the Reason for Leave text box, enter details explaining why the employee will be on a Leave of Absence with pay.

![Enter reason for leave]

**Special Instructions for Service Center**: Enter any procedural instructions for the HR-Payroll Service Center processor in the Special Instructions field.

To Enter Special Instructions:

2. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

![Enter special instructions for the Service Center]

5-K : Continue to the Next Screen

**Continue to next screen**: Click the Continue > button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

To Click Continue to Advance to Second Leave of Absence Screen:

1. Click the Continue > button at the bottom of the second Leave of Absence for <Name>, <MIT ID Number> screen.

2. If a field is flagged as missing data or requiring modification, it will appear highlighted in red with an explanation. Enter the required information and then click Continue >.
5-L : Review Leave Details and Notifications

The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave details entered on the previous screens and selections for required approvals.

To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. Complete the following sections:
   - **Approvers** – Select one or more Approver listed for each approval type.
   - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Leave of Absence. Separate addresses with a comma.
4. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.

![Leave of Absence details for Evans Johnson, 975826874](image)

- **Leave of Absence Details**
  - Employee Name: Evans Johnson
  - Employee MIT ID: 975826874
  - Position Name/Title: 75485 - Assistant Professor
  - Department Name: Biology
  - Leave Type/Category: Personal/With Pay
  - Beginning Leave Dates: 08/01/2009-12/31/2009
  - Cost: Object(s): 1803400 - 100.0% - UTILITIES-SYSTEM CONTROL

- **Reason for Leave**
  - Reason for Leave

- **Special Instructions**
  - None

- **Send leave of absence notifications**
  - Initiate Approver: Training Instructor 2
  - Dean’s Office/Area Approver: Training Instructor 4
  - CC these Addresses (without salary data): [example email addresses]

Click to return to previous data entry screen for corrections

Carefully Review Leave of Absence Details, Reason for Leave, and Special Instructions

Select required Approvers. Add Cc notification as needed
5-M : Confirmation – Leave of Absence Request

Once you have reviewed and submitted the Faculty Leave of Absence With Pay request, you will receive a confirmation screen. A green checkmark indicates the Leave of Absence request was successfully submitted and the assigned transaction number will display. The Leave of Absence transaction will appear in your **HR Transaction Inbox** with a real-time status, such as **Awaiting Approval**. The Leave of Absence request will be routed for appropriate approvals.

▶ To Review a Leave of Absence Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Leave of Absence Transaction was submitted and saved and an assigned transaction number is provided.

2. Click the **Home** link to return to the SAPweb Employees tab.

![Transaction #600000292](image)

**Important**: The person who created the Leave of Absence request may **Delete** the transaction while it has a status of **Pending Approval** in the **HR Transaction Inbox**.
Faculty Sabbatical (With Pay)
Leave of Absence
Based on your authorization role, you may create a Leave of Absence request as an **Initiator** or **Initiator Approver**. A Leave of Absence request created by an Initiator will require approval from the DLC Approver. If you have the authorization role of Initiator Approver, you may create a Leave request and submit with implied DLC approval in one step.

**To Access SAPweb Leave of Absence request:**

6. Open a Web browser (make sure you have current MIT certificates installed).
7. Go to [https://web.mit.edu/sapweb/](https://web.mit.edu/sapweb/)
8. Click on the Employees Tab.
9. Under the heading "HR Transactions," click the **Leave of Absence** link.
10. Select your MIT personal Certificate if prompted.
The **Search for a Person** screen will display. You may search for an employee within your area of responsibility for whom you are requesting a Leave of Absence.

**To Search for a person within your area of responsibility:**

4. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Leave of Absence request in the **Employee** textbox.

5. Select the person from the drop down list of search results. The **Name**, **MIT ID**, **Title**, and **Unit** for the selected person will display.

6. Click the **Continue>** button to create a Leave of Absence request for the selected person.

**Note:** Only employees who are eligible for a Leave of Absence (must have paid appointment) will display during search. If an employee has multiple paid appointments, a warning will display indicating the Service Center will contact you for details.
6-C : First Leave of Absence Screen

Once you have selected an employee, the first Leave of Absence data entry screen will display. To return to the previous screen, click the Go Back link. Links to Help, Policies, and Home (SAPweb Employees tab) are in the upper-right corner of each screen. Note: Fields and sections marked with a red asterisk * are required.

First Leave of Absence Screen

There are three sections: Employee Information, Category, and Type.

Leave of Absence for Robert Hartley, 900025566

Employee information

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Title</th>
<th>Effort</th>
<th>Appointment End Date</th>
<th>Department Name</th>
<th>Department Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>000005534</td>
<td>Professor</td>
<td>100%</td>
<td>None</td>
<td>Biology</td>
<td>10000429</td>
</tr>
</tbody>
</table>

Category

Select either With Pay or Without Pay category.

Types displayed are based on employee eligibility and selected Category

6-D : Choose Category – With Pay

Leave of Absences may be created With Pay or Without Pay. Based on the payment Category selected, specific Leave of Absence Types will display for selection.

2. Choose a Category. Select the With Pay radio button.
6-E : Choose Sabbatical Type – With Pay

Leave of Absence Type: Based on the following criteria, a specific list of Types will display for selection:

- **Faculty vs. Non-Faculty status** – Certain Leave of Absence Types are classified for Faculty or Non-Faculty employees. For example, **Sabbatical** is specific to tenured Faculty. **Administrative**, **Disciplinary**, and **Furlough** leave types only display for Non-Faculty.

- **With Pay vs. Without Pay Category** – Based on the Category selected, specific Leave of Absence Types will display for selection.

▶ To Select a Leave of Absence Type:

2. Select the radio button for the corresponding Leave of Absence Type.

- Click the Info button for a complete list of Leave of Absence Types with detailed definitions.
- SAPweb Leave of Absence does not include FMLA. You may click on the Request FMLA link to access the MIT FMLA system.

**Note:** See Appendix A for the complete list of Leave of Absence Types with detailed definitions.
6-F: Continue to Second Screen

Click the Continue > button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

To Click Continue to Advance to Second Leave of Absence Screen:

4. Click the Continue > button at the bottom of the first Leave of Absence for <Name>, <MIT ID Number> screen.

5. If a field is flagged as missing data or requiring modification (see image below), it will appear highlighted in red with an explanation. Enter the required information and then click the Continue > button.

6. You will proceed to the second Leave of Absence screen to review details, enter Begin Leave and Expected Return Dates, enter Reason for Leave, and Special Instructions.
After you click the **Continue >** button, the second Leave of Absence for `<Name>, <MIT ID Number>` data entry screen will display. If you need to modify any data entered on the previous screen, click the **Go Back** link.

### The Second Leave of Absence Screen for Sabbaticals

There are six main sections: Leave of Absence Details, Dates, Cost Object(s), Reason for Leave, and Special Instructions for the Service Center.

---

**Leave of Absence Details**

- Employee Information, Category and Type data entered on previous screen

**Dates**

- Begin Leave Date and Leave Duration

**Percent Effort**

- 2 Semester Sabbaticals
- 50% or 100%

**Reason for Leave**

- Enter specific details for Approvers. Required.

**Cost Object**

- For 2 Semester Sabbaticals at 100% Effort

**Special Instructions**

- Instruction for SC processing, as needed
6-H : Review Leave of Absence Details

The second Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave of Absence Details entered on the previous screen and additional required fields.

To Review Details:

3. Carefully review the Leave of Absence Details

4. If you need to correct any of the information contained in the review, click the Go Back link to return to the previous screen.

6-I : Enter Leave of Absence Dates

The Begin Leave Date and Leave Duration are required fields. Select a Begin Leave Date and then select the duration of the Sabbatical. A return action is processed automatically based on the dates entered.

To Complete the Date Fields:

3. **Begin Leave Date**: The first day the employee will be on leave.
   - Select the radio button for one of the dates that corresponds with the start of an academic semester, either September 1<sup>st</sup> or January 16<sup>th</sup>.

4. **Leave Duration**:
   - Select One Semester or Two Semesters.
   - A return action is processed automatically based on the Begin Leave Date and Leave Duration entered.

*Enter dates*

- **Begin Leave Date**: 09/01/2009
- **Leave Duration**: One Semester

**Note**: You may NOT submit an Extend Leave for Faculty on Sabbatical in SAPweb. If the employee will not return by the date entered on the Leave of Absence request, you must use Correct a Transaction to modify the Return Date.
Cost Object(s) and Percent: A default Cost Object (1698000) is auto entered for One Semester Sabbaticals. Therefore the Cost Object(s) field will not display for Sabbaticals that are One Semester in duration.

The default Cost Object (1698000) is auto entered for Two Semester Sabbaticals up to 50% Effort. The Cost Object(s) field will not display for Two Semester Sabbaticals at 50% Effort. However, a Two Semester Sabbatical at 100% Effort will require another Cost Object to be charged for the remaining 50% Effort. You may provide one or more open, valid Cost Objects that will be charged for the remaining 50% or you may leave the field blank and the Cost Object that typically covers the Faculty salary will be charged.

To Enter Cost Object(s) and Percent Distribution for Two Semesters at 100%:

3. **Cost Object:** For a Two Semester Sabbatical at 100%, enter the Cost Object number to be charged for the remaining 50% Effort. The Cost Object Title will display for your verification.
   - A default Cost Object (1698000) is auto-entered for 50% Effort.
   - The Cost Object must be open during the period of time specified for the Leave of Absence or it will be changed to the suspense account for processing.
   - To add an additional Cost Object click **Add Another Cost Object**
   - The Maximum number of Cost Objects a Leave of Absence can be distributed over is 8.

4. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent of the Leave of Absence distributed must equal 100%.
**6-K : Reason for Leave and Special Instructions**

► **To Enter Reason for Leave:**

2. In the Reason for Leave text box, enter details explaining why the employee will be on a Leave of Absence with pay.

[Image: Enter reason for leave]

**Special Instructions for Service Center:** Enter any procedural instructions for the HR-Payroll Service Center processor in the **Special Instructions** field.

► **To Enter Special Instructions:**

3. Type procedural instructions for the HR-Payroll Service Center processor in the Special Instructions text box.

[Image: Enter special instructions for the Service Center]
Continue to next screen: Click the Continue > button at the bottom of the screen to advance to the next Leave of Absence screen. Validation on data entered on the first screen will be performed and you will be alerted to any fields that are incomplete or need modification.

►To Click Continue to Advance to Second Leave of Absence Screen:

5. Click the Continue > button at the bottom of the second Leave of Absence for <Name>, <MIT ID Number> screen.

6. If a field is flagged as missing data or requiring modification, it will appear highlighted in red with an explanation. Enter the required information and then click the Continue > button.

7. Based on the length of time the employee has been tenured Faculty or the length of time from a previous Sabbatical, you may receive an eligibility Warning (see below). You may click Cancel and not proceed to the next screen or click Continue to proceed to the next Leave of Absence.

Warnings

1. This employee may not be eligible for sabbatical on 08/01/2009.
6-L : Review Leave Details and Notifications

The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Leave details entered on the previous screens and selections for required approvals.

To Review Details:

5. Carefully review the Leave of Absence Details

6. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.

7. Complete the following sections:
   - **Approvers** – Select one or more Approver listed for each approval type.
   - **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Leave of Absence. Separate addresses with a comma.

8. Click the Submit button. Validation will occur. If any fields do not pass validation, you will receive a warning. Make changes as needed and then click the Submit button.
Once you have reviewed and submitted the Faculty Leave of Absence With Pay request, you will receive a confirmation screen. A green checkmark indicates the Leave of Absence request was successfully submitted and the assigned transaction number will display. The Leave of Absence transaction will appear in your **HR Transaction Inbox** with a real-time status, such as **Awaiting Approval**. The Leave of Absence request will be routed for appropriate approvals.

▶ To Review a Leave of Absence Confirmation:

3. The confirmation screen will display. A green checkmark indicates the Leave of Absence Transaction was submitted and saved and an assigned transaction number is provided.

4. Click the **Home** link to return to the SAPweb Employees tab.

---

**Important**: The person who created the Leave of Absence request may **Delete** the transaction while it has a status of **Pending Approval** in the **HR Transaction Inbox**.
Extend Leave/Return from Leave 
Non-Faculty on Leave
Once a Non-Faculty Leave of Absence has been approved and processed, you must complete a Return from Leave in SAPweb and enter the exact date the employee returned to work. You may submit an Extend Leave in SAPweb if the employee will not return by the Expected Return Date entered on the original Leave of Absence request.

**Note:** Non-Faculty Furlough leaves and all Faculty Leaves of Absence have an automatic Return from leave action performed based on the End Date submitted in the Leave of Absence request.

To submit a request to Extend Leave or Return from Leave for a Non-Faculty employee currently on leave, you will access SAPweb Leave of Absence on the Employee tab.

**To Access SAPweb Leave of Absence request:**

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to https://web.mit.edu/sapweb/
3. Click on the Employees Tab.
4. Under the heading “HR Transactions,” click the Leave of Absence link.
5. Select your MIT personal Certificate if prompted.
7-B : Search for a person

The **Search for a Person** screen will display. Search for the Non-Faculty employee within your area of responsibility for whom you will submit an Extend Leave or Return from Leave request.

To Search for a person within your area of responsibility:

1. Type the **Last Name** or **MIT ID** of the person for whom you want to initiate a Leave of Absence request in the **Employee** textbox.
2. Select the person from the drop down list of search results. The **Name**, **MIT ID**, **Title**, and **Unit** for the selected person will display.
3. Click the **Continue >** button to create a Leave of Absence request for the selected person.

7-C : Select Extend Leave or Return from Leave

Once you have selected an employee, the first Leave of Absence for NAME screen will display. To return to the previous screen, click the **Go Back** link. Links to **Help**, **Policies**, and **Home** (SAPweb Employees tab) are in the upper-right corner of each screen.

**Leave of Absence Screen**

There are two main sections: Employee Information, and buttons to Extend Leave or Return from Leave.
7-D : Extend Leave

If a Non-Faculty employee on a Leave of Absence will not return by the Expected Return Date entered on the Leave of Absence request, select Extend Leave and enter a new Expected Return Date.

▶ To Extend Leave:

1. Click the **Extend Leave** button.
2. The second Leave of Absence for <Name>, <MIT ID Number> screen will display.
3. Enter a **New Expected Return Date:**
   a. The first day the employee is expected to be back at work.
   b. Use the pop-up calendar to enter the dates in the required **MM/DD/YYYY format**.
4. Enter **Special Instructions for Service Center**, if needed.
5. Click **Continue >**

**Second Leave of Absence Screen – Extend Leave**
There are three main sections: Employee Information, Date, Special Instructions for Service Center.
The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Extend Leave details entered on the previous screens.

➢ To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Extend Leave request. Separate addresses with a comma.
4. Click the Submit button.

**Note:** Extend Leave requests do not require Approval.
Once you have reviewed and submitted the Extend Leave request, you will receive a confirmation screen. A green checkmark indicates the Extend Leave request was successfully submitted and the assigned transaction number will display. The Extending transaction will appear in your HR Transaction Inbox with a real-time status, such as Pending Processing.

To Review a Leave of Absence Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Extend Leave Transaction was submitted and the assigned transaction number is provided.
2. Click the Home link to return to the SAPweb Employees tab.
Non-Faculty Leaves of Absence require you to submit a Return from Leave in SAPweb (except Furloughs, which have a return from leave processed automatically). When the employee returns to work enter, the exact Return Date in SAPweb Leave of Absence.

To create a Return from Leave:

1. Click the Return from Leave button.
2. The second Leave of Absence for <Name>, <MIT ID Number> screen will display.
3. Enter the Return Date:
   - Enter the first day the employee returned to work.
   - Use the pop-up calendar to enter the dates in the required MM/DD/YYYY format.
4. Enter Special Instructions for Service Center, if needed.
5. Click Continue >

Second Leave of Absence Screen – Return from Leave
There are three main sections: Employee Information, Date, Special Instructions for Service Center.
The third Leave of Absence for <Name>, <MIT ID Number> screen presents you with Return from Leave details entered on the previous screens.

▶ To Review Details:

1. Carefully review the Leave of Absence Details
2. If you need to correct any of the data entered, click the Go Back link to return to the previous screen.
3. **Cc these Addresses** - Enter the email addresses of individuals with a business need to be notified about the Extend Leave request. Separate addresses with a comma.
4. Click the Submit button.

**Note:** Return from Leave requests do not require Approval.
7-F : Confirmation – Extend Leave Request

Once you have reviewed and submitted the Return from Leave request, you will receive a confirmation screen. A green checkmark indicates the Return from Leave request was successfully submitted and the assigned transaction number will display. The Returning transaction will appear in your HR Transaction Inbox with a real-time status, such as Pending Processing.

To Review a Leave of Absence Confirmation:

1. The confirmation screen will display. A green checkmark indicates the Return from Leave Transaction was submitted and the assigned transaction number is provided.
2. Click the Home link to return to the SAPweb Employees tab.
Appendices
## App. A : Leave of Absence Type Definitions

*Leave of Absence Types (effective August 2009).*

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative</strong></td>
<td>The placement of an employee on leave while an investigation is conducted, or while a decision is being made regarding the employee’s employment status. Depending on the circumstances, the leave may be paid or unpaid.</td>
</tr>
<tr>
<td><strong>Disciplinary</strong></td>
<td>Suspension without pay for disciplinary purposes.</td>
</tr>
<tr>
<td><strong>Furlough</strong></td>
<td>The involuntary placement of an employee on an unpaid leave for a defined period due to lack of funds. Placement of an employee on an unpaid leave at regularly scheduled periods due to lack of work (for example, during the summer) is generally not considered a furlough.</td>
</tr>
<tr>
<td><strong>JR Faculty Research</strong></td>
<td>For young scholars in their pre-tenure years to provide a concentrated period of time to engage in research for career advancement purposes. The leave is for one semester with pay taken during Years two to six of the faculty member’s probationary period.</td>
</tr>
<tr>
<td><strong>Military Service</strong></td>
<td>Call to active duty in one of the Armed Forces of the United States for an extended period.</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td>Period of absence for personal reasons. Not FMLA.</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td>Period of absence for professional reasons, such as pursuing further educational opportunities.</td>
</tr>
<tr>
<td><strong>Sabbatical</strong></td>
<td>Members of the tenured Faculty taking time off from normal academic duties for scholarly research and study. The Institute’s plan is based on the normal expectation of a one-half-year leave at full salary, or a full-year leave at half salary, following six years of full-time service as a member of the regular Faculty.</td>
</tr>
</tbody>
</table>