Leave of Absence Checklist per Pay Period
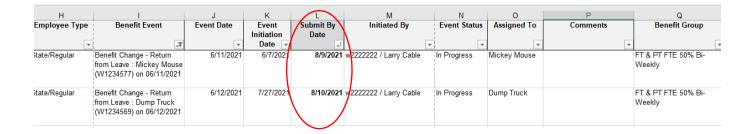
1. Run the **SPMS Workers on Leave LOA report**

    ✓ Verify employees are either *still* on leave or need to be returned
        i. Verify that employees who have actually returned early from a paid leave have been returned on the correct date. If the employee works during a paid LOA they will *not receive Overtime*
        ii. Verify if any unpaid LOA expected end dates need to be *extended* – send in a ticket for extensions

    ✓ Review any LOA that was entered *AFTER* the First day of Leave *(Retro/Review column)*
        i. Review dates for Armed Services – send ticket for date changes Quick Guide: Armed Services LOA Event
        ii. Review dates for other unpaid LOA – communicate with Payroll if entered during an earlier pay period

2. Run the **SPS Benefit Open Election Events – Employees** – run by ABCs

    ✓ Verify that employees are *aware of* any Benefit events that are waiting for them

    ✓ If the employee will be on Leave but may not be available to go into Workday to respond to the Benefit Event, have them fill out a *benefit form* ahead of time and the agency can complete the event for the employee and attach the enrollment form

    ✓ If the Benefit event is not completed by the employee or the agency the event will automatically finalize with the benefits enrolled at the time the leave started (Except FSA's) and the employee will be direct billed for the benefits

Updated: 8/10/21