

# Administrative Leave Workflow Instructions – eWay

## BACKGROUND

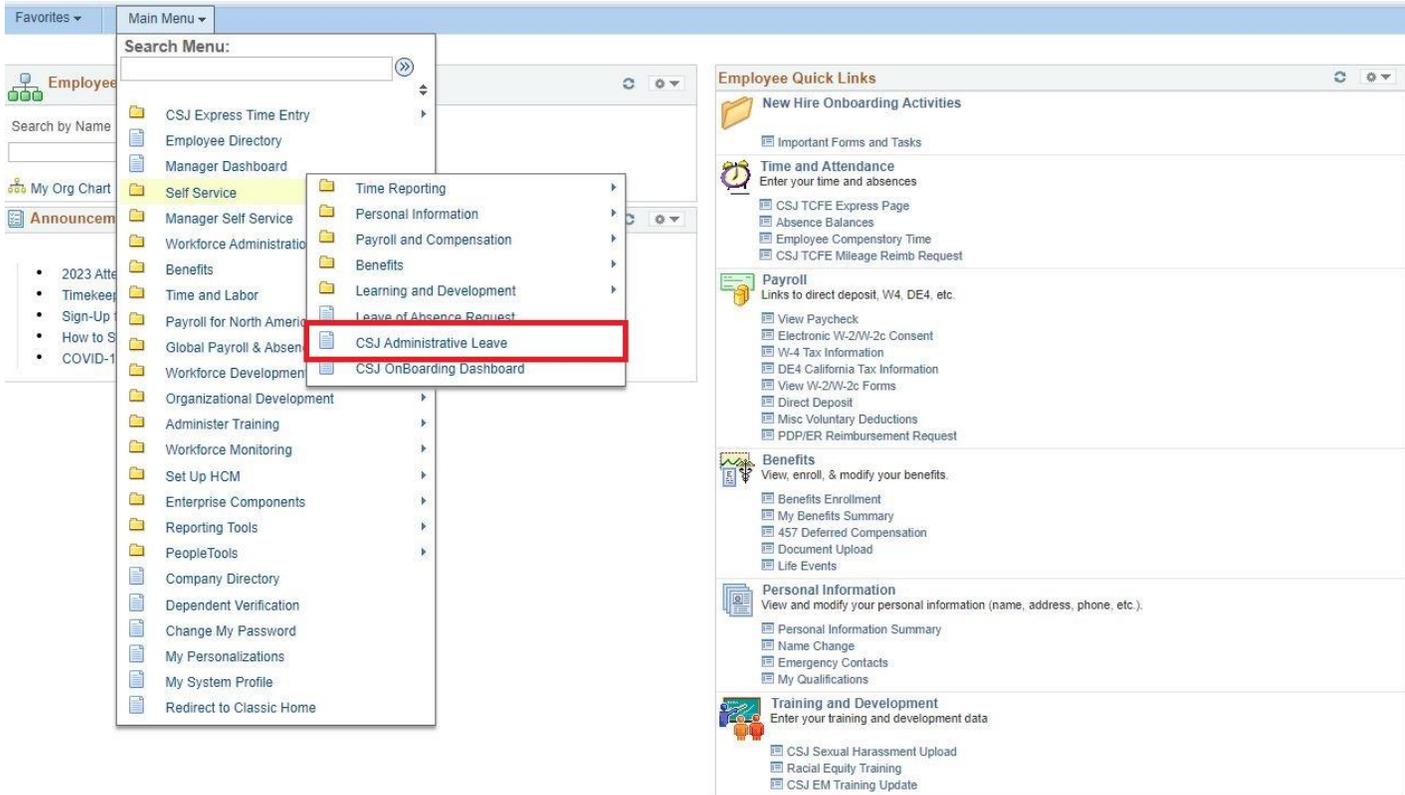
Historically, [City Policy Manual, Section 4.2.3, Administrative Leave](#) has required a completed Leave of Absence application as part of the process for placing employees on paid administrative leave. Effective April 17, 2023, the City's Leaves of Absence PDF form will be transitioning to a workflow in eWay. Because of this change, the City is simultaneously rolling out a new workflow to place employees on paid administrative leave.

## INSTRUCTIONS

### 1. Locating the Administrative Leave Workflow in eWay

This workflow is only accessible in PeopleSoft by Department Employee Relations Liaisons, SJPD Internal Affairs, Department Directors, and the Office of Employee Relations. If your department requires additional staff to have access to this workflow, please contact the Office of Employee Relations. The workflow can be found at the following pathway as shown, below:

#### Main Menu / Self Service / CSJ Administrative Leave



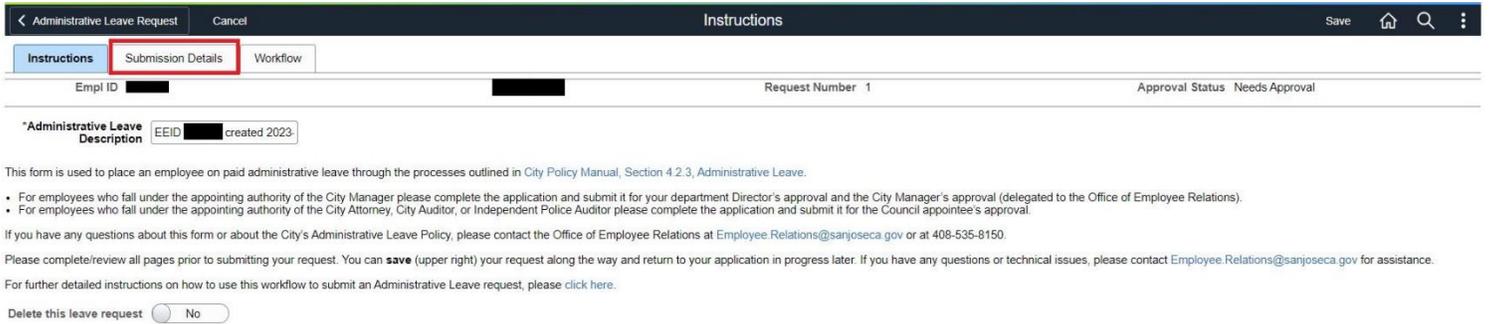
# Administrative Leave Workflow Instructions – eWay

## 2. Submitting an Administrative Leave Request

When the workflow link is clicked you will see the following page. Previous requests submitted by the requester will be available for review. Requests for other departments, or from other requesters within your department will not be visible. To initiate a new request, click the “+ Add” button in the red highlighted rectangle in the screenshot below.



You will be brought to a new request as shown in the screenshot, below, where each new request has 3 tabs at the top of the page, (1) Instructions, (2) Submission Details, and (3) Workflow. To begin entering information click on the Submission Details tab in the red highlighted rectangle in the screenshot below.



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The field titled “Administrative Leave Reason” in the top of the screenshot below replaces the memorandum that had been required as part of the previous administrative leave approval process. Please enter the department’s justification for placing the employee on paid administrative leave into this field. The text box can be expanded by dragging the bottom right corner of the box down and to the right.

Multiple employees can be batched into the same request for the same “Administrative Leave Reason” by clicking the “+” button at the right of the screenshot below. If an employee is added erroneously, they can be deleted by clicking the “-”

Please enter the employee’s identification number in the “Employee ID” field if it is known, or you can click the magnifying glass icon in the field to initiate a search for the employee.

The screenshot shows the 'Submission Details' page of an Administrative Leave Request. The 'Administrative Leave Reason' field is highlighted with a red box and contains the text: "Employee is being placed on Administrative Leave because of an investigation into alleged misconduct, including, but not limited to...". Below this is a table of employees to be placed on leave. The first row is highlighted with a red box, showing the following details:

| Employee ID | Employee Name | Department | Department Name             | Job Code | Job Title                | Union Code | Union Name          | Standard Hours |
|-------------|---------------|------------|-----------------------------|----------|--------------------------|------------|---------------------|----------------|
| 1           | [Redacted]    | 4121       | City Mgr-Employee Relations | 1650     | Senn Executive Analyst U | 991        | 991 - Unit 99 Other | 40.00          |

If a search is required to find the employee, once you click the magnifying glass you will see the search prompt below. You can search by identification number in the top “Employee” field, or by name in the bottom “Name” field. Click the row containing the appropriate employee to select them and return to the form.

The screenshot shows the 'Lookup' search dialog box. The search criteria are: Employee (begins with) 116739, Department (begins with) [Redacted], and Name (begins with) [Redacted]. The search results show one employee:

| Employee | Department | Name       |
|----------|------------|------------|
| 116739   | 4121       | [Redacted] |

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Once the employee(s) are selected, click to the Administrative Leave Details tab and enter the requested information. When an administrative leave form is completed for multiple employees, the following information can be unique to each employee:

- **Administrative Leave Start Date**
  - Enter the start date of the administrative leave
- **End Date of Administrative Leave**
  - If known, enter the end date of the leave. An end date for the leave is not required for approval, as some instances of administrative leave are open-ended.

The following information is later used by the workflow to generate a memorandum placing the employee on administrative leave:

- **Administrative Leave Employee’s Workweek Begins On / Ends On**
  - Enter the day of the week where the employee’s administrative leave workweek will begin and end. If an employee regularly works Monday – Friday, this will likely remain the same; however, employees on other schedules may be moved to Monday – Friday for any number of reasons. While on administrative leave the employee may be required to report to work during their work shift as provided in these fields.
- **Admin Leave Employee’s Workday Begins At / Ends At**
  - Enter the start and end time of the employee’s work shift while on administrative leave. Employees on administrative leave must be responsive to communications from City staff during their designated work shift.
- **Employee’s Unpaid Lunch Period Begins At / Ends At**
  - Enter the start and end of the employee’s unpaid lunch period where they will not be required to be responsive to communications from City staff.

Administrative Leave Request
Submission Details

Empl ID [REDACTED]
Request Number 1
Approval Status Needs Approval

Department ID 4100

Department Name City Manager

Describe the reason that administrative leave is being requested:

|                              |  |
|------------------------------|--|
| *Administrative Leave Reason | Employee is being placed on Administrative Leave because of an investigation into alleged misconduct, including, but not limited to... |
|------------------------------|--|

Please list the employees below to be placed on Administrative Leave. Also, please click on the 'Administrative Leave Details' and 'Communication Details' tabs to fill in information such as their working schedule while on leave and their daily checkin details.

Note: All of the columns below relate to the employee's details *while on Administrative Leave*.

Employee Details

Administrative Leave Details

Communication Details

Show All

| Employee Name | *Administrative Leave Start Date | End Date of Administrative Leave | Administrative Leave Employee's Workweek Begins On | Administrative Leave Employee's Workweek Ends On | *Admin Leave Employee's Workday Begins At (e.g. 8:00AM) | *Admin Leave Employee's Workday Ends At (e.g. 5:00PM) | *Employee's Unpaid Lunch Period Begins At (e.g. 12:00PM) | *Employee's Unpaid Lunch Period Ends At (e.g. 1:00PM) |
|---------------|----------------------------------|----------------------------------|--|--|---|---|--|---|
| 1 [REDACTED]  | 02/10/2023                       | 02/18/2023                       | 2 - Monday   | 6 - Friday                                       | 8:00AM  | 5:00PM  | 12:00PM  | 1:00PM  |

Once information is entered in the Administrative Leave Details tab, click to the Communication Details tab. This information is also used when the workflow generates a memo placing the employee on administrative leave.

## Administrative Leave Workflow Instructions – eWay

- **Employee Must Check in with Department After / Before**
  - This is the time of day during which the employee on administrative leave must call the designated person.
- **Employee Must Check in with this Department Designee**
  - This is the department designee that the employee on administrative leave must check in with. Clicking the magnifying glass will bring up a search function.
- **Department Designee Phone Number**
  - The designee's phone number will be automatically populated based on PeopleSoft data. This can be manually edited in the field if the number is incorrect.

Administrative Leave Request | Cancel | Submission Details | Save | Home | Search | Menu

Instructions | Submission Details | Workflow

Empl ID [REDACTED] | Request Number 1 | Approval Status Needs Approval

Department ID 4100  
Department Name City Manager

Describe the reason that administrative leave is being requested.

\*Administrative Leave Reason: Employee is being placed on Administrative Leave because of an investigation into alleged misconduct, including, but not limited to...

Please list the employees below to be placed on Administrative Leave. Also, please click on the 'Administrative Leave Details' and 'Communication Details' tabs to fill in information such as their working schedule while on leave and their daily checkin details.

**Note:** All of the columns below relate to the employee's details *while on Administrative Leave*.

| Employee Name | *Employee Must Check In with Department After (e.g. 7:00AM) | *Employee Must Check In with Department Before (e.g. 8:00AM) | *Employee Must Check In with this Department Designee (ID#) | Department Designee Name | *Department Designee Phone Number |
|---------------|---|--|---|--------------------------|-----------------------------------|
| 1 [REDACTED]  | 8:00AM  | 9:00AM   | [REDACTED] 🔍  | [REDACTED]               | [REDACTED]                        |

Once this information is entered, the administrative leave request can be submitted. Click the "Workflow" tab at the top of the form, and then click submit.

Administrative Leave Request | Cancel | Workflow | Save | Home | Search | Menu

Instructions | Submission Details | Workflow

Empl ID [REDACTED] | Request Number 1 | Approval Status Needs Approval

Please click "SUBMIT" to initiate the approval process for this Leave application.

Submission Date

Submit | Print Leave Confirmation Report

Add to Comments: Enter comment here

Comments

## Administrative Leave Workflow Instructions – eWay

### 3. Department Director Review of an Administrative Leave Request

When a Department Director navigates to the administrative leave workflow, they will see any pending requests as shown below.

Department Directors can also create a new leave request by clicking the “+ Add” button above this list. If a Department Director creates a leave request, the workflow should not require them to approve it separately. Such a request should be automatically routed to the City Manager’s Office of Employee Relations for review.

| Workflow                      |            |                   |                                |                     |         |                             |             |               |  |
|-------------------------------|------------|-------------------|--------------------------------|---------------------|---------|-----------------------------|-------------|---------------|--|
| View CSJ Administrative Leave |            |                   |                                |                     |         |                             |             |               |  |
| 1 results found.              |            |                   |                                |                     |         |                             |             |               |  |
| 1 row                         |            |                   |                                |                     |         |                             |             |               |  |
| EEID of Submitter             | Request No | Name of Submitter | Leave Description              | Approval Status     | Dept ID | Dept Desc                   | Director ID | Director Name |  |
| ██████                        | 1          | ██████            | EEID ██████ created 2023-02-10 | In Approval Process | 4121    | City Mgr-Employee Relations | ██████      | ██████        |  |

Once the Director clicks on a request, they will see the screen below. The Director should review the details of each request by clicking on the Employee Details, Administrative Leave Details, and Communication Details tabs as shown in the screenshot below.

| Submission Details  |                                  |                                  |  |  |   |   |  |   |  |
|---|----------------------------------|----------------------------------|--|--|---|---|--|---|--|
| <span>Instructions</span>   <span style="background-color: #e0e0e0;">Submission Details</span>   <span>Workflow</span>  |                                  |                                  |  |  |   |   |  |   |  |
| Empl ID ██████  |                                  | Request Number 1                 |  |  | Approval Status In Approval Process                     |   |  |   |  |
| Department ID 4100  |                                  |                                  |  |  |   |   |  |   |  |
| Department Name City Manager  |                                  |                                  |  |  |   |   |  |   |  |
| Describe the reason that administrative leave is being requested:   |                                  |                                  |  |  |   |   |  |   |  |
| *Administrative Leave Reason <span>Employee is being placed on</span>   |                                  |                                  |  |  |   |   |  |   |  |
| Please list the employees below to be placed on Administrative Leave. Also, please click on the 'Administrative Leave Details' and 'Communication Details' tabs to fill in information such as their working schedule while on leave and their daily checkin details. |                                  |                                  |  |  |   |   |  |   |  |
| <b>Note:</b> All of the columns below relate to the employee's details <i>while on Administrative Leave</i> .   |                                  |                                  |  |  |   |   |  |   |  |
| 1 row   |                                  |                                  |  |  |   |   |  |   |  |
| <span>Employee Details</span>   <span style="background-color: #e0e0e0;">Administrative Leave Details</span>   <span>Communication Details</span>   <span>Show All</span>   |                                  |                                  |  |  |   |   |  |   |  |
| Employee Name   | *Administrative Leave Start Date | End Date of Administrative Leave | Administrative Leave Employee's Workweek Begins On | Administrative Leave Employee's Workweek Ends On | *Admin Leave Employee's Workday Begins At (e.g. 8:00AM) | *Admin Leave Employee's Workday Ends At (e.g. 5:00PM) | *Employee's Unpaid Lunch Period Begins At (e.g. 12:00PM) | *Employee's Unpaid Lunch Period Ends At (e.g. 1:00PM) |  |
| 1 ██████  | 02/10/2023                       | 02/18/2023                       | 2 - Monday   | 6 - Friday                                       | 8:00AM  | 5:00PM  | 12:00PM  | 1:00PM  |  |

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Once the Director has completed their review, they can click the Workflow tab at the top, and either approve or deny the request as shown below.

The screenshot displays the 'Workflow' tab of the eWay system. At the top, there are navigation options: '< Search Results', 'Cancel', 'Workflow', and 'Save'. Below this, there are tabs for 'Instructions', 'Submission Details', and 'Workflow'. The 'Workflow' tab is active. The interface shows 'Empl ID' [redacted] and 'Request Number 1'. The 'Approval Status' is 'In Approval Process'. A message states: 'Please click "SUBMIT" to initiate the approval process for this Leave application.' Below this, the 'Submission Date' is '02/10/2023 11:45AM'. The 'Approve' section contains buttons for 'Approve', 'Deny', 'PushBack', 'Add Approver/Reviewer', and 'Print Leave Confirmation Report'. The 'Approve' button is highlighted with a red box. Below the buttons is a 'Comments' section with a text input field labeled 'Enter comment here' and a 'Comments' label. At the bottom, a status bar shows 'EMPLID=116739, REQUEST\_NBR=1 : Pending' and 'Request Information'.

Once approved, the request will be routed to the City Manager's Office of Employee Relations for review.

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### 4. What Happens After Approval from the City Manager’s Office of Employee Relations?

Upon approval, a confirmation email will be sent to the employee who originally submitted the request. Additionally, an email will be sent to PaySuper to notify Payroll that they must code ADM on the employee’s timecard. Approved requests will show as “All Approved” as shown in the following screenshot:

**View CSJ Administrative Leave**  
1 results found.

⚙️

+ Add

| EEID of Submitter | Request No | Name of Submitter | Leave Description              | Approval Status | Dept ID | Dept Desc                   | Director ID | Director Name |
|-------------------|------------|-------------------|--------------------------------|-----------------|---------|-----------------------------|-------------|---------------|
| ██████            | 1          | ██████            | EEID ██████ created 2023-02-10 | All Approved    | 4121    | City Mgr-Employee Relations | ██████      | ██████        |

1 row

It is important to ensure that the end date of the Administrative Leave is correct in the request form, as this will inform Payroll as to when they must stop coding ADM for the employee. This field can be updated after approval as shown below.

Submission Details Save

Instructions | **Submission Details** | Workflow

Empl ID ██████ Request Number 1 Approval Status All Approved

Department ID 4100

Department Name City Manager

Describe the reason that administrative leave is being requested:  
\*Administrative Leave Reason Employee is being placed on

\*Please list the employees below to be placed on Administrative Leave. Also, please click on the 'Administrative Leave Details' and 'Communication Details' tabs to fill in information such as their working schedule while on leave and their daily checkin details.

**Note:** All of the columns below relate to the employee’s details *while on Administrative Leave*.

1 row

| Employee Name | *Administrative Leave Start Date | End Date of Administrative Leave | Administrative Leave Employee's Workweek Begins On | Administrative Leave Employee's Workweek Ends On | *Admin Leave Employee's Workday Begins At (e.g. 8:00AM) | *Admin Leave Employee's Workday Ends At (e.g. 5:00PM) | *Employee's Unpaid Lunch Period Begins At (e.g. 12:00PM) | *Employee's Unpaid Lunch Period Ends At (e.g. 1:00PM) |
|---------------|----------------------------------|----------------------------------|--|--|---|---|--|---|
| ██████        | 02/10/2023                       | 02/18/2023                       | 2 - Monday   | 6 - Friday                                       | 8:00AM  | 5:00PM  | 12:00PM  | 1:00PM  |

# Administrative Leave Workflow Instructions – eWay

## 5. Additional Features – Memo Placing Employee on Leave & Memo Returning Employee from Leave

Once an Administrative Leave form is approved, additional functionality appears that will allow the submitter to automatically draft memoranda both placing the employee on Administrative Leave and returning them from leave. These memos can be drafted in the “Communication Details” tab of the request as shown, below.

Submission Details

Empl ID [REDACTED] Request Number 1 Approval Status All Approved

Department ID 4100

Department Name City Manager

Describe the reason that administrative leave is being requested:

\*Administrative Leave Reason Employee is being placed on [REDACTED]

Please list the employees below to be placed on Administrative Leave. Also, please click on the 'Administrative Leave Details' and 'Communication Details' tabs to fill in information such as their working schedule while on leave and their daily checkin details.

Note: All of the columns below relate to the employee's details while on Administrative Leave.

| Employee Name | *Employee Must Check In with Department After (e.g. 7:00AM) | *Employee Must Check In with Department Before (e.g. 8:00AM) | *Employee Must Check In with this Department Designee (ID#) | Department Designee Name | *Department Designee Phone Number | Draft Memo to Employee Placing them on Administrative Leave | Status of Memo to Employee Placing them on Admin. Leave | Draft Memo to Employee Returning them to Duty from Leave | Status of Memo to Employee Returning them to Duty |
|---------------|---|--|---|--------------------------|-----------------------------------|---|---|--|---|
| 1 [REDACTED]  | 8:00AM  | 9:00AM   | [REDACTED]  | [REDACTED]               | [REDACTED]                        | [Draft Memo Icon]   | Not Drafted   | [Draft Memo Icon]  | Not Drafted                                       |

On the next two pages of this document are screenshots of the memoranda, which are created in Word and can be modified, as needed, after being drafted. These memos are automatically populated with information submitted as part of the Administrative Leave request and should not normally require substantial edits. Please reach out to the Office of Employee Relations if you have any questions regarding these memos.

Administrative Leave Workflow Instructions – eWay

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*Memorandum*

TO: [REDACTED]  
SUBJECT: Administrative Leave

FROM: [REDACTED]  
DATE: February 10, 2023

This memo is to notify you that effective February 10, 2023, you are on paid Administrative Leave, pursuant to Section 4.2.3 of the City of San José Policy Manual (CPM). **You will remain on Administrative Leave until further notice.**

While on Administrative Leave, you are required to comply with the following:

1. You are not to act in any official capacity as a City employee. You will turn in your City identification badge and any other City property requested upon receipt of this memo.
2. While on Administrative Leave, your workweek and hours will be Monday through Friday, 08:00 AM to 05:00 PM, with a lunch period from 12:00 PM to 01:00 PM. This is effective immediately. You must continue to request leave (such as vacation or sick leave) if you are unable to report to work during these days and hours. For example, if you would like to travel for vacation or for other reasons, you must request to use vacation or other leave in advance.
3. You will inform [REDACTED] at [REDACTED] as to the address and telephone number at which you can be contacted during normal business hours while on Administrative Leave.
4. You will be available to the City during normal business hours.
5. You will check in with [REDACTED] at [REDACTED] daily between 08:00 AM and 09:00 AM.
6. If you are unable to report to work if directed by the City for any reason, including, but not limited to an appointment or a personal vacation, you must request and be approved to use your appropriate paid leave balances. This request and approval must occur prior to the date of the personal obligation.

/s/  
[REDACTED]



*Memorandum*

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**TO:** [REDACTED]  
**SUBJECT:** Administrative Leave

**FROM:** [REDACTED]  
**DATE:** February 18, 2023

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This memo is to notify you that effective February 18, 2023, you are no longer on paid Administrative Leave, pursuant to Section 4.2.3 of the City of San José Policy Manual (CPM). **Your work schedule will be the same as it was prior to your Administrative Leave.**

/s/  
[REDACTED]

cc: City Manager's Office – Employee Relations