eWay LOA Request Form Workflow

EE submits LOA Form
- Option to upload required documents
- Option to print PDF Confirmation/Copy of Submission

Note: Dept LOA Role can start and/or submit on behalf of employees

E-mail Notifications:
- Employee receives confirmation of submission with a reminder to complete Leave Schedule
- HR is notified of submission and it is in worklist
- Supervisor(as listed in eWay) is e-mailed with link to application as FYI(reviewer only)

Application arrives in HR worklist in eWay
- HR reviews application and any documents uploaded
- Reviews details and dates to determine eligibility.
- Enters applicable data into "LOA HR Eligibility" tab
  - i.e. Protected/unprotected, unpaid date, LTD, PPL eligibility, any work restriction or other case note specifics)
- HR indicates Med Cert requested/not received and employee is reminded every 14 days

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Changes/Extensions:
Employee/Dept LOA Role will make a copy of the previously approved LOA, make changes, and submits to re-start workflow.

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eWay LOA Request Form Workflow (cont.)

Department "LOA Role" notified
- HR "approves" then Department LOA Role reviews HR notes
- If unprotected or based on department preference, "Dept LOA Role" adds additional reviewers and/or approvers (i.e. timekeeper/Director)
- Department informs timekeeper of leave specifics/use of accruals

Department Approves
- If additional approvers/reviewers were added, they receive e-mail notification

Final Approval/Denial
E-mail to employee letting them know it has been fully approved.

Return from Leave
- Entered by Employee, Supervisor, HR, or Dept LOA Role
- Upon return date being entered, e-mail notice sent to employee, Supervisor, Alt. Supervisor, LOA role, and HR
- E-mails are sent to employee 7 days prior to end of leave end date

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