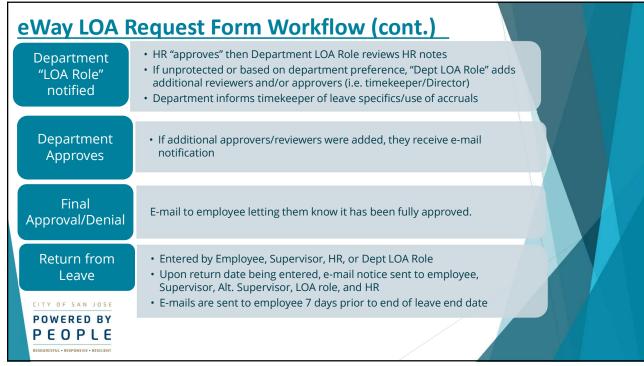
## eWay LOA Request Form Workflow • Option to upload required documents **EE submits LOA** • Option to print PDF Confirmation/Copy of Submission Form Note: Dept LOA Role can start and/or submit on behalf of employees • Employee receives confirmation of submission with a reminder to complete Leave Schedule E-mail HR is notified of submission and it is in worklist **Notifications:** • Supervisor(as listed in eWay) is e-mailed with link to application as FYI(reviewer only) • HR reviews application and any documents uploaded · Reviews details and dates to determine eligibility. Application Enters applicable data into "LOA HR Eligibility" tab arrives in HR • i.e. Protected/unprotected, unpaid date, LTD, PPL eligibility, any work restriction or worklist in eWay other case note specifics) • HR indicates Med Cert requested/not received and employee is reminded every 14 days CITY OF SAN JOSE **POWERED BY** Changes/Extensions: PEOPLE 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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