Leave Without Pay

Purpose
Use this procedure to place an employee on leave without pay.

Trigger
Perform this procedure when an employee is on leave without pay for military, personal, disciplinary, workers' comp or FMLA reasons that exceeds a period of 30 days or longer. If less than 30 days, LWOP is completed through time entry in the SAP Portal.

Procedure
1. Enter the web address for the MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal
   SAP Netweaver Portal
2. Input user ID and password.
3. Click Logon button.
   Portal Welcome Screen
4. Click Manager Self-Service tab
   Selection of Personnel Change Requests
5. Click on the name of the employee you are creating the PCR for
6. Click To Form Selection.
   Selection of the Personnel Change Requests
7. Click Leave Without Pay located below the employee's data.
   Leave Without Pay
8. Click maximize the screen area.
9. Complete the following fields:
   • Reason
10. Input the reason for the PCR in the Comments - REQUIRED field.
10. **Click** Check For Errors.

**Leave Without Pay**

The system displays the message, "Success Message. Form data is consistent."

11. **Click** Print.

Save a copy of the document to your desktop or print an extra copy. The system will not store a copy of the PCR until we have Workflow in place.

12. **Click** Close.

Route the printed document with any required paperwork for approval signatures. Student worker PCRs are sent directly to the HR Master Data Center. All graduate student PCRs are routed to the Graduate College. Grant funded PCRs are routed to OSP for approval. After approvals or for all other PCRs, route to Human Resources or Faculty Records for processing.

13. You have completed this PCR.

**Result**

You have created a Leave Without Pay PCR for an employee.