Chapter 11

Extending a Leave of Absence

Chapter Topics

This page intentionally left blank.

Extending Leaves

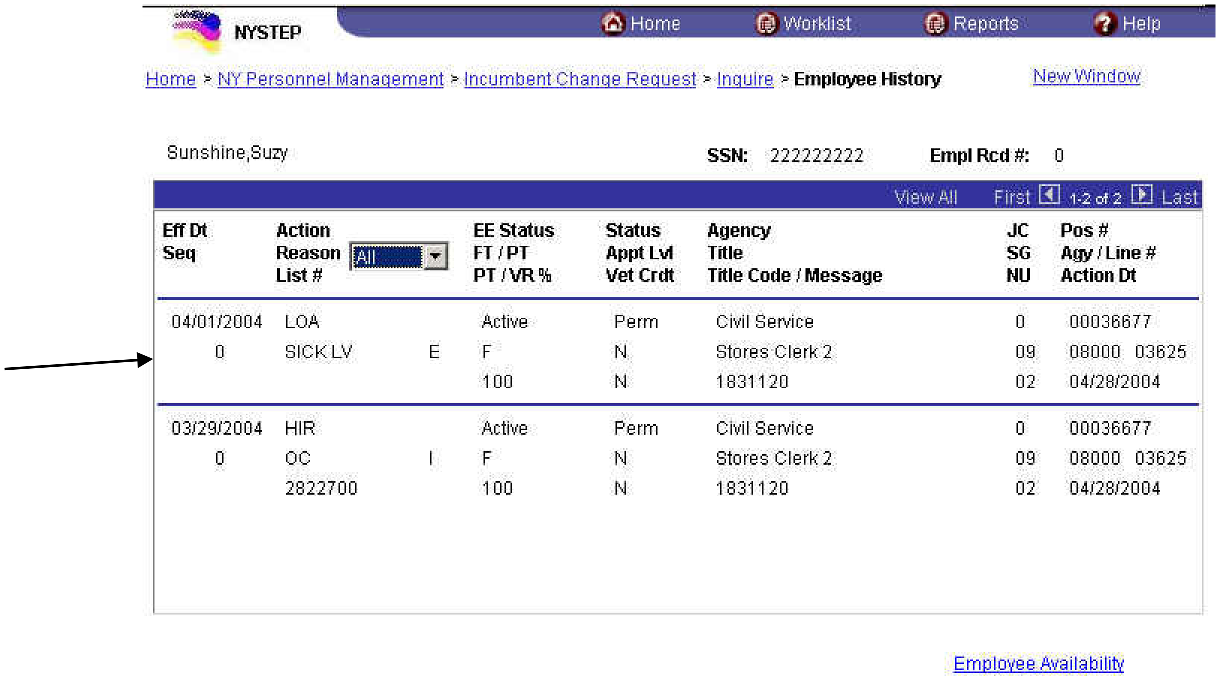
The way a leave is extended depends on the type of leave. The various types of leaves are listed in one of two categories below, followed by instructions on how to process an extension for each group.

Leave Generated by an LOA, LTO, PLA, or STO

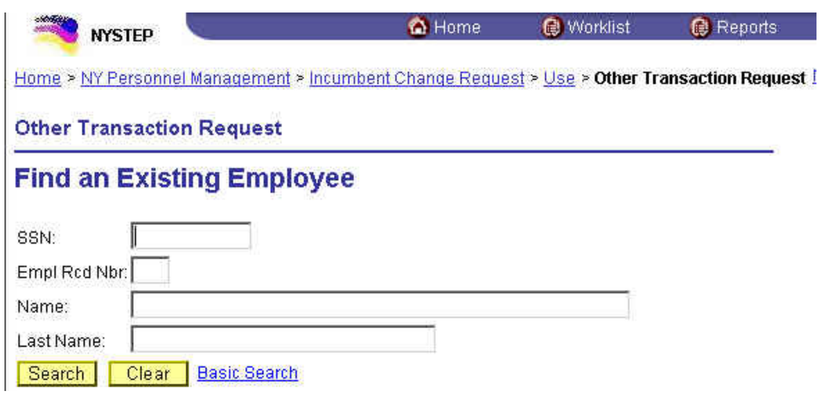
When the employee is placed on a leave of absence generated by an Action of LOA, LTO, PLA, or STO using one of the Reason Codes below, the leave can be extended using the Incumbent Change Request menu option.

CCL (CHILD CARE LV)
EDL (EDUC LV)
EDW (EDUC W/PAY)
FML (FAM MED LV)
LOT (DCR LV OUT) – not generated by an appoint leave
LTO (LONG T DIS)
LTU (LV TO UNCL)
MLL (MIL LV)
RPD (RPD)
S72 (LEAVE S72)
SKL (SICK LV)
SLW (SICK W/PAY)
SPF (SUSP FUL)
STO (SHRT T DIS)
SUP (SUSPENSION)
WDL (WC DIS LV)
WPS (WC PT SUP)
WSP (WC SUP)

Example of a leave that would be extended using the **Incumbent Change Request** menu option:

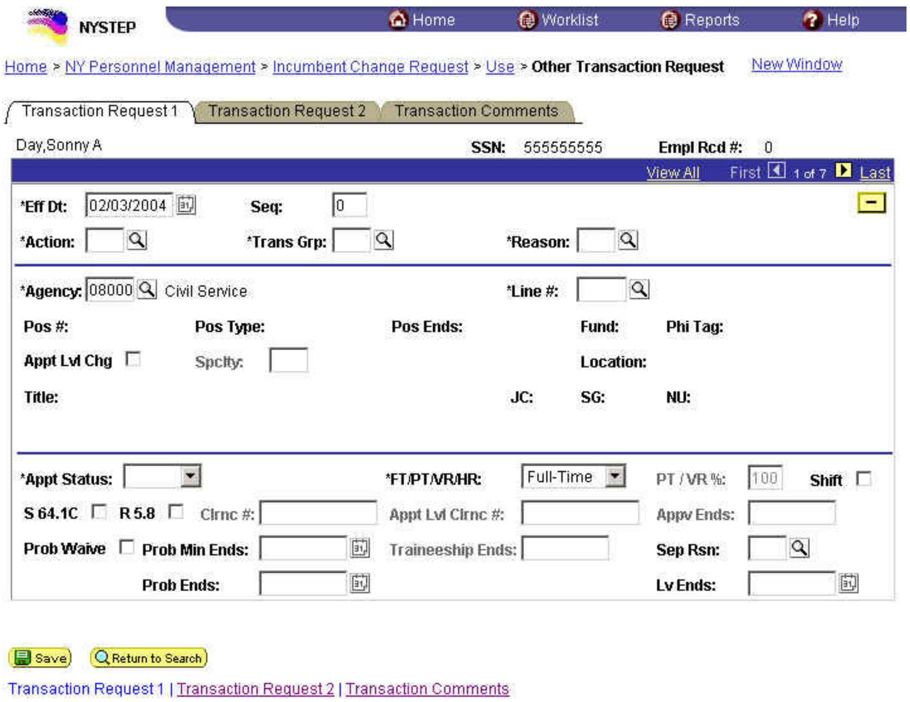


1. Click **NY Personnel Management**, **Incumbent Change Request**, **Use**, **Other Transaction Request**.
   The Other Transaction Request search dialog page displays.



2. Enter the necessary information for the employee in the search dialog box. Click **Search**.
   The Transaction Request 1 page displays

Transaction Request 1 Page Field descriptions



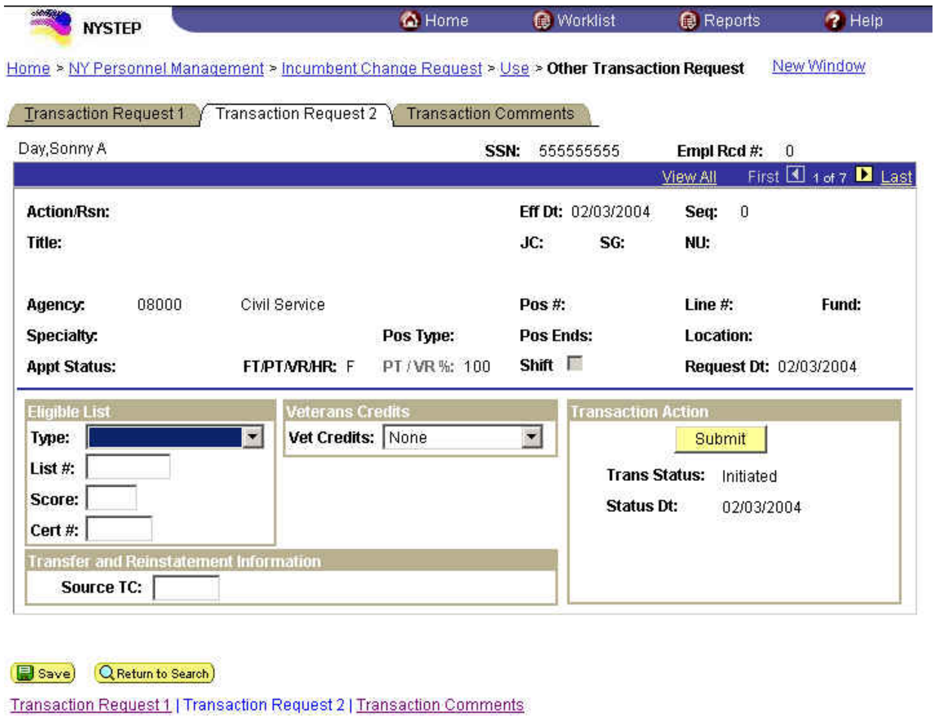
Field	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Empl Rcd#	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.
Eff Dt	(Effective Date) NYSTEP defaults Eff Dt to the current, system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).
Seq	(Effective Sequence Number) When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned a Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Seq number 0, the second as Seq number 1, and so on.

Field	Description
Action	The action code of the transaction being processed.
Trans Grp	The transaction group code of the transaction being processed.
Reason	The reason code of the transaction being processed.
Agency	(Agency Code) The agency code(s) for which a user may process transactions is linked to user ID and operator class. For this type of transaction, the agency where the hold resides will display and the field will be gray.
Line #	(Line Item Number) The item number will display and gray. The position attribute fields are populated: **Pos #**; **Pos Type**; **Pos End**; **Loc Cd**; **Rate** (only if H - Hourly); **Fund**; **Loc**, **TC**; **JC**; **SG**; **NU**; and, **55b/55c** and **Phi Tag** indicator if any.
Pos #	The position number assigned to a position at its creation. Does not change throughout the life of the position.
Pos Type	Indicates whether the position is Permanent, Temporary, or Seasonal.
Pos Ends	The date a temporary or seasonal position is to end.
Fund	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Appt Lvl Change	(Appointment Level Change) This check box is marked to indicate that the position is being filled at lower than the budgeted level. Once selected, the **Appt Lvl Title** fields are activated.

Field	Description
Spclty	(Specialty) If active, this field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
Location	The geographic location of the position.
Title	The Title Code and Title of the position. If **Appt Lvl Change** is not selected, it is also the title code and title of the employee.
JC	The Jurisdictional Class of the position. If **Appt Lvl Change** is not selected, it is also the JC of the employee.
SG	The Salary Grade of the position. If **Appt Lvl Change** is not selected, it is also the salary grade of the employee.
NU	The Negotiating Unit of the position. If **Appt Lvl Change** is not selected, it is also the NU of the employee.
Appt Lvl Title	The Title Code and Title of the employee.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Appt Status	(Appointment Status) The values that may display in this field are: Perm for Permanent, Cont for Contingent (Permanent), Temp for Temporary or Prov for Provisional.
FT/PT/VR/HR	(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly) The current value will display and gray.
PT/VR%	(Percent Part-Time/Voluntary Reduction in Work Schedule) The current value will display and gray.
Shift	(Shift) For extending leaves, this field is not used.
S 64.1C	(Section 64.1C of NYS Civil Service Law) For extending leaves, this field is not used.
R 5.8	(§5.8 of the Rules for Classified Service) For extending leaves, this field is not used.
Clrnc #	(Clearance Number) For extending leaves, this field is not used.

Field	Description
Appt Lvl Clrnc #	(Appointment Level Clearance Number) For extending leaves, this field is not used.
Appv Ends	(Approved Through Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.
Prob Min Ends	(Probation Minimum End Date) For extending leaves, this field is not used.
Traineeship Ends	(Traineeship End Date) The system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.
Sep Rsn	(Separation Reason) For extending leaves, this field is not used.
Prob Ends	(Probation End Date) For extending leaves, this field is not used.
Lv Ends	(Leave End Date) The new leave end date.

Transaction Request 2 Page Field Descriptions

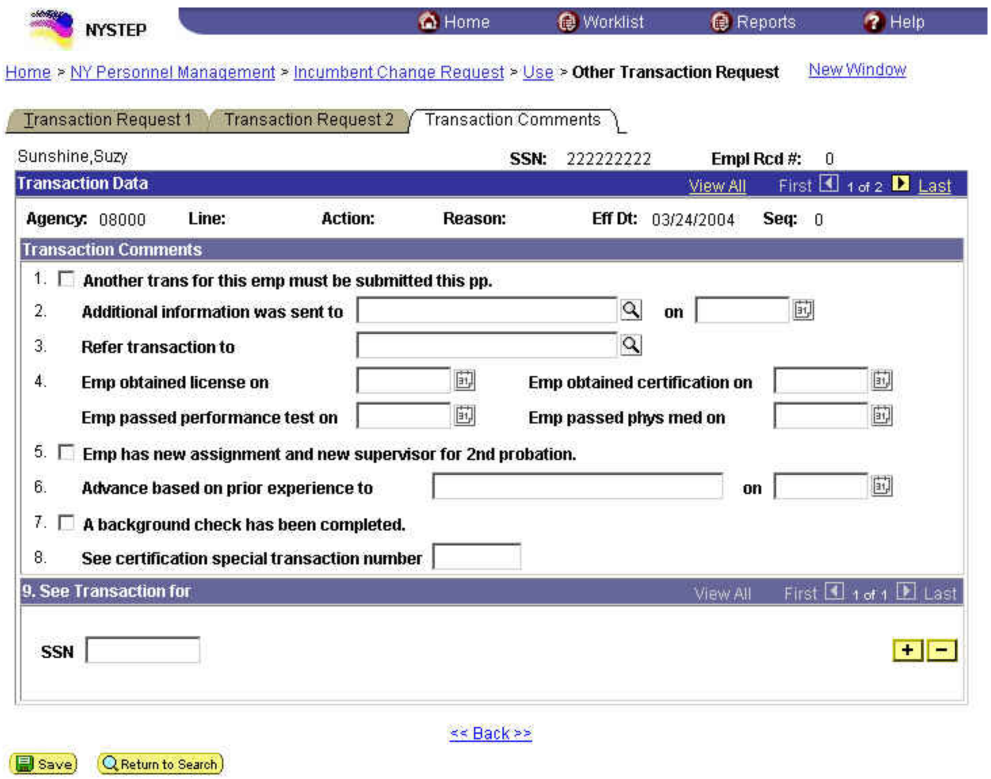


The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
Eligible List	
Type	For extending leaves, this field is not used.
List #	(Eligible List Number) For extending leaves, this field is not used.
Score	(Exam Score) For extending leaves, this field is not used.
Cert #	(Certification Number) For extending leaves, this field is not used.
Vet Credits	For extending leaves, this field is not used.
Source TC	(Source Title Code) For extending leaves, this field is not used.

Field	Description
Submit	(Submit Button) The **Submit** button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.
Trans Status	(Transaction Status) The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows: **Initiated** – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted, the status will display as Initiated. **Requested** – The agency has submitted the transaction to DCS. **Approved** – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing. **Processed** – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP. **Denied** – DCS has disapproved the transaction.
Status Dt	(Status Date) The date the **Trans Status** took place.

Transaction Comments Page Field Descriptions



All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description of when to use the different comments.

Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.

Comment	Description
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, you indicate so here. The lookup contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the .
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the .
#7	Use this comment to indicate that you have completed a required background check.
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.

Comment	Description
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row + icon).

Work with the Pages

1. On the **Transaction Request 1** page, if the page is not blank, click the to insert a new row.
2. In the **Eff Dt** field, enter the effective date.
3. In the **Action** field, enter *IAG*.
4. In the **Trns Grp** field, enter *LVS*.
5. The **Reason** field will populate with *EXL*.
6. In the **Lv Ends** field, enter the date the leave ends.
7. If necessary, click on the **Transaction Comments** page tab and add any comments.
8. Click the **Transaction Request 2** page tab.
9. Press **Submit**.

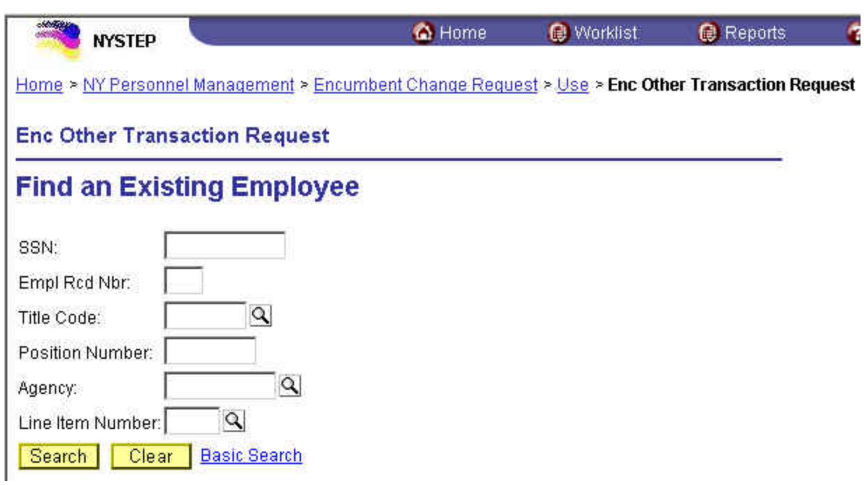
Leave Generated by an Action of SEP or a SEP Reason of LIT, LOT, MLV, or PBL

When an employee is on leave from a position because they were separated using one of the reasons below, the leave can be extended using the Encumbent Change Request menu option:

LIT (DCR LV INT)
LOT (DCR LV OUT) --generated by an appoint leave
MLV (MANDAT LV)
PBL (PROB LV)

Example of a leave that would be extended using the **Encumbent Change Request** menu option:

1. Click **NY Personnel Management**, **Encumbent Change Request**, **Use, Enc Other Transaction Request**.
   The Enc Other Transaction Request search dialog box displays.



2. Enter the complete **SSN AND Title Code** for the current hold **AND**

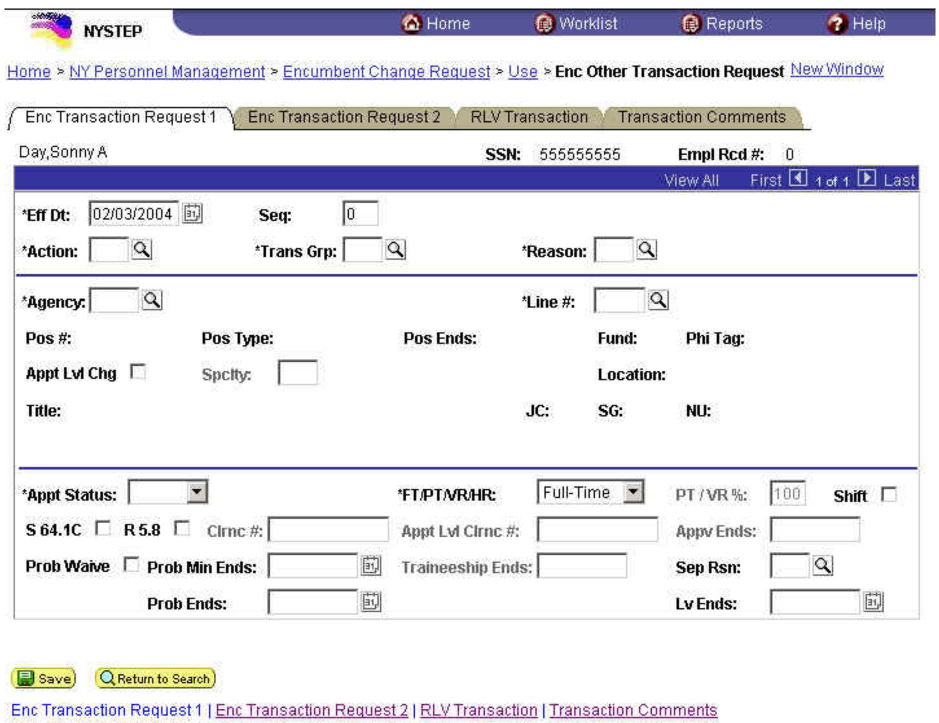
Enter either:

(a) **Position Number** for the current hold

OR

(b) **Agency** AND **Line Item Number** for the current hold.
The Enc Transaction Request 1 page displays.

Enc Transaction Request 1 Page Field Descriptions



Field	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Empl Rcd#	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.

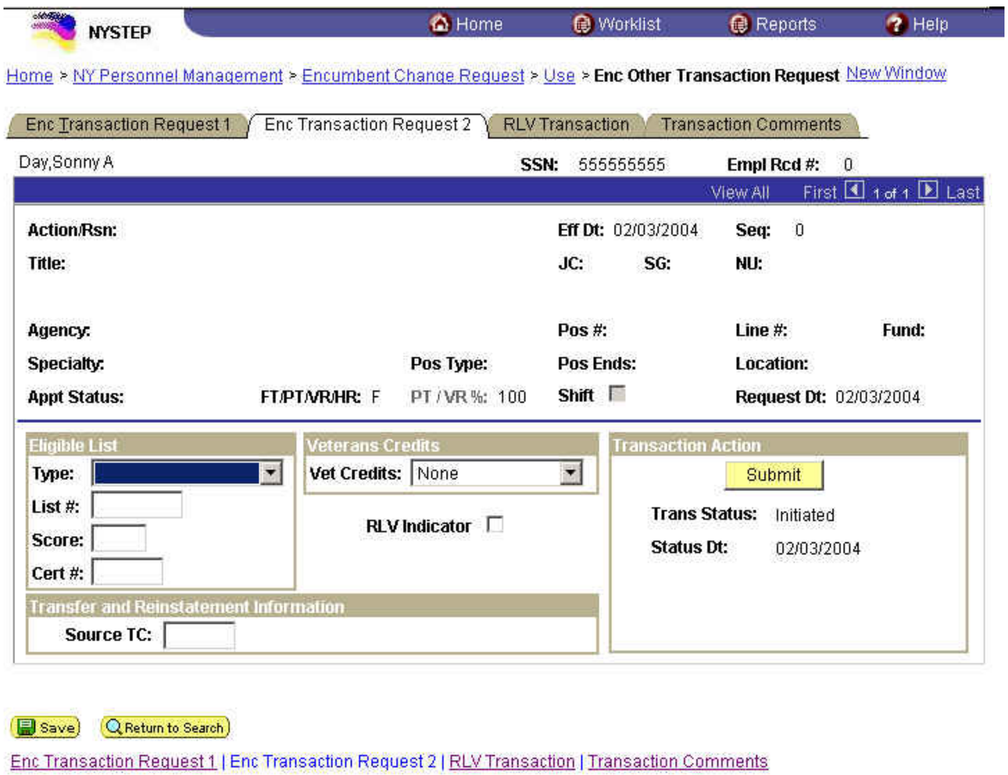
Field	Description
Eff Dt	(Effective Date) NYSTEP defaults Eff Dt to the current, system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).
Seq	(Effective Sequence Number) When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned a Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Seq number 0, the second as Seq number 1, and so on.
Action	The action code of the transaction being processed.
Trans Grp	The transaction group code of the transaction being processed.
Reason	The reason code of the transaction being processed.
Agency	(Agency Code) The agency code(s) for which a user may process transactions is linked to user ID and operator class. For this type of transaction, the agency where the hold resides will display and the field will be gray.
Line #	(Line Item Number) The item number will display and gray. The position attribute fields are populated: **Pos #**; **Pos Type**; **Pos End**; **Loc Cd**; **Rate** (only if H - Hourly); **Fund**; **Loc**, **TC**; **JC**; **SG**; **NU**; and, **55b/55c** and **Phi Tag** indicator if any.
Pos #	The position number assigned to a position at its creation. Does not change throughout the life of the position.
Pos Type	Indicates whether the position is Permanent, Temporary, or Seasonal.
Pos Ends	The date a temporary or seasonal position is to end.

Field	Description
Fund	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Appt Lvl Change	(Appointment Level Change) This check box is marked to indicate that the position is being filled at lower than the budgeted level. Once selected, the **Appt Lvl Title** fields are activated.
Spclty	(Specialty) If active, this field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
Location	The geographic location of the position.
Title	The Title Code and Title of the position. If **Appt Lvl Change** is not selected, it is also the title code and title of the employee.
JC	The Jurisdictional Class of the position. If **Appt Lvl Change** is not selected, it is also the JC of the employee.
SG	The Salary Grade of the position. If **Appt Lvl Change** is not selected, it is also the salary grade of the employee.
NU	The Negotiating Unit of the position. If **Appt Lvl Change** is not selected, it is also the NU of the employee.
Appt Lvl Title	The Title Code and Title of the employee.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.

Field	Description
Appt Status	(Appointment Status) The values that may display in this field are: Perm for Permanent, Cont for Contingent (Permanent), Temp for Temporary or Prov for Provisional.
FT/PT/VR/HR	(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly) The current value will display and gray.
PT/VR%	(Percent Part-Time/Voluntary Reduction in Work Schedule) The current value will display and gray.
Shift	(Shift) For extending leaves, this field is not used.
Sect 64.1C	(Section 64.1C of NYS Civil Service Law) For extending leaves, this field is not used.
R 5.8	(§5.8 of the Rules for Classified Service) For extending leaves, this field is not used.
Clrnc #	(Clearance Number) For extending leaves, this field is not used.
Appt Lvl Clrnc #	(Appointment Level Clearance Number) For extending leaves, this field is not used.
Appv Ends	(Approved Through Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.
Prob Min Ends	(Probation Minimum End Date) For extending leaves, this field is not used.
Traineeship Ends	(Traineeship End Date) The system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.
Sep Rsn	(Separation Reason) For extending leaves, this field is not used.

Field	Description
Prob Ends	(Probation End Date) For extending leaves, this field is not used.
Lv Ends	(Leave End Date) The new leave end date.

Enc Transaction Request 2 Page Field Descriptions

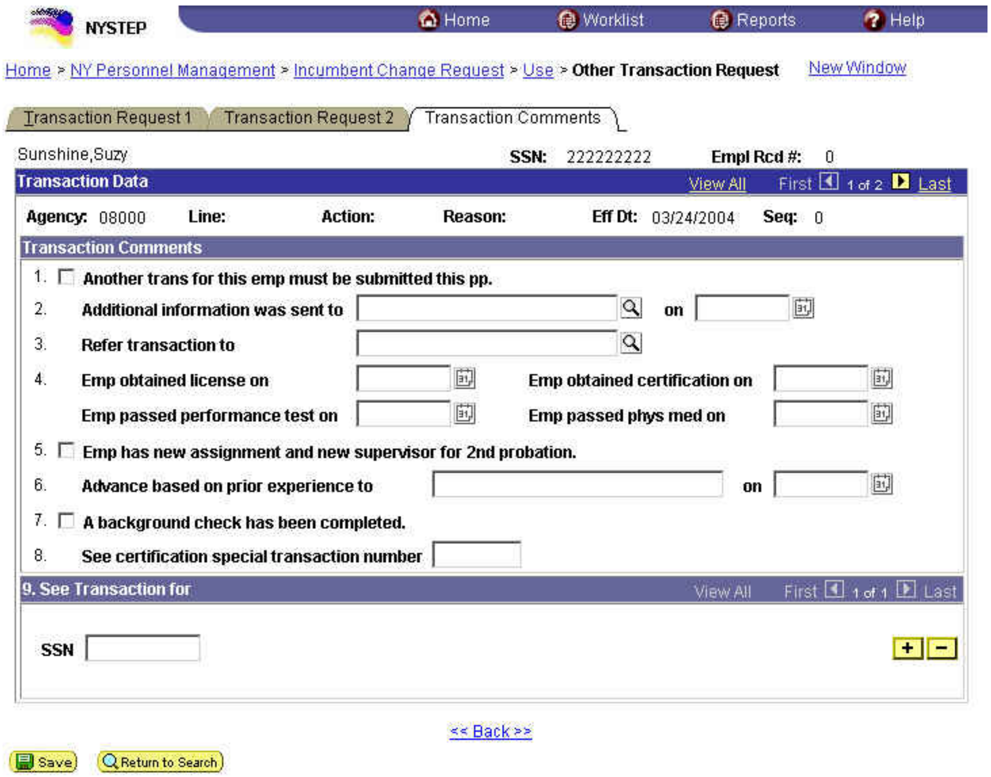


The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
Eligible List	
Type	For extending leaves, this field is not used.

Field	Description
List #	(Eligible List Number) For extending leaves, this field is not used.
Score	(Exam Score) For extending leaves, this field is not used.
Cert #	(Certification Number) For extending leaves, this field is not used.
Vet Credits	For extending leaves, this field is not used.
Source TC	(Source Title Code) For extending leaves, this field is not used.
Submit	(Submit Button) The **Submit** button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.
Trans Status	(Transaction Status) The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows: **Initiated** – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted, the status will display as Initiated. **Requested** – The agency has submitted the transaction to DCS. **Approved** – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing. **Processed** – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP. **Denied** – DCS has disapproved the transaction.
Status Dt	(Status Date) The date the displayed **Trans Status** took place.

Transaction Comments Page Field Descriptions



All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description of when to use the different comments.

Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.

Comment	Description
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, you indicate so here. The lookup contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the .
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the .
#7	Use this comment to indicate that you have completed a required background check.
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.

Comment	Description
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row + icon).

Work with the Pages

1. On **Enc Transaction Request 1**, if the page is not blank, click on the + to insert a new row.
2. In the **Eff Dt** field, enter the effective date.
3. In the **Action** field, enter *HLD*.
4. In the **Trns Grp** field, enter *LVS*.
5. In the **Reason** field, enter *EXL*.
6. In the **Lv Ends** field, enter the date the leave ends.
7. If necessary, click on the **Transaction Comments** page tab and add any comments.
8. Click the **Enc Transaction Request 2** page tab.
9. Press **Submit**.