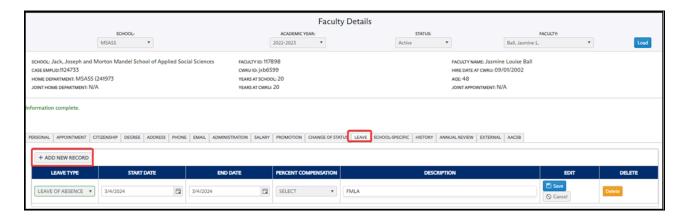
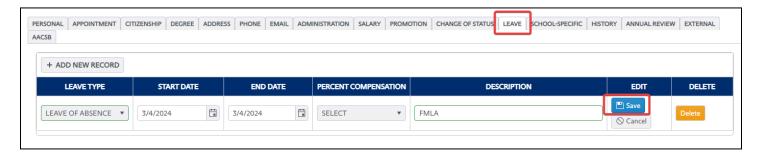
FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

How to Add a Leave of Absence to a Faculty Record (Handled by the Provost's Office)

- 1. Select the Leave Tab of an individual's record
- 2. Click on [+Add New Record]



- 3. Select the **Leave Type** from the drop-down menu:
 - a. Options include Sabbatical, Uncompensated, and Leave of Absence
- 4. Insert the Start Date and End Date (if available)
- 5. Add the **Percent Compensation** the percentage of salary the faculty member will receive during the leave
- 6. The Description field allows for notes, additional information on the reason for the leave
- 7. Click [Save] to record the information



8. Change entries, either by clicking on the [Edit] button, or remove existing records by clicking [Delete]

