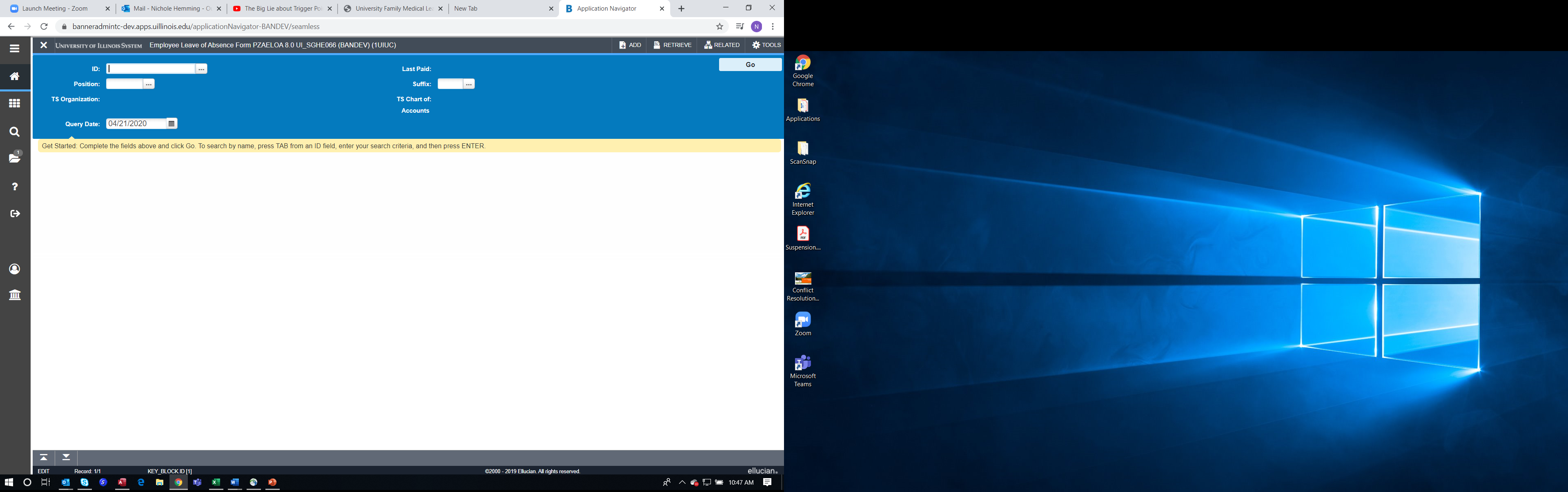
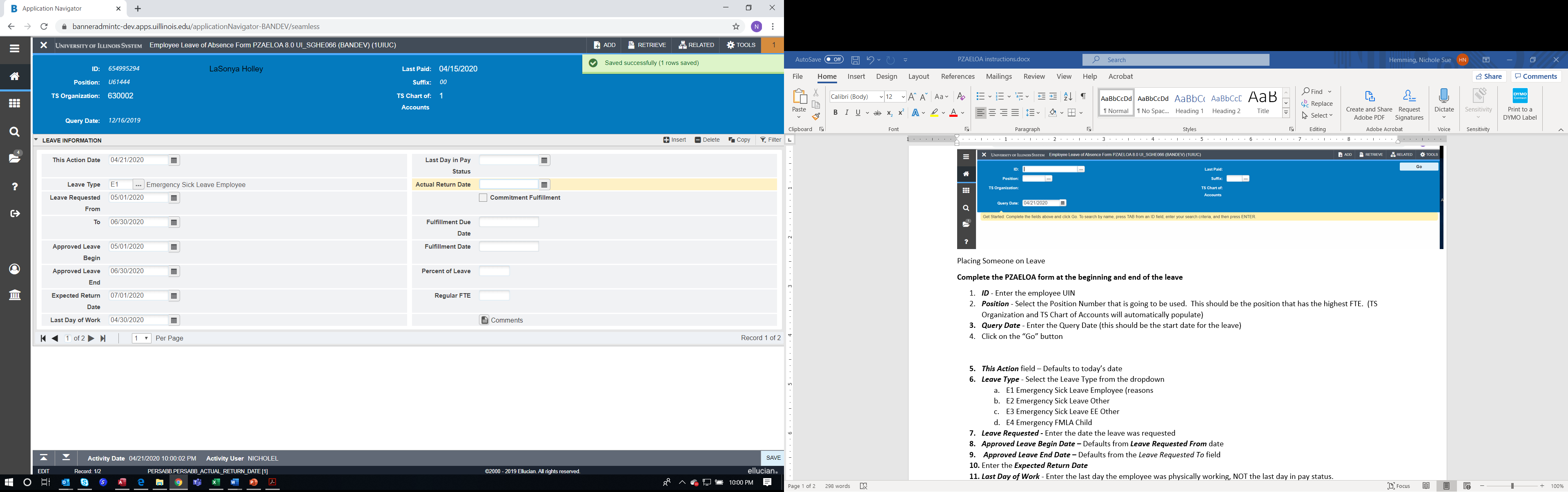
**PZAELOA Instructions**

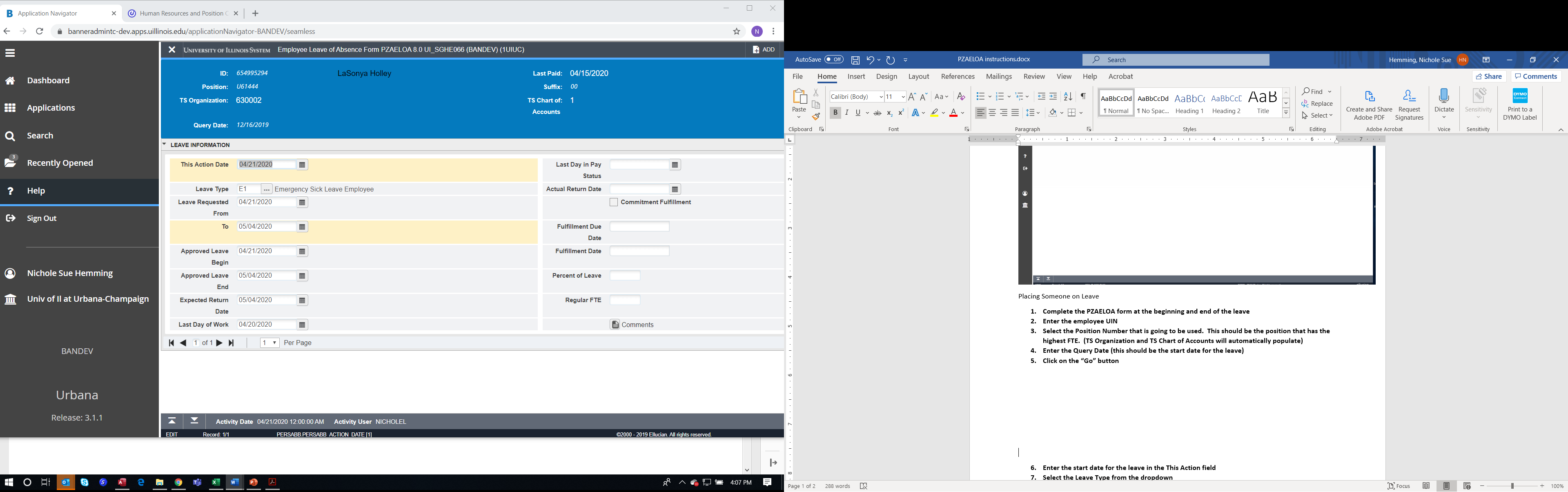
**Home Org completes the PZAELOA form at the beginning and end of the leave**



1. ***ID*** - Enter the employee UIN
2. ***Position*** - Select the Position Number that is going to be used. This should be the position that has the highest FTE, if applicable. If no FTE on the jobs, then select any job. (TS Organization and TS Chart of Accounts will automatically populate)
3. ***Query Date*** - Enter the Query Date (this should be the start date for the leave)
4. Click on the “Go” button



**Leave Information**

1. ***This Action*** field – Defaults to today’s date
2. ***Leave Type*** - Select the Leave Type from the dropdown
   1. E1 Emergency Sick Leave Employee (reasons 1,2,3)
   2. E2 Emergency Sick Leave Other (reason 4)
   3. E3 Emergency Sick Leave EE Other (Reason 6. Do not use as of April 2020, wait to use until further guidance)
   4. E4 Emergency FMLA Child (reason 5)
3. ***Leave Requested From* -** Enter the first day of the leave
4. ***Leave Requested To***-Enter the last day of the leave
5. ***Approved Leave Begin Date*** –Defaults from the ***Leave Requested From*** date
6. ***Approved Leave End Date*** – Defaults from the ***Leave Requested To*** field
7. ***Expected Return Date*** – Enter the date the employee is expected to return to work
8. ***Last Day of Work*** - Enter the last day the employee was physically working, NOT the last day in pay status.
9. ***Last Day in Pay Status*** –Do not enter, unless employee is taking unpaid leave
10. ***Actual Return Date*** - Do not be entered until the employee actually returns to work
11. ***Commitment Fulfillment*** - Do not enter
12. ***Fulfillment Due Date*** - Do not enter
13. ***Fulfillment Date*** - Do not enter
14. ***Percent of Leave*** – Enter 100 if block of time; leave blank if intermittent
15. ***FTE***- Enter the employee’s FTE
16. ***Comments* -** Click on Comments iconto enter any applicable comments. If it is an intermittent leave, note that it is an intermittent leave and include the dates leave is being taken.
17. ***Save*** - Click on the save button in the lower right side of the form

**Adding Another Record for a Different Leave**

1. Click on the ***insert*** button, a blank form will appear, repeat steps 5-21