

Snapshot Name- LOA List

Description- Reports all employees on Leave of Absence, the status, reason code, and the effective date. Also includes the department and other job-related information.

Field Name	Full Name	Description	Example
Action Reason	Action Reason	Indicates the reason for the employee's leave of absence	JRC
Annual Rate	Annual Rate	The total annual rate of gross pay for the employee.	\$117,894.00
Department	Department	The description of the Home Department	HHS-Nursing
Dept ID	Department ID	The Home Department for the employee. This may not always be the department to which expenses are charged.	4301007052
Division	Division	The Division under which the Home Department falls.	HHS
Eff Date	Effective Date	The effective date of the last record change	2014-07-01
Email Address	Email Address	Primary email address for the Employee	xxxx@xxx.xxx
Empl ID	Employee ID	The ADP Employee Number	0067388
FT/PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Grade	Grade	The employee's salary grade	FAC
Job Code	Job Code	The Job Code for the Position	432APX
Job Entry Date	Job Entry Date	The Date on which the Employee entered this Job	2013-07-01
Name	Name	Last, first, and middle initial of the employee's legal name	Milligan, Cindy Ann
Pay Group	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month	43A

		faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	
Position	Position	Title of the position in which the employee holds	Part Time Instructor
RecNo	Record Number	The employee's ADP Record Number	0
Reg_Temp	Regular/Temporary	Regular or Temporary Employee indicator	R
Status	Status	The status of the employee (A = Active, P = Leave with Pay, L = Leave without Pay)	A