How to Complete a Leave of Absence (LOA) Form in Banner

The NZALOAR form in Banner INB is going to replace the LOA and LOA Return forms in Onestop.

These forms are used when an employee is going on leave without pay or returning from a LOA.

To get started:

1. Navigate to the Banner website: [http://www.ecu.edu/banner](http://www.ecu.edu/banner) and select Banner 9 Admin Pages.

2. Enter your Username and Password and press Enter. The database field should remain empty.
   Note: If you don’t know your Password please contact the Helpdesk (328-9866) to request a reset.
3. To access the form, in the Search field enter **NZALOAR** and press enter.

4. Once in the form the Action LOA is already selected. Input the **Banner ID** of the employee going on leave and press Enter. The Employee Name, Employee Class, Leave Category, Home Org, and Division are all populated with data from Banner.

5. Under Leave Information indicate the **Type of Leave** the employee is utilizing by selecting an item from the drop down box. If Other, complete the Specify other section. Enter the **Last Day the Employee is Physically at Work**, the **Length of the LOA**, and the **Date to be taken off Payroll**. Enter any necessary **Comments**.

6. Once you have verified all the information is correct click the **Submit** button. There will be a pop-up box that reads, “Please confirm you are ready to submit your request. Yes or No.” When you select **YES** the form is cleared and you will receive an email from **HR-BENEFITS@ecu.edu** summarizing what you just submitted.
**Leave of Absence Revision Report**

- **Revision reason:** This is a new LOA form.
- **Banner ID:** [Redacted]
- **Employee Name:** [Redacted]

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- **Leave Type:** Approved for FMLA
- **Last Day at Work:** 12/07/2018
- **Length of LOA:** 12 weeks
- **Payroll Removal Date:** 01/14/2019

**Comments:**