How to Complete a Return from 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: https://banner.ecu.edu/ and select Production-Internet Native Banner (INB).

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 Go To field enter NZALOAR and press Enter.

4. Once in the form select Return from LOA as the Action. The Leave Information section of the form is automatically grayed out.
5. Enter the Banner ID and press Enter to populate the same fields as for the LOA form.

6. Enter the **Date of Return**. The **Date Employee Removed from Payroll** will be automatically populated from Banner (*the employee has to be on leave in order for the form to retrieve the date*).

7. 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.