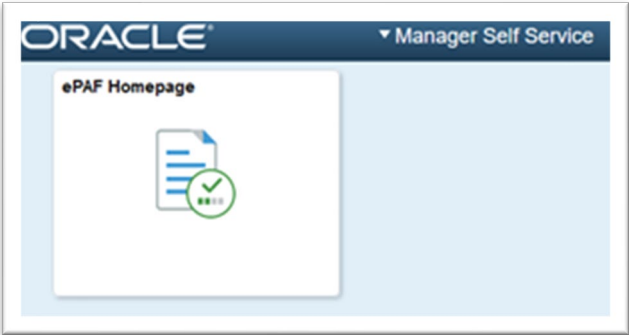




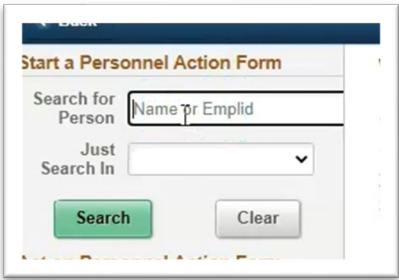
**Step    How to complete the eForm for Return From Leave**

**Navigation: Main Menu > Manager Self Service > ePAF Homepage tile**

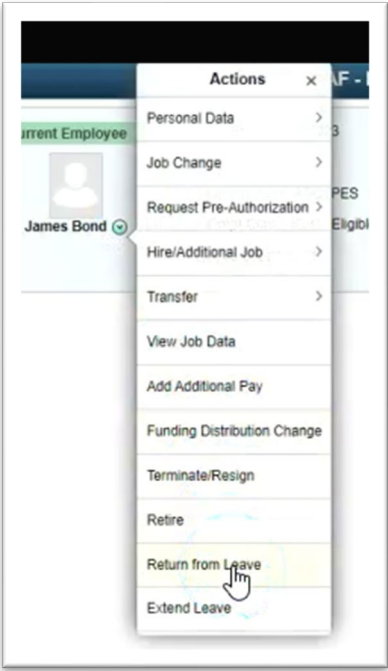
1    In this Job Aid, we will review how to return an employee from a leave of absence to active employment. From the **Manager Self Service** page, click on the **ePAF HOMEPAGE** tile.

A screenshot of the Oracle Manager Self Service interface. At the top, there is a blue header with the Oracle logo and the text "Manager Self Service". Below the header, there is a large white tile titled "ePAF Homepage" which contains a document icon with a green checkmark.

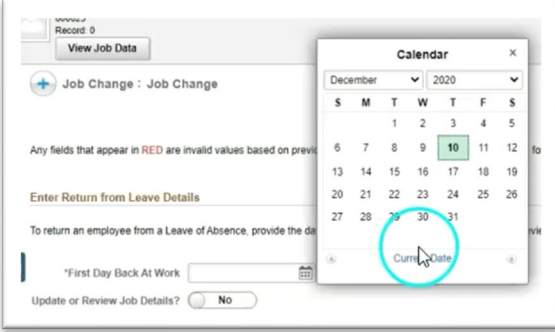
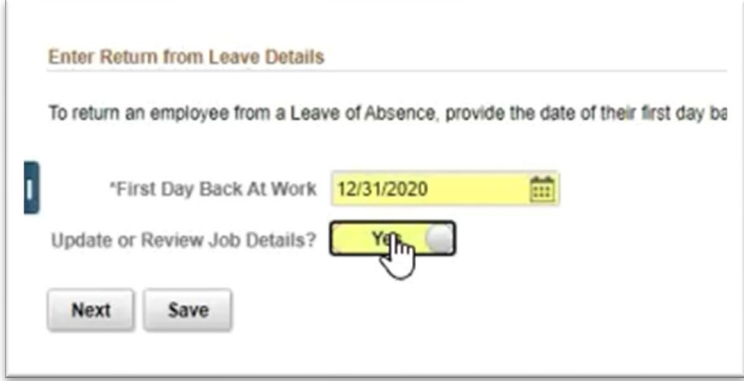
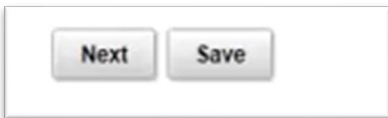

2    Search for the employee to take action on.

A screenshot of the "Start a Personnel Action Form" search interface. It features a search bar with the text "Search for Person" and a dropdown menu with "Name" and "Emplid" options. Below the search bar is a "Just Search In" dropdown menu. There are "Search" and "Clear" buttons at the bottom.

3    Once the employee is found, click on **RETURN FROM LEAVE** action from the related action drop-down.

A screenshot of an employee profile for "James Bond". An "Actions" drop-down menu is open, showing various options: Personal Data, Job Change, Request Pre-Authorization, Hire/Additional Job, Transfer, View Job Data, Add Additional Pay, Funding Distribution Change, Terminate/Resign, Retire, Return from Leave, and Extend Leave. A mouse cursor is pointing at the "Return from Leave" option.



4	<p>Use the calendar icon to select the Date when the employee returned to work. This should be the date of their <b>FIRST DAY BACK AT WORK</b>.</p> 
5	<p>If you need to update or review any of the employee job details, click on the slider to change the <b>UPDATE OR REVIEW JOB DETAILS</b> field to Yes. Changes that can be made include changes to hours and pay, required training, supervisor, etc.</p> <p>To learn about the details of each field available when selecting Yes here, refer to the Job Change document.</p> <p>For this scenario, we are going to select <b>No</b>.</p> 
6	<p>Click <b>NEXT</b> to proceed.</p> 
7	<p>The <b>ACTION</b> will display as Return from Leave.</p> 



8	<p>Upload any attachments that are pertinent to the employee's return to work.</p> <div data-bbox="272 281 1406 470"><p><b>File Attachments</b> <span style="float: right;">1 row</span></p><table border="1"><thead><tr><th>Status</th><th>Action</th><th>Description</th><th>File Name</th><th>Delete</th></tr></thead><tbody><tr><td>1</td><td><input type="button" value="Upload"/></td><td><input type="text"/></td><td></td><td><input type="button" value="Delete"/></td></tr></tbody></table><p><input type="button" value="Add"/></p></div>	Status	Action	Description	File Name	Delete	1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>
Status	Action	Description	File Name	Delete							
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>							
9	<p>Click <b>SUBMIT</b> to initiate the workflow process</p> <div data-bbox="282 569 812 764"><p><b>Comments</b></p><p><input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Submit"/></p></div>										