



Return from Leave PLUS Other Actions

(Updated 8/10/2021)

Sometimes you may need to take an action on an employee and return them from leave at the same time. For example, you may need to give them a raise *and* return them from leave or transfer them to your department *and* return them from leave.

For an Employee in Your Department: When you choose the “Return from Leave” related action for someone in your department, you may also make other job changes on the same ePAF using the slider shown here.

NOTE: You will only see the “Return from Leave” option when the employee is already in a leave status.

Actions x

- View Job Data
- Return from Leave
- Extend Leave

Enter Return from Leave Details

To return an employee from a Leave of Absence, provide the date of their

*First Day Back At Work

Update or Review Job Details? No

To Transfer an Employee to Your Department: Sometimes you may need to transfer an employee to your department while they are on leave. Instead of two ePAFs being required, one to return them from leave by their original department and then a second ePAF to transfer them to your department, you can now return them from leave on the transfer ePAF. An email notification is sent to the department approvers in the department that the employee is leaving.

NOTE: You will see the option in yellow below only when the employee is already in a leave status.

Actions x

- Transfer
- View Job Data

Transfer x

- To Staff Position
- To Non-Staff Position

Position Detail

*Employee Group Student Salaried

This employee is currently on a Leave of Absence. Do you want to return them from leave in addition to this transaction? Check the slider labeled "Return from Leave?" to Yes.

Return from Leave? No