



STATEWIDE PERSONNEL
— S Y S T E M —

**Return an Employee
From a Leave of Absence**

May 2016



Title: Return an Employee from a LOA
Role: HR Coordinator
Functional Area: Time Tracking

Table of Contents

Process Overview 3

Scenario: Placing an Employee on Leave and Then Returning the Employee Using the 7-Day Increment.. 4

Before you begin... 5

 Procedure: Return an Employee from a Leave of Absence 6



Title: Return an Employee from a LOA
Role: HR Coordinator
Functional Area: Time Tracking

Return an Employee from a Leave of Absence Process

Process Overview

The Return an Employee from Leave of Absence process is used to enter and track details of an employee's return from a leave of absence in Workday. This guide provides instructions on how to return an

The steps in the business process are listed below.

#	Process Steps	Role	Description
1	Initiate the employee's Return from Leave of Absence	HR Coordinator	Enter details of the employees return from their leave of absence. (e.g., actual last day of work, first day back to work).
2	Inbox Task: Agency Approvals	HR Partner	HR Director or designated user approval.
		Appointing Authority Partner	Appointing Authority approval. Note: Appointing Authority Partners approve Return From Leave events for the following types of leave <u>ONLY</u> : Bone Marrow Donation, Disaster Service, Organ Donation, Medical Leave, Personal, and Suspension.
3	Inbox Task: Maintain Accruals and Time Off Adjustments	Timekeeper	Verify the employee's time off balances and accruals and then adjust as necessary. Adjustments are made using the the "Maintain Accrual and Time Off Adjustments/Overrides"
4	Inbox Task: Change Benefit Elections	Agency Benefits Coordinator Central Benefits Partner	Change benefits if the employee does not have any more leave to cover the leave of absence. (Note: Task completed outside of Workday)
5	Inbox Task: Assign Roles to Worker	HR Administrator	Work with Agency HR Coordinator(s) determine if the employee should be assigned any roles in Workday upon their return to work. Assign roles as necessary.



Title: Return an Employee from a LOA
Role: HR Coordinator
Functional Area: Time Tracking

Scenario: Placing an Employee on Leave and Then Returning the Employee Using the 7-Day Increment

Martin Matte is a State/Regular employee who does not work a compressed or modified work schedule. He will be taking Paid FMLA Leave starting on Tuesday, March 2, 2016 and will return to work on Thursday, March 18, 2016 for a total of 12 workdays. To satisfy the 7 day increment requirement, the Estimated Last Day of Leave will be Tuesday, March 15, 2016, because March 2nd to the 15th will be 14 calendar days. The remaining two days **March 16 & 17**, he is still on leave but it will be coded on the timesheet using the appropriate Time Off code (e.g., zFMLA).

Place Worker on Leave Martin-T Matte-T (T1001308)

Last Day of Work: 03/01/2016

First Day of Leave: 03/02/2016

Estimated Last Day of Leave: MM/DD/YYYY

Leave Type:

Calendar: March 2016



S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2


Returning the employee from leave...


Martin will be returning to work on the 18th. Since his leave required entry of 7-day increment durations when placing him on leave in the system, the return details must also use 7-day increment requirement. When entering the employee's return from leave in Workday, the last day of leave will be March 15, 2016, and his first day back will be March 16, 2016. Type a note in the Comments sections that explains the date approval range. See the sample entry below. See the same entry in the screenshot below.

← Return Worker from Leave Martin-T Matte-T (On Leave) (T1001308) ☰

If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

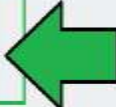

First Day Back at Work: 03/16/2016  

Leaves Returned From: 2 items 

Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
<input checked="" type="checkbox"/>	Paid > FMLA (Use Paid Leave) (03/02/2016)	03/02/2016	03/15/2016	03/15/2016 

Supporting Documents

Approved leave dates are 3/2/2016 to 3/17/2016. Actual return to work date is 3/18/2016. Used 3/15/2016 as return to work date to satisfy the 7 day increment.

Before you begin...

You will need the following information to complete the process:

- Employee requesting the leave of absence
- First Day Back at Work
- Actual Last Day of Work

Procedure: Return an Employee from a Leave of Absence


Use this procedure to return an employee from a Leave of Absence (LOA). HR Coordinators initiate returning an employee from a LOA on behalf of the employee and then it is routed to the HR Partner and/or Appointing Authority for approval depending on the leave type.

Procedure:

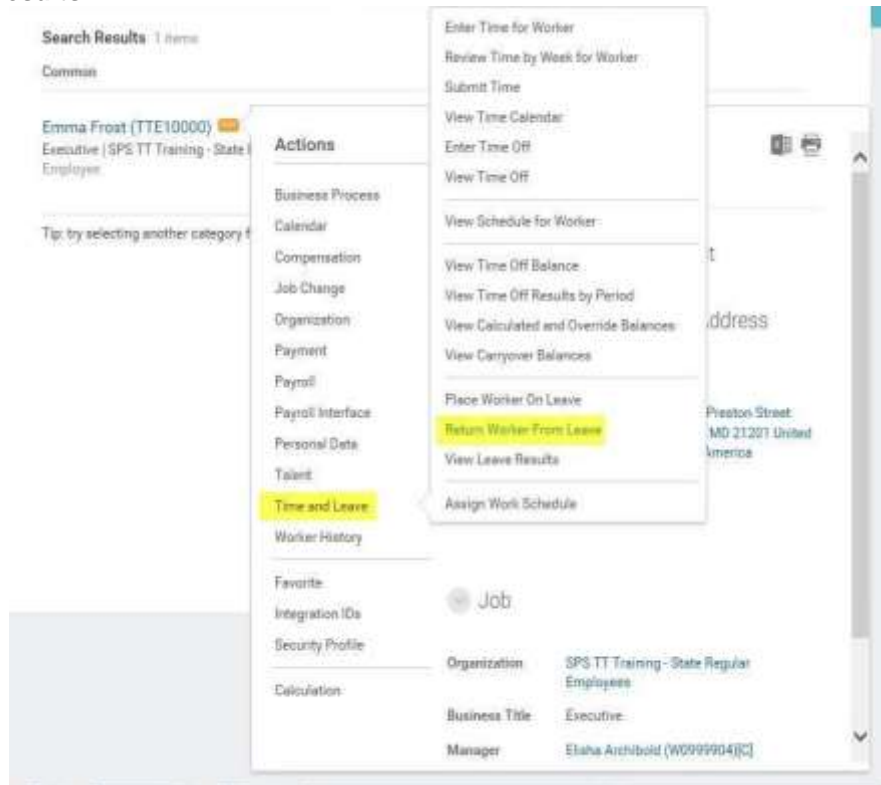
1. Search for the employee.



Tip: To find an employee...

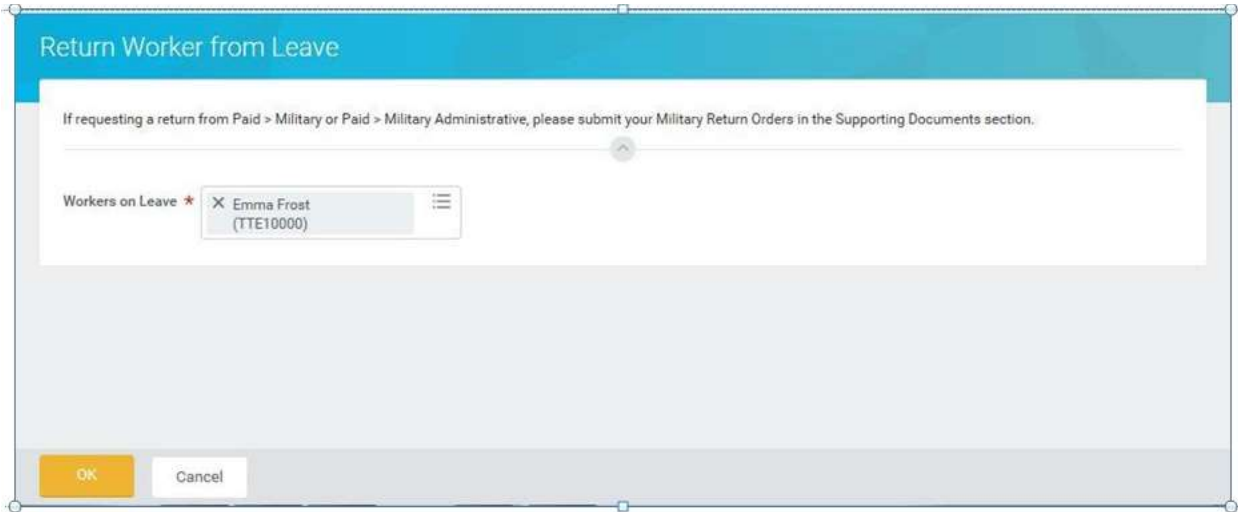
- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
 - Find the employee in their assigned Supervisory Organization on the **Members** tab.
2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results



3. In the menu, hover over Time and Leave and then click the Return Worker from Leave hyperlink.

Return Worker from Leave - Confirm Worker




Return Worker from Leave

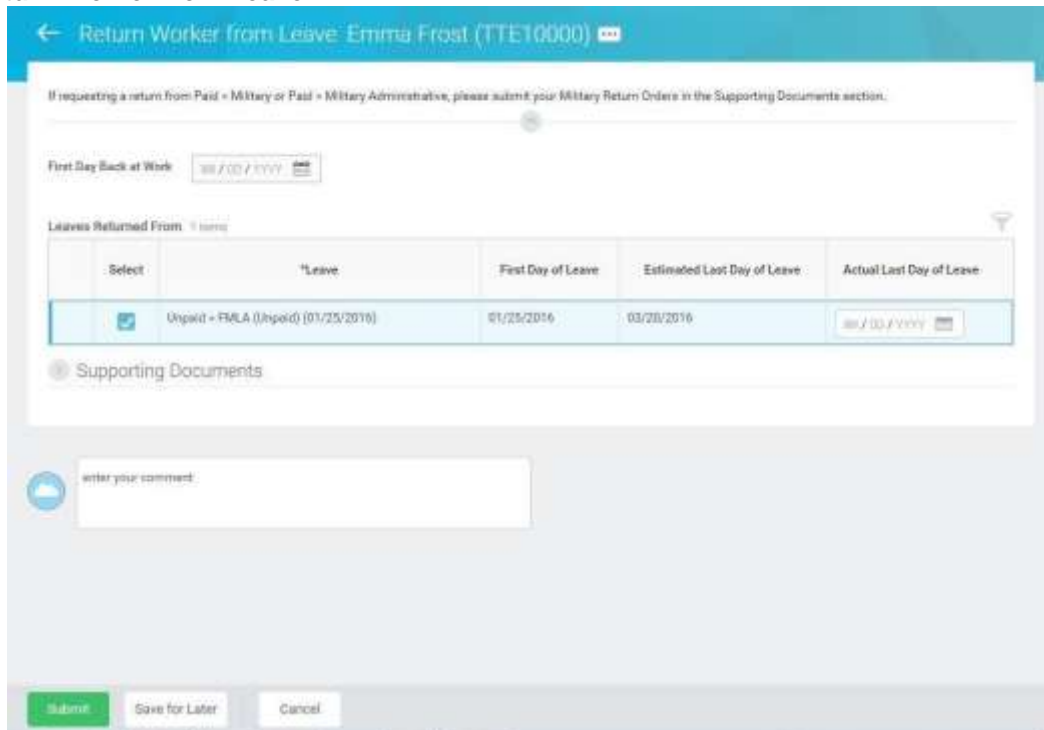
If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

Workers on Leave *

OK Cancel

- On the Return Worker from Leave page, verify the employee's name and W number in the Worker on Leave field.
- Click the OK  button.

Return Worker from Leave



Return Worker from Leave: Emma Frost (TTE10000)

If requesting a return from Paid > Military or Paid > Military Administrative, please submit your Military Return Orders in the Supporting Documents section.

First Day Back at Work:

Leaves Returned From:

Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
<input checked="" type="checkbox"/>	Unpaid - FMLA ()/hspaid (01/25/2016)	01/25/2016	03/28/2016	<input type="text" value="MM/DD/YYYY"/>

Supporting Documents

enter your comment:

Submit Save for Later Cancel

- In the Leaves Returned From section, select the leaves that the employee is returning from.



Title: Return an Employee from a LOA
Role: HR Coordinator
Functional Area: Time Tracking

7. Then, complete the following fields:
- a. **First Day Back at Work:** Enter or select a date.
 - b. **Actual Last Day of Leave:** Enter or select a date.



Information: For leave types that require the use of 7-day increments, the first day back and the actual last day of leave dates must also satisfy the 7-day increment. For example, if the actual last day of leave was March 17th, but March 15th was entered in the LOA event in Workday to satisfy the 7 day increment, then March 15th will be the date entered in the Leaves Returned From section.

A list of leave types that use 7-day increments in the system are listed below.

7-Day Increment Leave Types

Leave Type: Paid Leave	Leave Type: Unpaid Leave
Bone Marrow Donation	FMLA
Disaster	FMLA for Service Members
FMLA	Medical Leave
FMLA for Service Member	Personal
Military	
Organ Donation	
Public Health	

8. In the Comments field, type a note that lists the date range approved for the employees leave.

9. Click the **Submit**  button.



Information: The Leave of Absence return event is routed to the HR Partner and/or Appointing Authority (depending on the Leave Type chosen when placing the employee on a LOA) for approval.

Note: If the LOA was for Military Administrative leave, the HR Coordinator that initiated the event will have to review the compensation for the employee after the HR Partner/Appointing Authority approval. The allowance given to the employee during Military Administrative leave will have to be stopped.

10. The System Task is complete.