


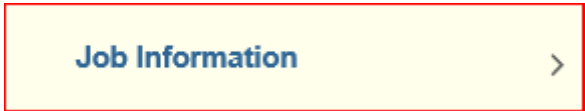










### HR045.09: Returning an Employee from a Leave of Absence

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Workforce Administration</b> menu. 
4.	Click the <b>Job Information</b> menu. 
5.	Click the <b>Job Data</b> menu. 
6.	Populate the <b>Empl ID</b> field. Empl ID <input type="text" value="begins with"/>   <input type="text" value=""/> x
7.	Click the <b>Search</b> button. 
8.	In the <b>Work Location</b> section, click the <b>Plus (+)</b> icon. 
9.	Validate the <b>Effective Date</b> populated by the system and make any needed updates. Effective Date <input type="text" value="11/07/2016"/>



Step	Action
10.	Click the <b>Drop Down</b> icon associated with the <b>Action</b> field. 
11.	Select <b>Return from Leave</b> from the list.  Return from Leave
12.	Click the <b>Drop Down</b> icon associated with the <b>Reason</b> field. 
13.	Select " <b>End of Family Med Leave</b> " from the list.  NOTE: This reason is used to indicate the end of all leave types.  End of Family Med Leave
14.	Click the <b>Save</b> button. 
15.	You have successfully completed the <b>Returning an Employee from a Leave of Absence</b> topic. <b>End of Procedure.</b>