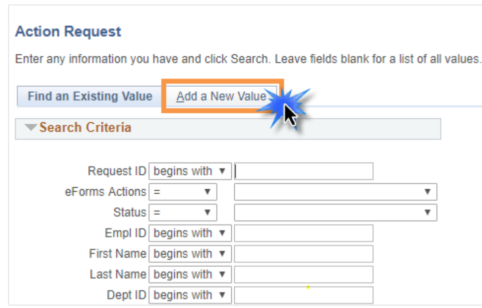
Return Employee from Leave

The Return from Leave form is used to return an employee form a paid or unpaid leave of absence. To process this type of request, complete the following steps:

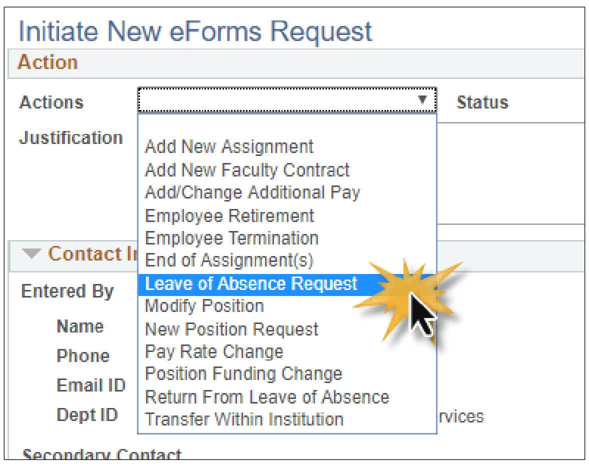
1. In UT Share, navigate to the Action Request page

   NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request



2. Click the Add a New Value tab

3. The **Initiate New eForms Request** page is displayed.
   Select **Leave of Absence Request** from the **Actions** drop-down menu.



4. Use the **Justification** text box to explain or justify the reason for the request. (Optional)

5. Enter the Employee ID

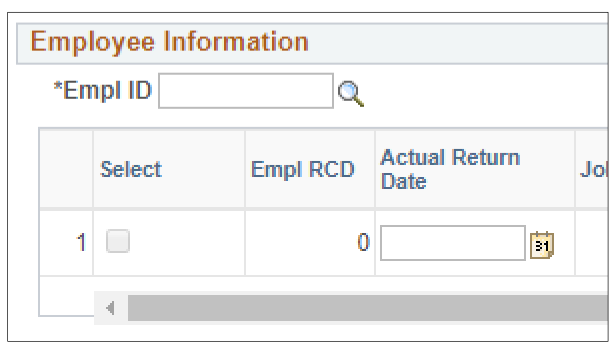
   The **Employee Information** section is used to identify the employee returning from leave.

   a. Enter or lookup the employees **Empl ID**. The table below displays all the existing assignments for the employee.

   b. If necessary, select the checkbox for the assignment you want to return from LOA.

      Note: You will only have the option to select the assignments that you have access to in your department. This is dependent on your permissions.

   c. Enter the **Actual Return Date**.

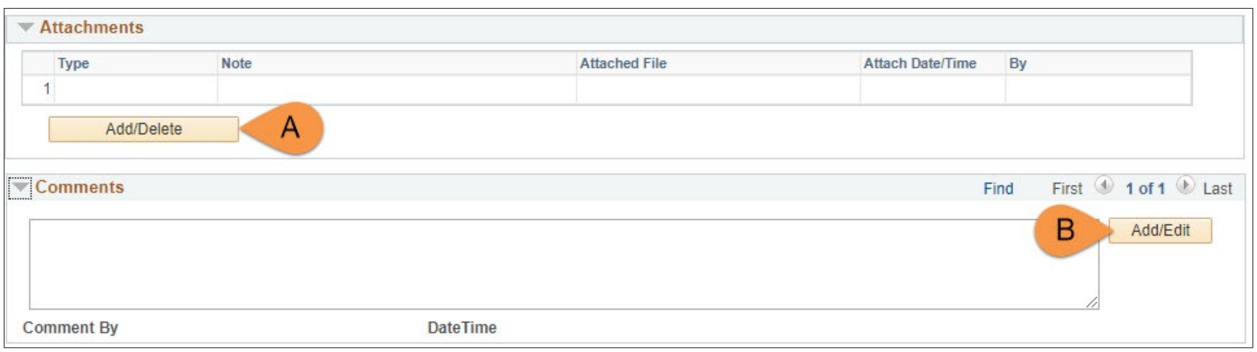


6. Click Save

   Once the required fields (indicated with an *asterisk) are completed, click Save. Notice, a Request ID number (e.g. 00002475) is assigned and the form status is displaying “Saved”.

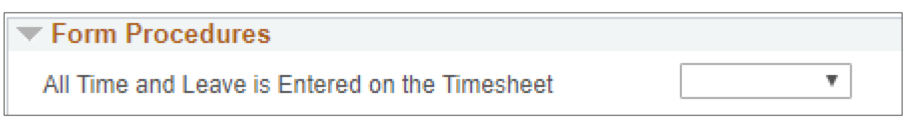
7. Add Attachments and Comments
   A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.
   B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

Note: Attachments and Comments cannot be added unless you have clicked Save.



8. Complete the Form Procedures Section

   The **Form Procedures** section is used as a checklist and to provide additional information about the request. Review and provide an answer to the question in this section.



9. Add a Secondary Contact (if needed) and Submit the Form to Workflow

   A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.

B. After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.