EPAF Return from Leave Process
User Manual

Initiator User Manual for Change in Employment Status

Return from Leave Process

This manual provides step by step information on how to enter a “Return from Leave”.

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Human Resources Diversity & Inclusion
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# EPAF Return from Leave Process User Manual

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After logging into PeopleSoft, click on the <strong>Department Self Service</strong> link.</td>
</tr>
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</table>

The **ePAF Home Page** is a useful area for managing PA Forms. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.

Click the **Start a new ePAF** link.
3. To submit a Return from Leave, click the Change Employment Status link.

4. You can search by Empl ID, Name, Department or Employee Group. The example below shows a search by Last Name. If employee has more than one job record, ensure you are selecting the correct record.

Click the Search button.
<table>
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<td>5.</td>
<td>Click on the employee name link from the search results. The <strong>Change Employment Status</strong> page appears. The fields under the <strong>Current Job Info</strong> will be autopopulated.</td>
</tr>
</tbody>
</table>

![Change Employment Status page](image)

- **Name:** [Name]
- **EmpID:** [EmpID]
- **EmpGroup:** [EmpGroup]
- **EmpStatus:** [EmpStatus]
- **Position:** [Position]
- **Department:** [Department]
- **eFormID:** [eFormID]
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<td>6.</td>
<td>In the <strong>Form Data</strong> section, click the <strong>Effective Date</strong> look up button and enter the effective date. <strong>Note Form Id #.</strong> Click the <strong>Action</strong> list drop down menu and choose <strong>Return from Leave</strong>. In the <strong>Reason</strong> field, select appropriate Reason.</td>
</tr>
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</table>

**Note:** Once the action of **Return from Leave** is selected, You will notice, the **Last Date Worked** and the **Expected Return Date** will disappear.

| 7.   | **Note:** No comments or file attachments will be entered on EPAF leave form. Click **Submit (if you select Search, you will be taken off the form and it will not be saved)** |

**Note:** Once the action of **Return from Leave** is selected, You will notice, the **Last Date Worked** and the **Expected Return Date** will disappear.
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<td>15.</td>
<td>Click <strong>Yes</strong> when the pop up shows up, to confirm that you are ready to submit this form.</td>
</tr>
<tr>
<td></td>
<td>![Form Image]</td>
</tr>
<tr>
<td>16.</td>
<td>The <strong>Form Status</strong> indicates that you have submitted this form.</td>
</tr>
<tr>
<td></td>
<td>![Form Status Image]</td>
</tr>
<tr>
<td>17.</td>
<td>Congratulations! You have successfully submitted a <strong>Return from Leave</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>