



EPAF RETURN FROM LEAVE PROCESS USER MANUAL

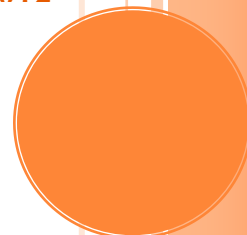
Initiator User Manual for Change in Employment Status

Return from Leave Process

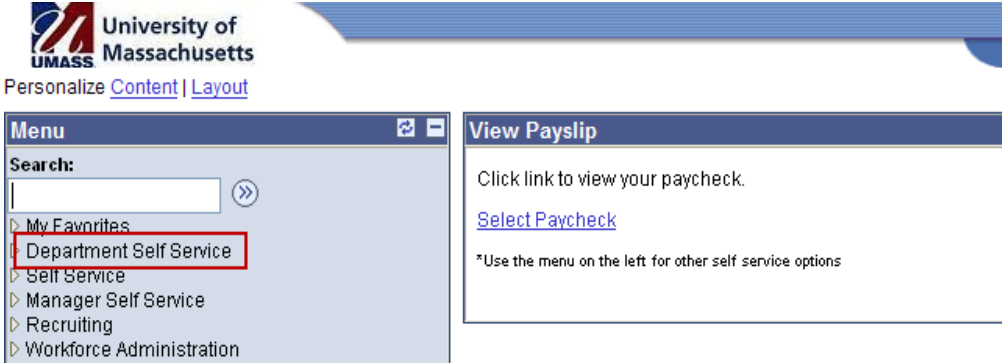
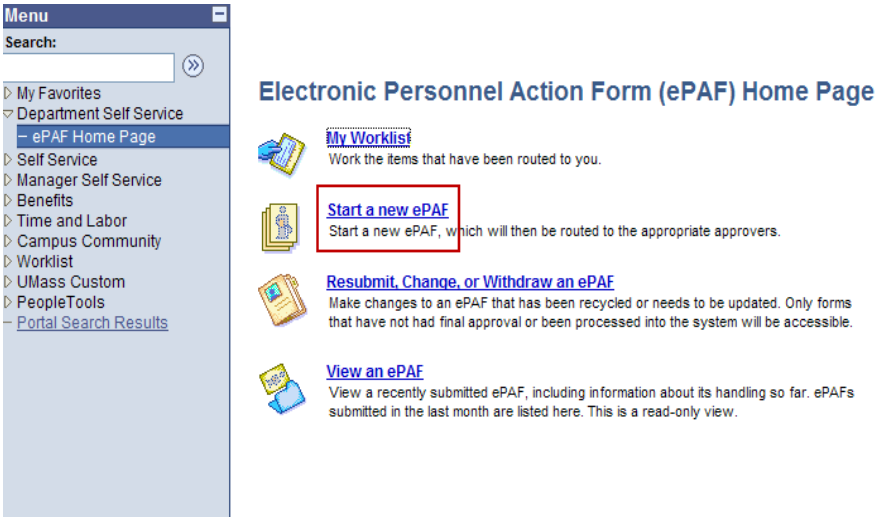
This manual provides step by step information on how to enter a “Return from Leave”.


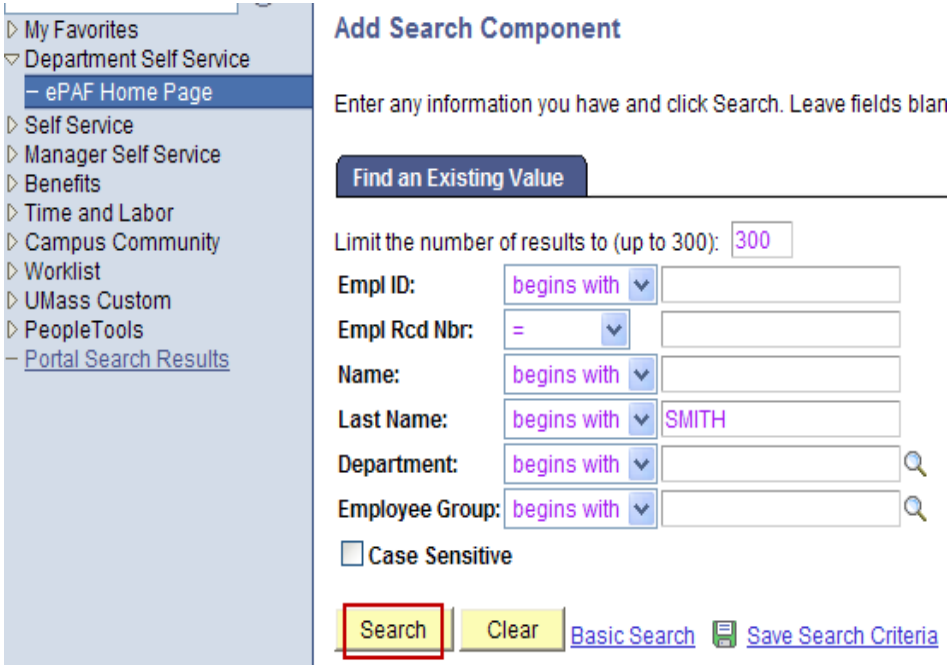
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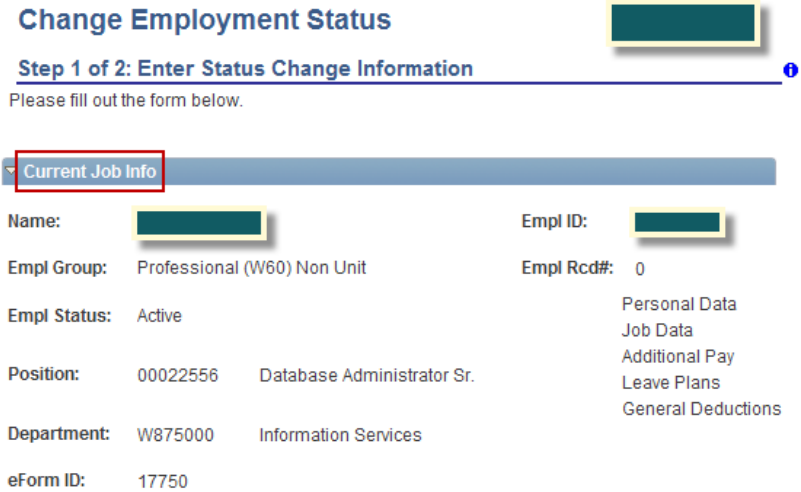
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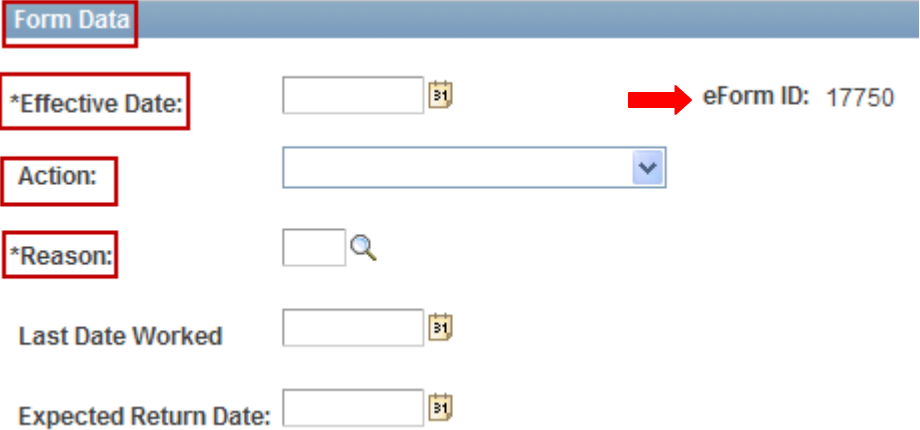
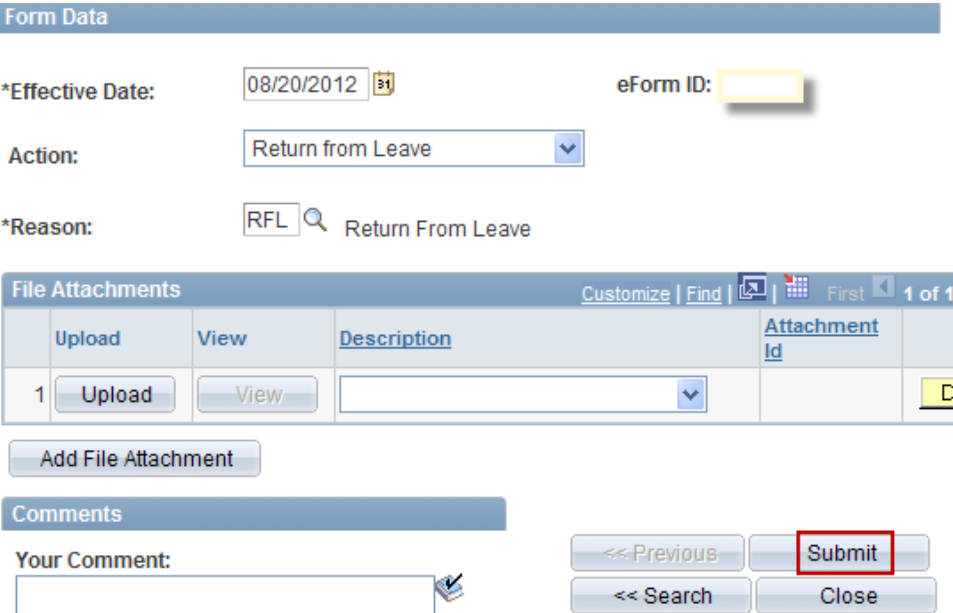


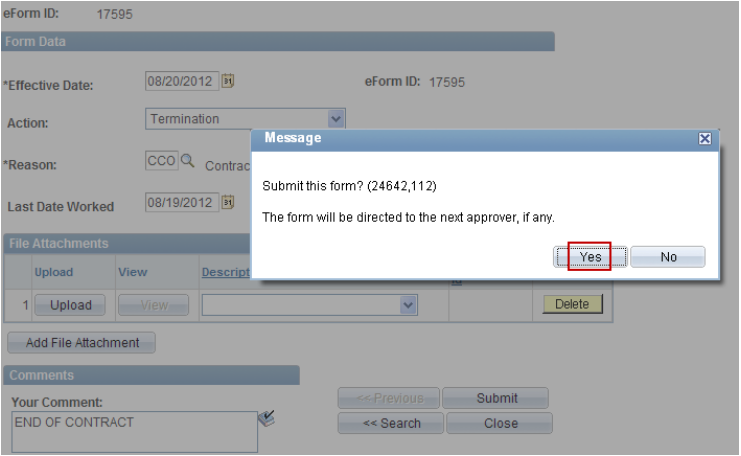
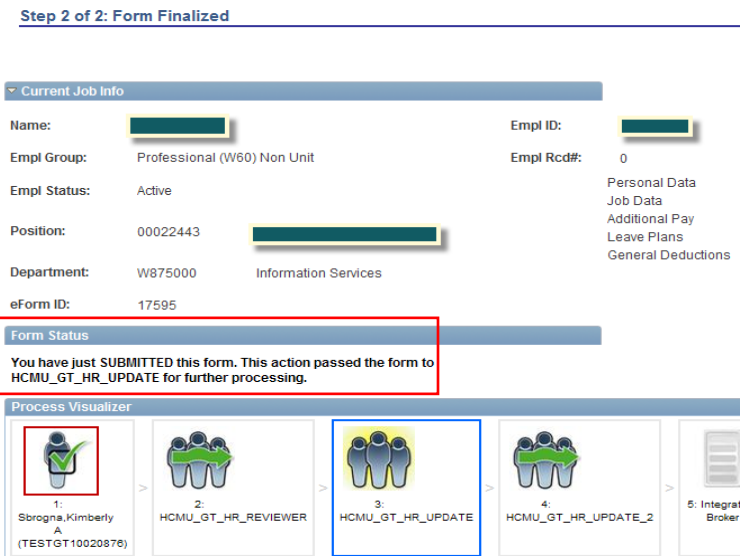
EPAF Return from Leave Process User Manual

Step	Action
1.	<p>After logging into PeopleSoft, click on the Department Self Service link.</p>  <p>The screenshot shows the University of Massachusetts PeopleSoft interface. On the left, a 'Menu' sidebar lists various options, with 'Department Self Service' highlighted by a red rectangular box. To the right, a 'View Payslip' section contains a link to 'Select Paycheck' and a note: '*Use the menu on the left for other self service options'.</p>
2.	<p>Click the ePAF Home Page link.</p> <p>The ePAF Home Page is a useful area for managing PA Forms. Here you will see links to open your <u>worklist</u>, <u>start a new ePAF</u>, <u>resubmit</u>, <u>change or withdraw an ePAF</u>, or <u>view an ePAF</u>.</p> <p>Click the Start a new ePAF link.</p>  <p>The screenshot displays the 'Electronic Personnel Action Form (ePAF) Home Page'. On the left, a 'Menu' sidebar lists various options, with 'ePAF Home Page' highlighted by a red rectangular box. The main content area features several links and descriptions: 'My Worklist' (Work the items that have been routed to you.), 'Start a new ePAF' (Start a new ePAF, which will then be routed to the appropriate approvers. - this link is highlighted with a red box), 'Resubmit, Change, or Withdraw an ePAF' (Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.), and 'View an ePAF' (View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.).</p>

3.	<p>To submit a Return from Leave, click the Change Employment Status link.</p>  <p>The screenshot shows the ePAF Home Page. On the left is a 'Menu' with a search bar and a list of links: My Favorites, Department Self Service (expanded), ePAF Home Page (selected), Self Service, Manager Self Service, Benefits, Time and Labor, Campus Community, Worklist, UMass Custom, PeopleTools, and Portal Search Results. The main content area is titled 'Start a New electronic Personnel Action Form (ePAF)' and lists three options: 'Hire an Employee', 'Edit Existing Job', and 'Change Employment Status'. The 'Change Employment Status' option is highlighted with a red rectangular box. Below the options is a link to 'Return to Electronic Personnel Action Form (ePAF) Home Page'.</p>
4.	<p>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.</p> <p>Click the Search button.</p>  <p>The screenshot shows the 'Add Search Component' form. On the left is the same 'Menu' as in the previous screenshot. The main content area is titled 'Add Search Component' and contains a section for 'Find an Existing Value'. It includes a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. Below this are several search criteria fields: 'Empl ID:', 'Empl Rcd Nbr:', 'Name:', 'Last Name:', 'Department:', and 'Employee Group:'. Each field has a dropdown menu with 'begins with' selected. The 'Last Name' field has 'SMITH' entered. There are magnifying glass icons next to the 'Department' and 'Employee Group' fields. At the bottom, there is a 'Case Sensitive' checkbox which is unchecked. A 'Search' button is highlighted with a red rectangular box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Step	Action
5.	<p>Click on the employee name link from the search results. The Change Employment Status page appears.</p> <p>The fields under the Current Job Info will be autopopulated.</p> 

Step	Action
6.	<p>In the Form Data section, click the Effective Date look up button and enter the effective date. Note Form Id #.</p> <p>Click the Action list drop down menu and choose Return from Leave.</p> <p>In the Reason field, select appropriate Reason.</p>  <p>Note: Once the action of Return from Leave is selected, You will notice, the Last Date Worked and the Expected Return Date will disappear.</p>
7.	<p>Note: No comments or file attachments will be entered on EPAP leave form.</p> <p>Click Submit (if you select Search, you will be taken off the form and it will not be saved)</p> 

Step	Action
15.	<p>Click Yes when the pop up shows up, to confirm that you are ready to submit this form.</p> 
16.	<p>The Form Status indicates that you have submitted this form.</p> 
17.	<p>Congratulations! You have successfully submitted a Return from Leave.</p> <p>End of Procedure.</p>