



EPAF RETURN FROM LEAVE PROCESS USER MANUAL

Initiator User Manual for Change in Employment Status

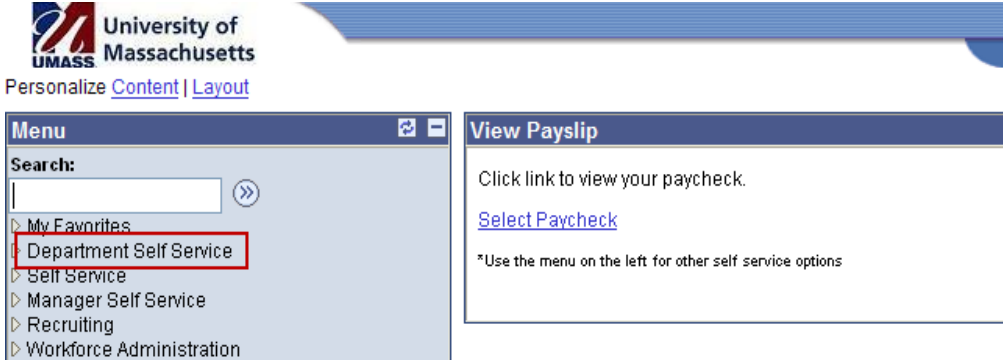
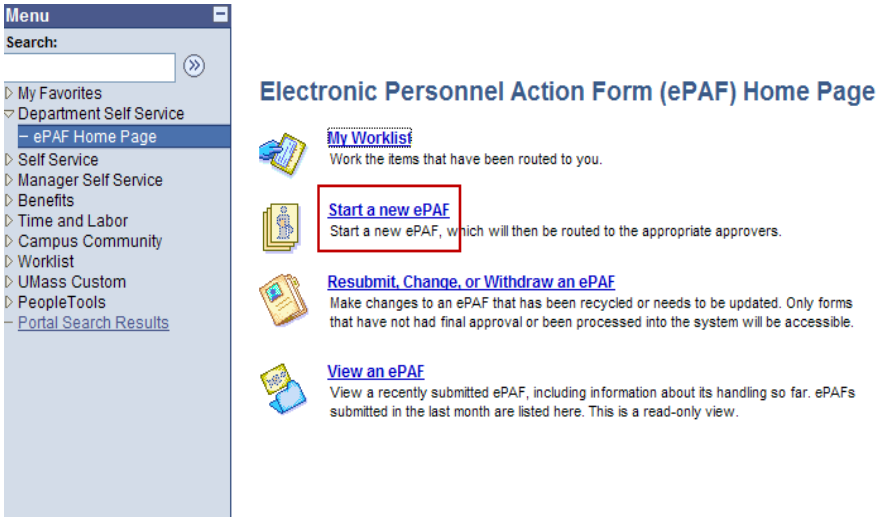
Return from Leave Process

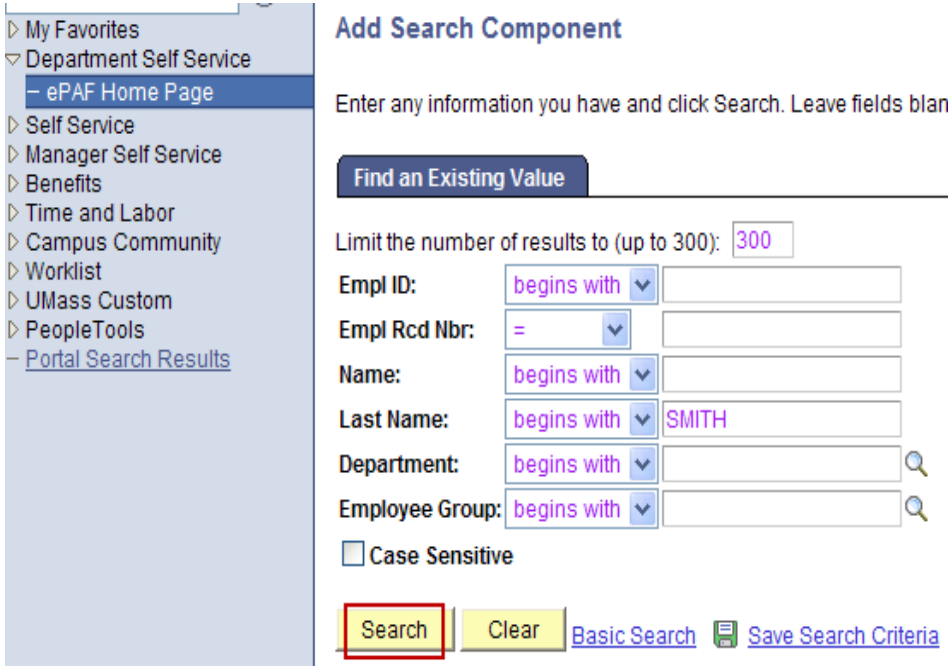
This manual provides step by step information on how to enter a “Return from Leave”.

Developed by:
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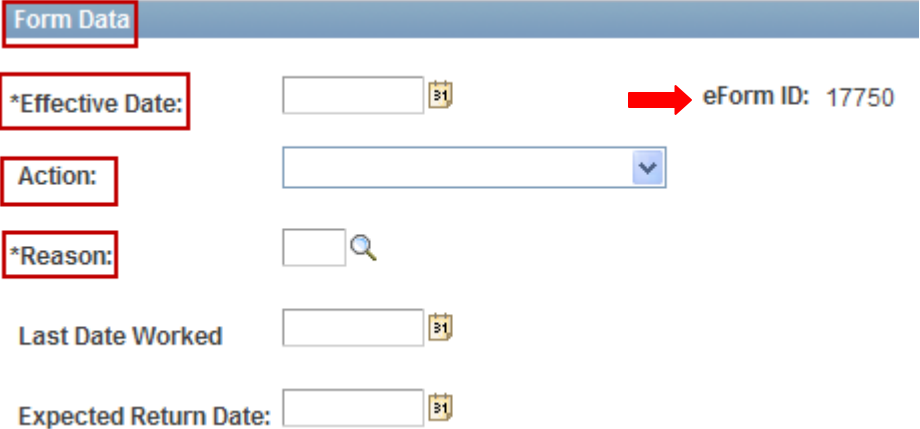
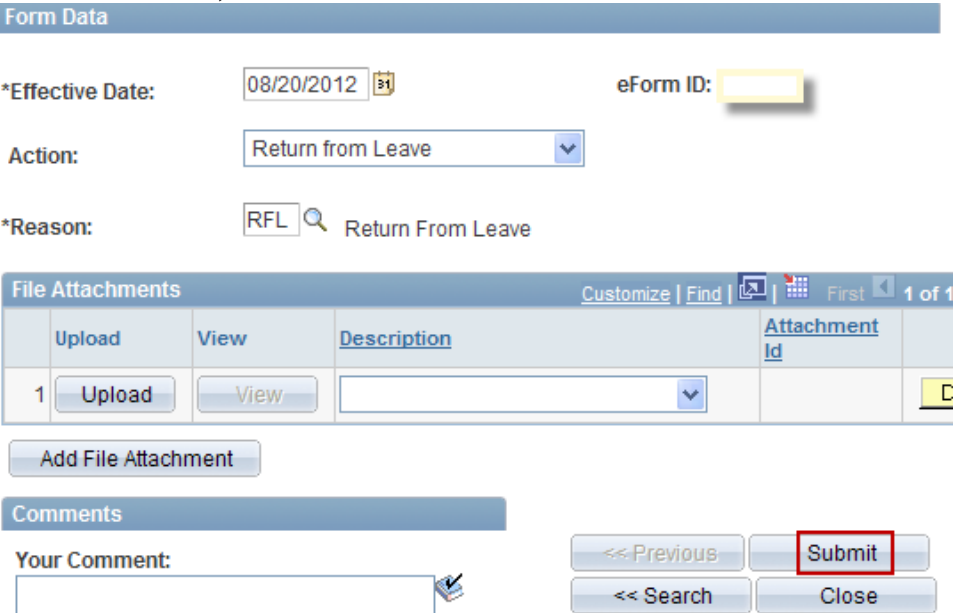
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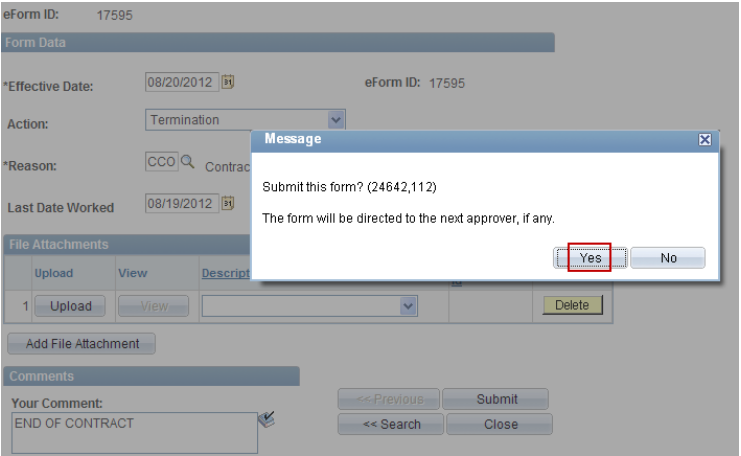
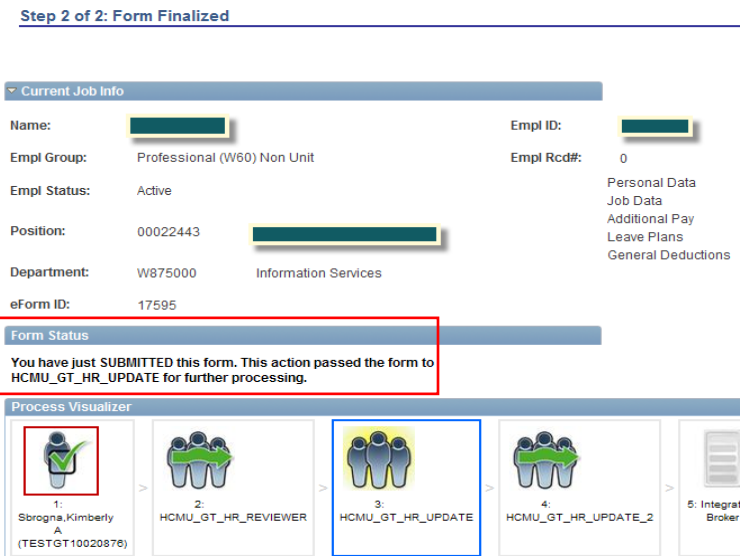
EPAF Return from Leave Process User Manual

Step	Action
1.	After logging into PeopleSoft, click on the Department Self Service link.  The screenshot shows the University of Massachusetts PeopleSoft interface. On the left, a 'Menu' sidebar contains a search bar and a list of links: 'My Favorites', 'Department Self Service' (highlighted with a red box), 'Self Service', 'Manager Self Service', 'Recruiting', and 'Workforce Administration'. On the right, a 'View Payslip' section contains the text 'Click link to view your paycheck.' and a link 'Select Paycheck'. Below this link is a note: '*Use the menu on the left for other self service options'.
2.	Click the ePAF Home Page link. 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>. Click the Start a new ePAF link.  The screenshot shows the 'Electronic Personnel Action Form (ePAF) Home Page'. On the left, a 'Menu' sidebar contains a search bar and a list of links: 'My Favorites', 'Department Self Service' (expanded to show 'ePAF Home Page' which is highlighted with a red box), '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 'Electronic Personnel Action Form (ePAF) Home Page' and contains four sections, each with an icon and a link: 'My Worklist' (with a document icon), 'Start a new ePAF' (with a document icon and highlighted with a red box), 'Resubmit, Change, or Withdraw an ePAF' (with a document icon), and 'View an ePAF' (with a document icon).

3.	To submit a Return from Leave, click the Change Employment Status link.  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)'. It contains three sections: 'Hire an Employee' with a person icon and a description; 'Edit Existing Job' with a document icon and a description; and 'Change Employment Status' with a person icon, a red box around the title, and a description. A link 'Return to Electronic Personnel Action Form (ePAF) Home Page' is at the bottom.
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.  The screenshot shows the 'Add Search Component' search form. On the left is the same 'Menu' as in the previous screenshot. The main content area is titled 'Add Search Component'. It has a heading 'Enter any information you have and click Search. Leave fields blank'. Below this is a section 'Find an Existing Value' with a search bar. Underneath is a label 'Limit the number of results to (up to 300):' followed by a text box containing '300'. There are six search criteria: 'Empl ID:' with a dropdown set to 'begins with' and an empty text box; 'Empl Rcd Nbr:' with a dropdown set to '=' and an empty text box; 'Name:' with a dropdown set to 'begins with' and an empty text box; 'Last Name:' with a dropdown set to 'begins with' and a text box containing 'SMITH'; 'Department:' with a dropdown set to 'begins with' and an empty text box with a magnifying glass icon; and 'Employee Group:' with a dropdown set to 'begins with' and an empty text box with a magnifying glass icon. Below these is a checkbox for 'Case Sensitive'. At the bottom are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button is a link 'Save Search Criteria' with a document icon.

Step	Action
5.	Click on the employee name link from the search results. The Change Employment Status page appears. The fields under the Current Job Info will be autopopulated. Change Employment Status Step 1 of 2: Enter Status Change Information Please fill out the form below. Current Job Info Name: Empl ID: Empl Group: Professional (W60) Non Unit Empl Rcd#: 0 Empl Status: Active Personal Data Job Data Additional Pay Leave Plans General Deductions Position: 00022556 Database Administrator Sr. Department: W875000 Information Services eForm ID: 17750

Step	Action
6.	In the Form Data section, click the Effective Date look up button and enter the effective date. Note Form Id #. Click the Action list drop down menu and choose Return from Leave. In the Reason field, select appropriate Reason.  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 EPAP leave form. Click Submit (if you select Search, you will be taken off the form and it will not be saved) 

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