



File Name	Return from Paid Leave.doc
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Status	Final

Return from Paid Leave

Concept

Employees can request a paid leave of absence (Paid LOA). A Paid LOA must have manager approval. For employees on Worker's Comp, see Worker's Comp process. Also see **Return from Paid Leave** process.

Health Paid Leave:

- Employees will be paid by using their accrued vacation and/or sick leave. There is no change to the employee's benefits.
- Once the employee has used all vacation, sick and compensatory leave, they are placed on **Unpaid Leave** unless granted an extension or advance of sick/disability leave.

Sabbatical Paid Leave: See Paid Sabbatical Leave process.

- Employees are paid full or half of their regular pay. There is no change to the employee's benefits.

Jury Duty Paid Leave

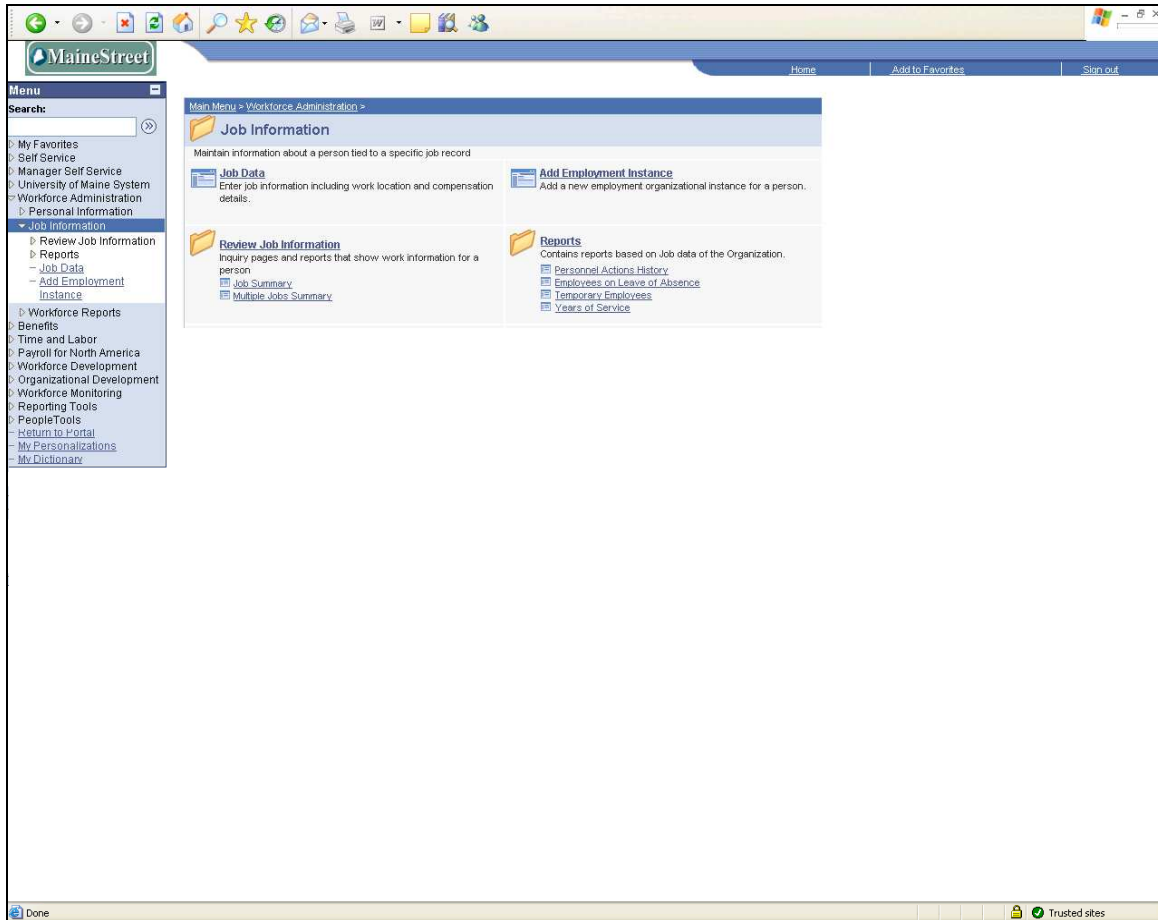
- Employees are paid their regular pay. There is no change to the employee's benefits.

Process Document

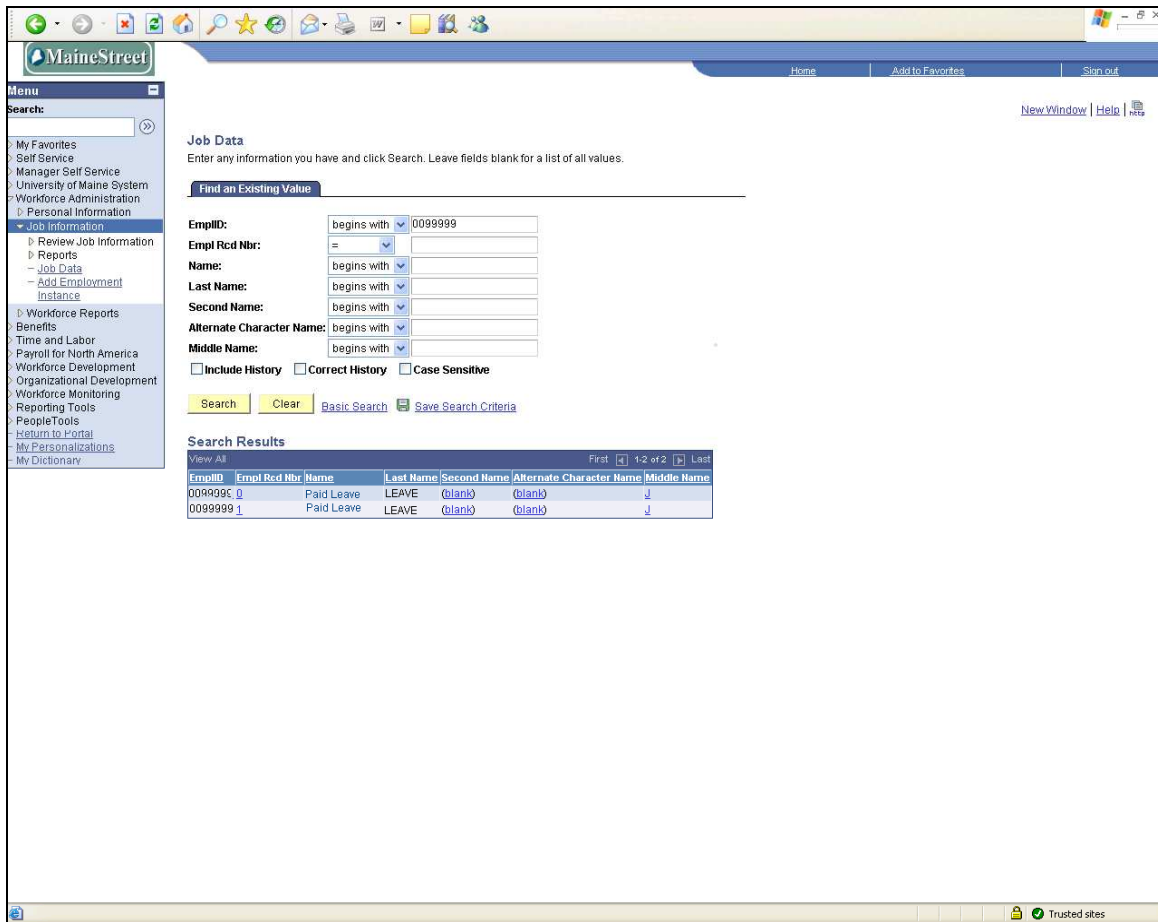
HRMS: Return from Paid Leave



Navigation:



- | Step | Action |
|------|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Job Information link. |
| 3. | Click the Job Data link. |

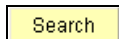


Step	Action
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- | | |
|----|--|
| 4. | To Search for an existing employee record: Enter EmplID , Name or Last Name . |
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Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.

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| 5. | Click the Search button. |
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| 6. | If multiple employee records are listed, click on the appropriate employee record. |
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Process Document

HRMS: Return from Paid Leave



The screenshot shows the HRMS web application interface. At the top, there is a navigation menu with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the navigation menu, the main content area displays a form for 'Paid Leave'. The form includes the following fields and options:

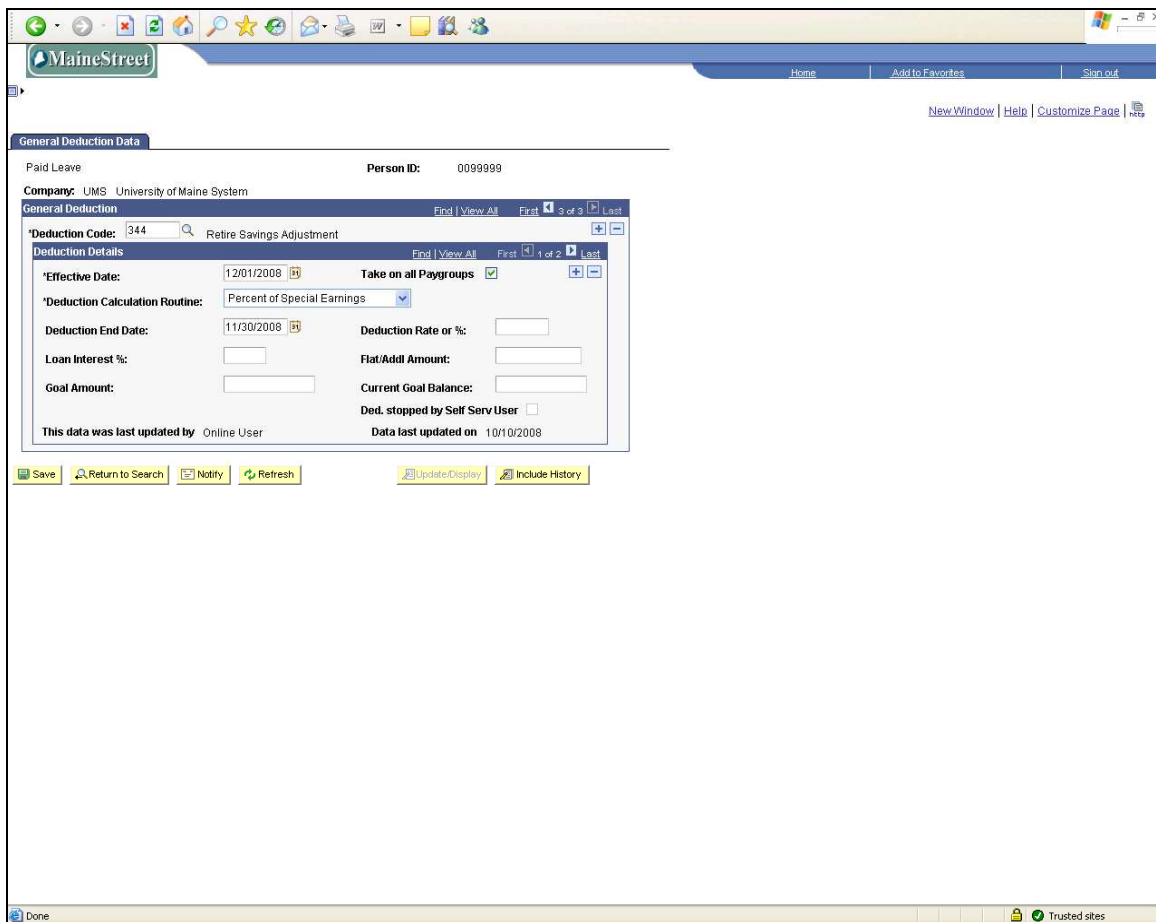
- HR Status:** Active
- Payroll Status:** Active
- Effective Date:** 12/01/2008
- Sequence:** 0
- Job Indicator:** Primary Job
- Action / Reason:** Return from Leave (dropdown menu)
- Termination Date:** Future
- Expected Job End Date:** (empty field)
- Position Number:** 00099999
- Position Entry Date:** 09/01/2005
- Regulatory Region:** USA
- Company:** UMS
- Business Unit:** UMS06
- Department:** PGANY
- Location:** P00200
- Establishment ID:** UMS06
- Date Created:** 10/10/2008

At the bottom of the form area, there is a 'Save' button. The interface also includes a toolbar with buttons for 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update Display', and 'Include History'.

Step Action

7. Click the **Plus (+) key** to add a new job row.
8. Enter the **Effective Date** of the return from leave.
9. **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
10. Click the **Drop-down arrow** to select from the **Action** list.
11. Click the **Return from Leave** list item.
12. Click the **Drop-down arrow** to select from the **Action/Reason** list.
13. Click the **Return from Paid Leave** list item.
14. Click the **Save** button.





General Deduction Data

Paid Leave Person ID: 0099999

Company: UMS - University of Maine System

General Deduction Find | View All First 3 of 3 | Last

Deduction Code:	Retire Savings Adjustment	
Effective Date:	12/01/2008	Take on all Paygroups: <input checked="" type="checkbox"/>
Deduction Calculation Routine:	Percent of Special Earnings	
Deduction End Date:	11/30/2008	Deduction Rate or %: <input type="text"/>
Loan Interest %:	<input type="text"/>	Flat/Addl Amount: <input type="text"/>
Goal Amount:	<input type="text"/>	Current Goal Balance: <input type="text"/>
This data was last updated by Online User		Data last updated on 10/10/2008

Step	Action
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| 15. | If the employee had Deduction Code 344 set up for withholding TIAA-CREF based on full-pay, enter a row to stop the additional withholding. |
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(See **General Deduction** process for additional information.)

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|-----|---|
| 16. | Enter the Effective Date . |
| 17. | Enter the last day of the payperiod into the Deduction End Date field. |
| 18. | Delete the rate in the Deduction Rate or % field. |
| 19. | Click the Save button. |

