

## Quick Reference Guide - Personnel Administration

### Completing a Leave of Absence / Return from Absence Form

#### Overview – Return from Absence

In this guide, we'll explore completion of a **Leave of Absence**. This PA form **Leave of Absence / Return from Absence** is designed to accommodate both faculty and staff Paid and Unpaid Leaves as well as Return from Absence

On this guide:

- We'll cover how to return an employee from a leave
- We'll refer to the form and process as "Return from Absence"
- There is a separate guide for an employee who is being placed on a leave of absence (LOA)

#### Notes

- For exempt employees returning from an unpaid LOA, their pay will resume upon completion of the approval process for the **Return of Absence** form
- For non-exempt employees returning from LOA, the **Return from Absence** form must be completed and the employee or timekeeper needs to enter the appropriate attendance codes in the time sheet for regular pay to resume
- For faculty returning from sabbaticals, end date of the sabbatical will be stored in IT0041 for future reference
- Any back-up documentation used for the approval of the **Return from Absence** should be attached to the form prior to submission

#### Accessing the Return from Absence Form

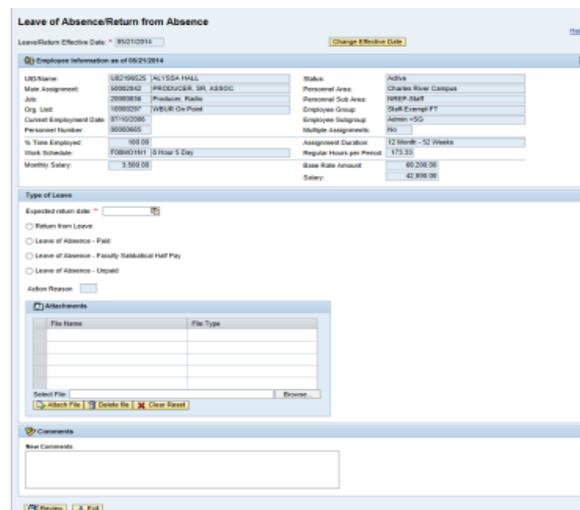
1. From the **BUworks Central portal**, based upon your role, begin by selecting either the **Manager Self-Service** or **Payroll Coordinator** tab
2. Click the link labeled **Personnel Actions**.

3. Via the **Organizational Structure** area of the screen, click on the Org Unit in which the employee for whom you'll be completing a **Return from Absence** form is assigned

**Tip:** You can expand the display of the Org Structure by clicking the arrow  next to an Org Unit (e.g.,  **ENG Administration**). You can also search by BUID

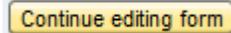
Click on 

4. From the display of employees, click the **Selection** button  to choose a specific employee
5. Click 
6. Click the radio button  **LOA / Return from Absence**.

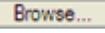
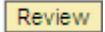
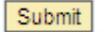


The screenshot shows the 'Leave of Absence/Return from Absence' form. At the top, it displays the 'Leave/Return Effective Date' as 08/01/2014. Below this, there is a section for 'Employee Information as of 08/01/2014'. The employee's name is ALYSSA HALL, and her position is 'Practice, Public'. The form also shows the 'Type of Leave' as 'Return from Leave'. There are sections for 'Attachments' and 'Comments' at the bottom.

#### Completing the Return from Absence Form

1. **Leave/Return Effective Date** - Enter the date the employee will return to work (e.g., 08/01/2014).
2. Click 
3. To change effective date click 
4. **Type of Leave** – Select **Return from Leave**.
5. **Action Reason** - This disappears upon selection and is automatically populated in SAP.
6. Proceed to add attachments and/or comments.

#### Adding Attachments and Comments

7. Via **Attachments**, click  >  to upload any back-up documents used for approval of the **Return from Absence**.
8. **Comments** - Supply any additional information pertaining to the **Return from Absence** to help expedite the Workflow approval for your form. Your comments are viewable only to Workflow approvers.
9. Click  to review your form entries.
10. Click .

**You've submitted the completed form for the**  
**Return from Absence!**

**Track Workflow approvals via your Request Tracker.**