

How to initiate a return from leave of absence in HCM:

This job aid outlines how to initiate a return from Leave of Absence (leave without pay) action. This is also the process to return a faculty member from sabbatical or professional leave (known as Paid Leave).

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

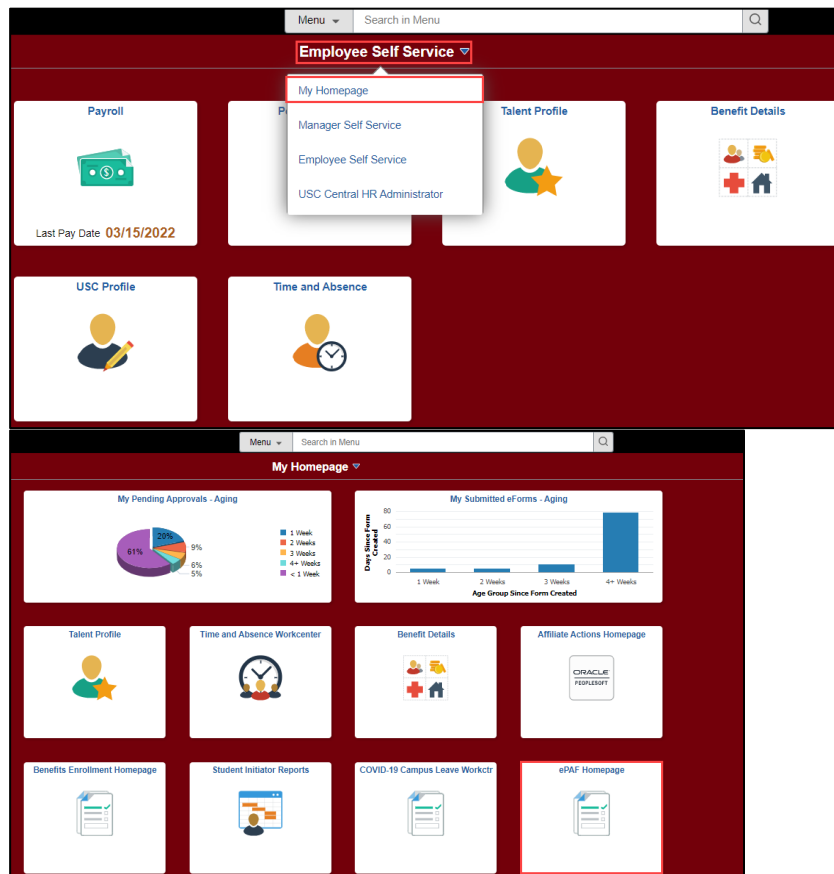
Those with HR Initiator access can take this action for employees within their security scope.

An employee in a leave of absence status remains in that status until you initiate a **Return from Leave** action on the Status Change eForm. In addition, an employee on sabbatical or professional leave remains in that status until you initiate a **Return from Leave** action as well.

Initiating a return from leave of absence/return from paid leave action: In order to initiate a return from leave for one of your employees, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots

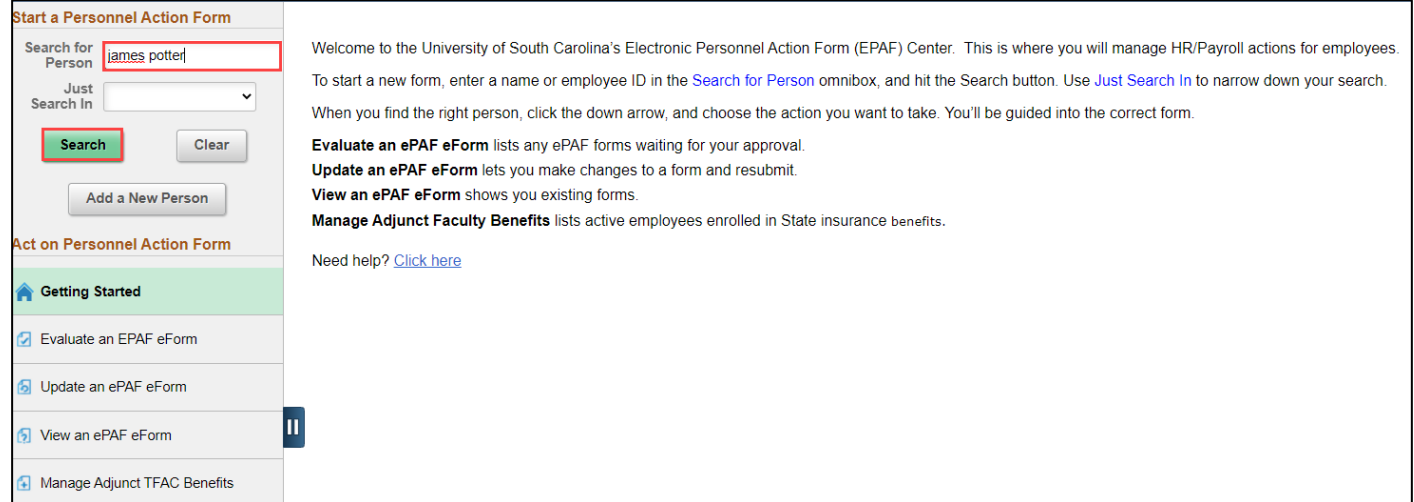


University of South Carolina HCM HR Contact Resources Status Change eForm: Return from Leave of Absence/Paid Leave

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.



Start a Personnel Action Form

Search for Person

Just Search In

Search

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits

Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the [Search for Person](#) omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.

Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.
Update an ePAF eForm lets you make changes to a form and resubmit.
View an ePAF eForm shows you existing forms.
Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? [Click here](#)



Start a Personnel Action Form

Search for Person

Just Search In

Search

Act on Personnel Action Form

- Getting Started

Current Employee

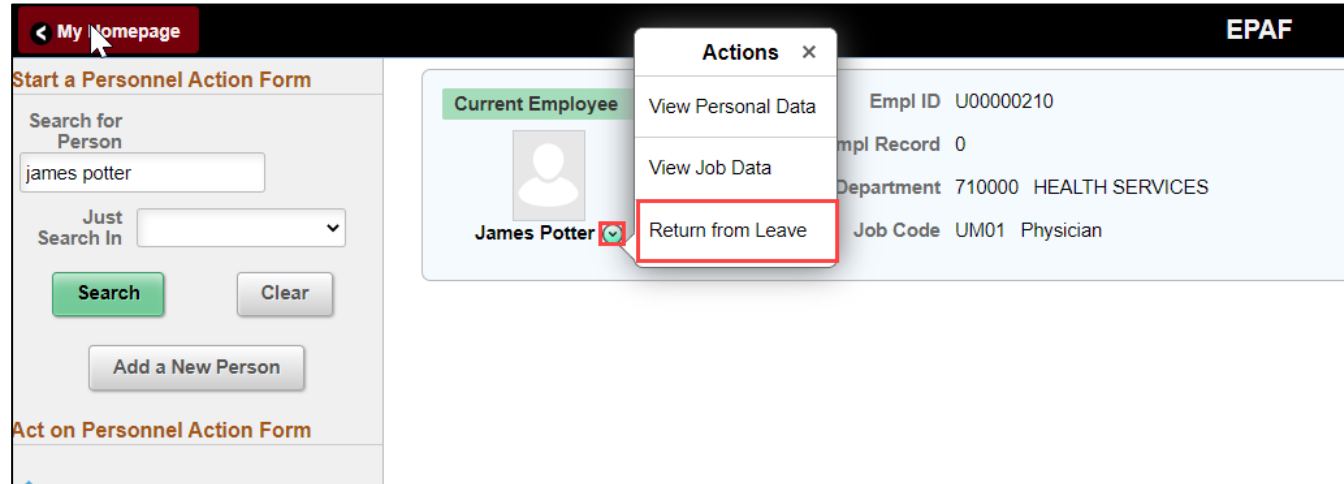
| | | | |
|-------------|------------------------|---------------|--------------------------|
| Empl ID | U00000210 | Business Unit | SCCOL USC Columbia |
| Empl Record | 0 | Job Indicator | Primary Job |
| Department | 710000 HEALTH SERVICES | Empl Class | FTE Full Time Equivalent |
| Job Code | UM01 Physician | Faculty/Staff | Staff |

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HCM HR Contact Resources
Status Change eForm: Return from Leave of Absence/Paid Leave**

The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

For employees currently out on Leave of Absence (Leave without Pay) or faculty in a Paid Leave status (sabbatical or professional leave) the only available action in the **Related Actions Menu** is **Return from Leave**.

From the Related Actions Menu, click the **Return from Leave** option.



The screenshot shows the 'My Homepage' interface for 'EPAF'. On the left, under 'Start a Personnel Action Form', there is a search box containing 'james potter' and a 'Search' button. In the center, a 'Current Employee' card for 'James Potter' is displayed with a red checkmark. An 'Actions' dropdown menu is open over the card, listing 'View Personal Data', 'View Job Data', and 'Return from Leave'. The 'Return from Leave' option is highlighted with a red box. To the right of the card, employee details are shown: Empl ID U00000210, Empl Record 0, Department 710000 HEALTH SERVICES, and Job Code UM01 Physician.

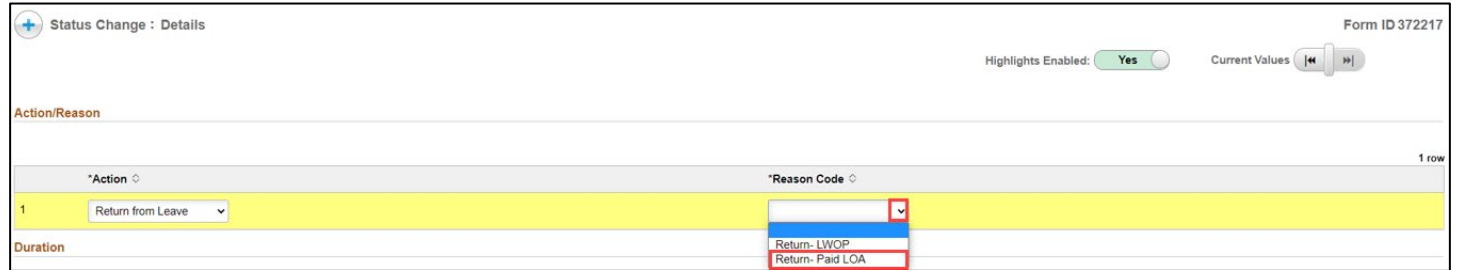
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Completing the Status Change eForm:

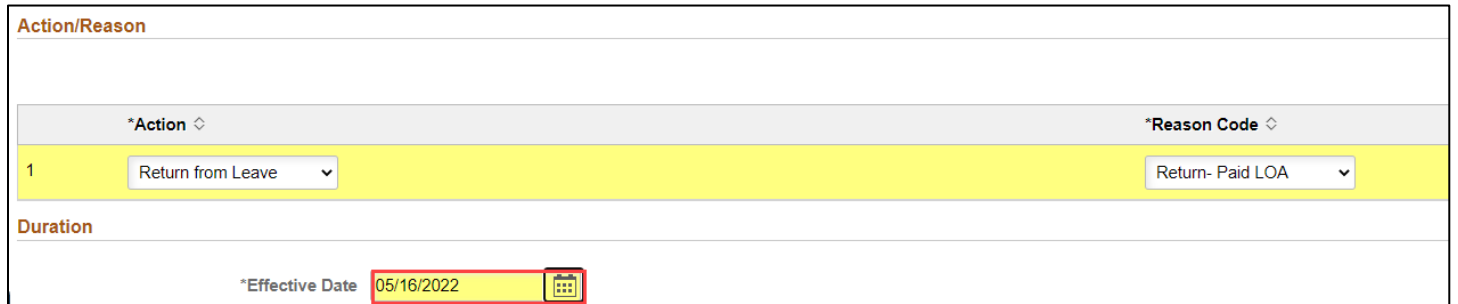
1. The **Action of Return from Leave** has pre-populated based on your selection on the Related Actions Menu.

2. Click the **Reason Code** drop-down menu button to select the appropriate reason for the leave of absence.
 - a. **Return-LWOP** is used to return an employee from a leave of absence/leave without pay status.
 - b. **Return-Paid LOA** is used strictly for faculty who have been on sabbatical or professional leave.

3. Enter the **Effective Date** that the employee is returning from leave. This should be the first day the employee is back to work/no longer on leave.



This screenshot shows the 'Status Change : Details' form. At the top right, it indicates 'Form ID 372217' and 'Highlights Enabled: Yes'. The main section is titled 'Action/Reason' and contains a table with one row. The table has two columns: '*Action' and '*Reason Code'. The '*Action' column contains 'Return from Leave'. The '*Reason Code' column has a dropdown menu open, showing three options: 'Return-LWOP' (highlighted in blue), 'Return- Paid LOA' (highlighted in red), and an empty option. Below the table, the 'Duration' section is visible.

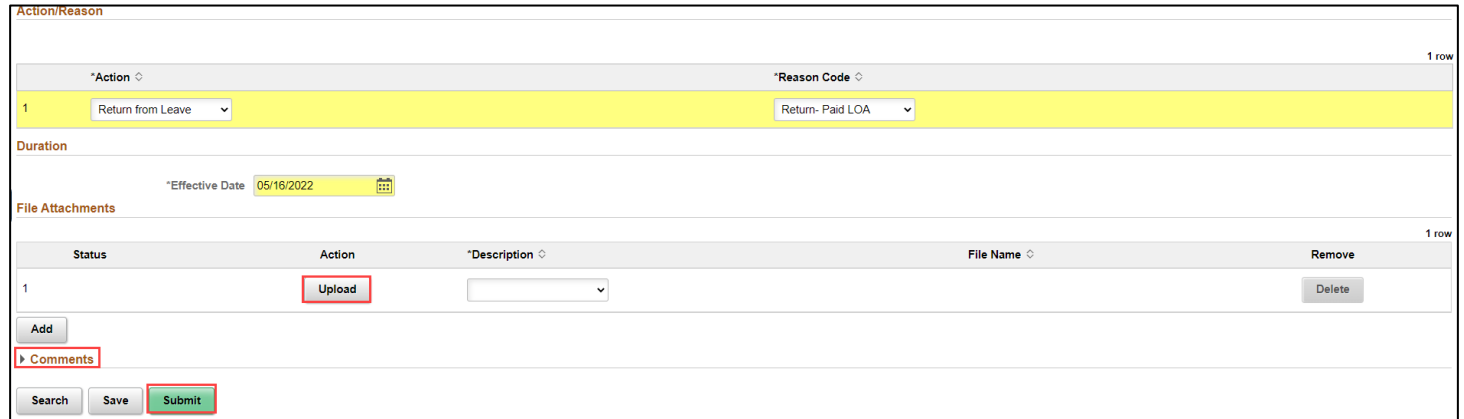


This screenshot shows the 'Status Change : Details' form with the 'Return- Paid LOA' option selected in the '*Reason Code' dropdown. The '*Effective Date' field is now populated with '05/16/2022' and has a calendar icon next to it. The 'Duration' section is also visible below the table.

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HCM HR Contact Resources
Status Change eForm: Return from Leave of Absence/Paid Leave**

4. Return from Leave actions require an attachment or comment documenting the employee's return from leave status. Either click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device or click the **Comments** link to expand the open comments field to write your justification.

5. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



Action/Reason 1 row

| *Action | *Reason Code |
|---------------------|------------------|
| 1 Return from Leave | Return- Paid LOA |

Duration

*Effective Date 05/16/2022

File Attachments 1 row

| Status | Action | *Description | File Name | Remove |
|--------|---------------|--------------|-----------|--------|
| 1 | Upload | | | Delete |

Add

Comments

Search Save **Submit**

6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

 7. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
 - a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.

 8. Upon review of the workflow, click the **Done** button.
- You have successfully initiated a **Return from Leave** action!

+ Status Change : Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

View Approval Route

▸ **Signature/Action Logs**

Approval

Cancel **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=372217 Pending

Basic Path

Pending

[Multiple Approvers](#)
Dept_Approver_1

Not Routed

[Multiple Approvers](#)
Dept_Approver_2

Not Routed

[Multiple Approvers](#)
HR Operations

Not Routed

[Multiple Approvers](#)
Payroll Acct