

Hexcel's Workday User Manual

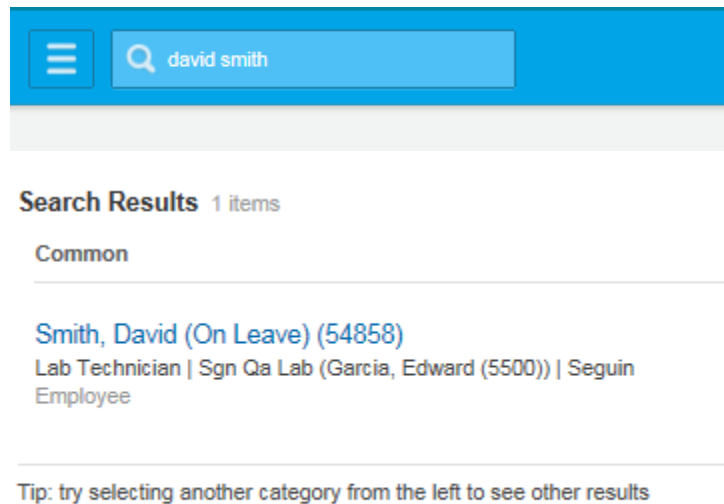
Chapter 5-02 Absence

LEAVE OF ABSENCE

Extend Expected Return to Work Date – HR Only

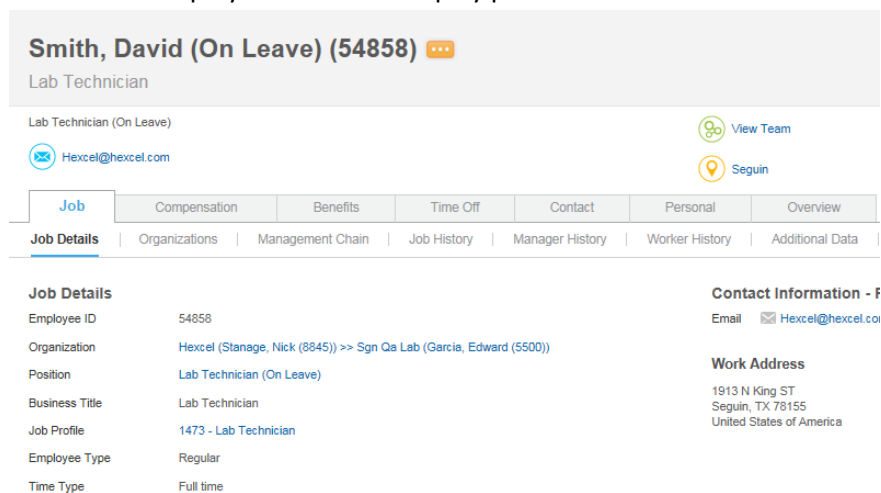
Only HR can Initiate, Revise, and Return Employees from Leave of Absence.

1. Using the Search Box, type the name of the Employee whose Leave of Absence Return Date should be modified



The screenshot shows a search bar with the text 'david smith' entered. Below the search bar, the results are displayed under the heading 'Search Results 1 items'. The results are categorized under 'Common' and list 'Smith, David (On Leave) (54858)' as a 'Lab Technician | Sgn Qa Lab (Garcia, Edward (5500)) | Seguin Employee'. A tip at the bottom of the results area reads: 'Tip: try selecting another category from the left to see other results'.

2. Double click on the Employee's name to display profile:



The screenshot shows the employee profile for 'Smith, David (On Leave) (54858)'. The profile includes the following information:

- Job Details:** Lab Technician (On Leave), Hexcel@hexcel.com, View Team, Seguin.
- Job Details:** Employee ID: 54858, Organization: Hexcel (Stanage, Nick (8845)) >> Sgn Qa Lab (Garcia, Edward (5500)), Position: Lab Technician (On Leave), Business Title: Lab Technician, Job Profile: 1473 - Lab Technician, Employee Type: Regular, Time Type: Full time.
- Contact Information - F:** Email: Hexcel@hexcel.co
- Work Address:** 1913 N King ST, Seguin, TX 78155, United States of America.

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3. Click on the tab, **Worker History**, to display recent transactions for the Employee. Note the most recent transaction for the Employee is the Leave Request.

View Worker History by Category

25 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Leave Request: Smith, David (On Leave) (54858)	05/09/2014	05/23/2014 11:21:19 AM	05/30/2014	05/23/2014 11:21:19 AM	Successfully Completed
ID Change: Smith, David (On Leave) (54858)		04/15/2014 02:45:47 PM		04/15/2014 02:45:47 PM	Successfully Completed
Contact Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 11:42:01 AM		04/14/2014 11:42:01 AM	Successfully Completed
Contact Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 11:10:37 AM		04/14/2014 11:10:37 AM	Successfully Completed
Service Dates Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 08:52:06 AM		04/14/2014 08:52:06 AM	Successfully Completed
Preferred Name Change: Smith, David (On Leave) (54858)		04/14/2014 05:10:08 PM		04/14/2014 05:10:08 PM	Successfully Completed
Benefit Change - CONVERSION ADDL BEN : Smith, David (On Leave) (54858) on 01/02/2014	01/02/2014	05/19/2014 07:32:45 PM		05/19/2014 07:32:45 PM	Successfully Completed

4. Hover over the **Leave Request** and click 

Available Actions

Action Event **Leave Request: Smith, David (On Leave) (54858)**

Business Process Subject **Smith, David (On Leave) (54858)**

Favorite Overall Status **Successfully Completed**

Initiated On **05/23/2014 11:21:19 AM**

Due Date **05/30/2014**

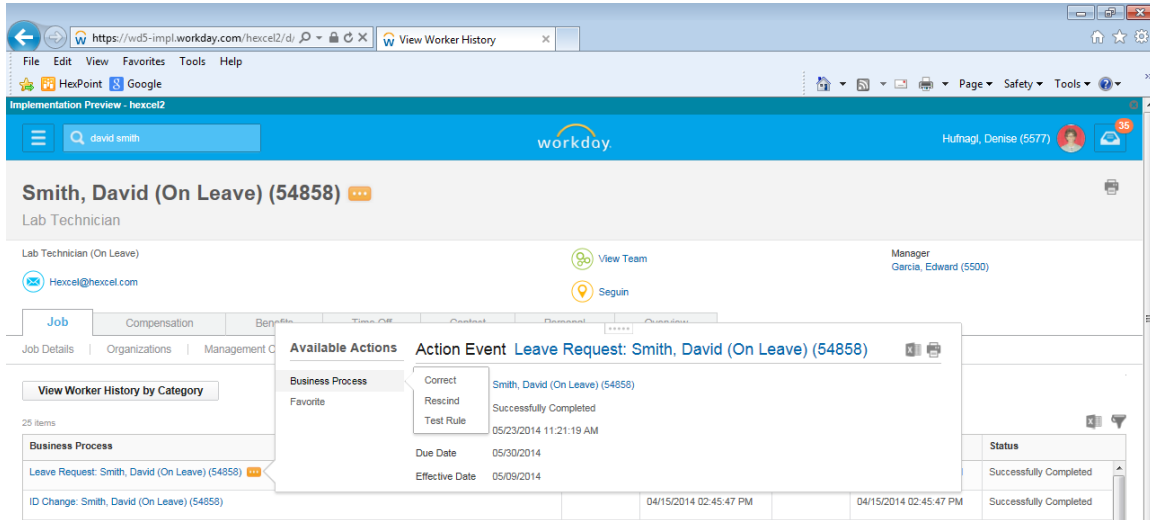
Effective Date **05/09/2014**

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Leave Request: Smith, David (On Leave) (54858)	05/09/2014	05/23/2014 11:21:19 AM	05/30/2014	05/23/2014 11:21:19 AM	Successfully Completed
ID Change: Smith, David (On Leave) (54858)		04/15/2014 02:45:47 PM		04/15/2014 02:45:47 PM	Successfully Completed
Contact Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 11:42:01 AM		04/14/2014 11:42:01 AM	Successfully Completed
Contact Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 11:10:37 AM		04/14/2014 11:10:37 AM	Successfully Completed
Service Dates Change: Smith, David (On Leave) (54858)	04/14/2014	04/14/2014 08:52:06 AM		04/14/2014 08:52:06 AM	Successfully Completed
Preferred Name Change: Smith, David (On Leave) (54858)		04/14/2014 05:10:08 PM		04/14/2014 05:10:08 PM	Successfully Completed
Benefit Change - CONVERSION ADDL BEN : Smith, David (On Leave) (54858) on 01/02/2014	01/02/2014	05/19/2014 07:32:45 PM		05/19/2014 07:32:45 PM	Successfully Completed

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- Next, hover over **Business Process** and note that several options appear. To extend a leave of absence select the correct option.



- On the Correct Business Process screen, update the **Estimated Last Day of Leave**.

Correct Business Process Leave Request: Smith, David (On Leave) (54858)

For Smith, David (On Leave) (54858)
Overall Process Leave Request: Smith, David (On Leave) (54858)
Overall Status Successfully Completed
Due Date 05/30/2014
Worker Smith, David (On Leave) (54858)

Last Day of Work 05/08/2014
First Day of Leave * 05/09/2014
Estimated Last Day of Leave * 06/06/2014
Leave Type * Disability > US Short Term Dis;

Leave Impact



Inactivate Employee

Su

2 items

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7. When correcting this **Business Process**, you will be required to enter a comment explaining the reason for the correction in the field adjacent to the  button. Failure to enter a comment will result in an error message as show below. Click  after a comment has been entered.

Worker Smith, David (On Leave) (54858)




Last Day of Work

First Day of Leave *

Estimated Last Day of Leave *



Leave Type *

Supporting Documents


 Received documentation indicating employee will be out until 6/20/14   [View Comments \(1\)](#)
[Process History](#)
[Related Links](#)

Errors: 1

Please add a comment to specify why you clicked: Submit

8. After clicking  the following screen will appear confirming that you have corrected the expected return to work date for the Employee on leave. Click .

You have corrected [Leave Request: Smith, David \(On Leave\) \(54858\)](#)

 Process Successfully Completed

[Details and Process](#)



Date	Chapter Modified