## **RETURNING EMPLOYEE FROM LOA**

#### **Steps for Returning Employee from Leave of Absence**

1. Type Employee's name in the search bar and push **Enter**. Search results will show a blue hyperlink with the Employee's name showing his **"On Leave"** status. Click on the hyperlink.

Q david smith	
ries	Search Results 1 items
non	Common
nizations	Smith, David (On Leave) (54858) Lab Technician   Sgn Qa Lab (Garcia, Edward (5500))   Seguin Employee

2. The Employee's profile will appear.

Smith, David (On Leave) (54858) 🚥 Lab Technician						
Lab Technician (	On Leave)				So Vie	w Team
Hexcel@h	excel.com					juin
Job	Compensation	Benefits	Time Off	Contact	Personal	Career
Job Details	Organizations Ma	anagement Chain	Job History	Manager History	Worker History	Additional Data
Job Details					Conta	act Information -
Employee ID	54858				Email	Hexcel@hexcel.co
Organization	Organization Hexcel (Stanage, Nick (8845)) >> Sgn Qa Lab (Garcia, Edward (5500))					
Position	sition Lab Technician (On Leave)					King CT
Business Title Lab Technician Seguin, TX 78155				TX 78155		
Job Profile	Job Profile 1473 - Lab Technician United States of America				States of America	

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3. Click on the **Related Actions** icon next to the Employee's name. **Available Actions** will appear for the Employee.

Smith, David (On Leave) (54858)				Available Actions	Worker Smith, David (On Leave) (54858)		
Lab Technician (On Leave)			Compensation Job Change Organization	View Team	Contact Email Mexcel@hexcel.com Work Address		
Job Job Details	Compensation Organizations   Ma	Benefits anagement Chain	Time O Job History	Payroll Payroll Interface Personal Data		1913 N King ST Seguin, TX 78155 United States of America	
Job Details Employee ID Organization Position	54858 Hexcel (Stanage, I Lab Technician (O	Nick (8845)) >> Sgn Qa In Leave)	a Lab (Garcia, E	Talent Time and Leave Worker History Favorite	<ul> <li>Job</li> <li>Organization</li> <li>Business Title</li> <li>Manager</li> </ul>	Sgn Qa Lab (Garcia, Edward (5500)) Lab Technician Garcia, Edward (5500)	
Business Title	Lab Technician	in Leavey		Security Profile	View All	Seguin	

4. Click the **Time and Leave** option.

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	vid emith		workday			Hufnagi, Denise (5577)		
Smith, D Lab Technic	David (On Leave) (54858) 🚥	Available Actions Benefits	Enter Time Off View Time Off View Time Off Balance	858)	a 1 -		ø 8	
Lab Technician (Or	n Leavo) Kel com	Compensation Job Change Organization	View Lime Off Nesults by Yenod View Calculated and Override Balances View Carryover Balances Place Employee On Leave			ward (5500)		
Job Details	Compensation Benefits Time Organizations Management Chain Job Hist	Payroll     Payroll Interface     Personal Data     Talent     Time and Leave	Return Employee From Leave View Leave Results Maintain Accrual and Time Off Adjustments/Overrides Maintain Accrual and Time Off Limit Overrides Maintain Time Off Jean Override Bahances					
Employee ID Organization Position Business Title Job Profile	54858 Hexcel (Stanage, Nick (8845)) >> Sgn Qa Lab (Garcie Lab Technician (On Leave) Lab Technician 1473 - Lab Technician	h, E Favorite Security Profile Additional Data	Ussiness Title Lab Technician Manager Garcia, Edward (5500) Location Seguin Time in Postion 3.4					

5. Select **Return Employee from Leave**. The Employee's name will automatically populate in the **Return Employee from Leave** window. Click



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6. Populate **Employee's** first day back to work and actual last day on leave. A comment section is available for notes about the employee's return from leave. Click Submit

Return	Return Employee from Leave Smith, David (On Leave) (54858) 🚥 🧧				
First Day Back at Work 05/26/2014 @					
Leaves R	teturned Fi	om			
	Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
	2	Disability > US Short Term Disability Leave (05/09/2014)	05/09/2014	06/20/2014	05/23/2014 🗊
🕑 Supp	Supporting Documents				
					View Comments (0)
	David retu	rned from leave on 5/26.		Submit Save for Later	Cancel Process History Related Links

#### 7. You have successfully returned the employee from leave of absence.

You have submitted Leave Return for Smith, David (5	i4858) last day of leave on 05/23/2014, first day back at work on 05/26/2014
Process Successfully Completed	Do Another Return Employee from Leave
Details and Process	
Done	

8. Click Done. Note that Employee, David Smith, no longer has the leave of absence notation next to his name. The transaction is complete.

# Smith, David (54858) 🚥 Lab Technician

Date	Chapter Modified