

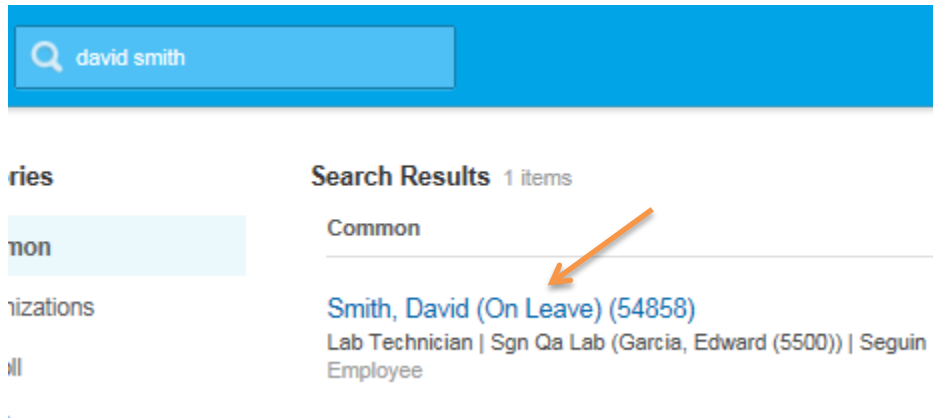
Hexcel's Workday User Manual

Chapter 5-09

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.



2. The Employee's profile will appear.

The screenshot shows the employee profile for David Smith (On Leave) (54858). The profile is displayed in a light gray box. At the top, the name 'Smith, David (On Leave) (54858)' is shown with a three-dot menu icon. Below the name, the title 'Lab Technician' is displayed. Underneath, the text 'Lab Technician (On Leave)' is shown. To the right, there are two icons: a group of people icon labeled 'View Team' and a location pin icon labeled 'Seguin'. Below the profile information, there is a navigation bar with tabs for 'Job', 'Compensation', 'Benefits', 'Time Off', 'Contact', 'Personal', and 'Career'. The 'Job' tab is selected. Below the navigation bar, there is a section for 'Job Details' with a sub-section for 'Organizations', 'Management Chain', 'Job History', 'Manager History', 'Worker History', and 'Additional Data'. The 'Job Details' section is expanded, showing the following information:

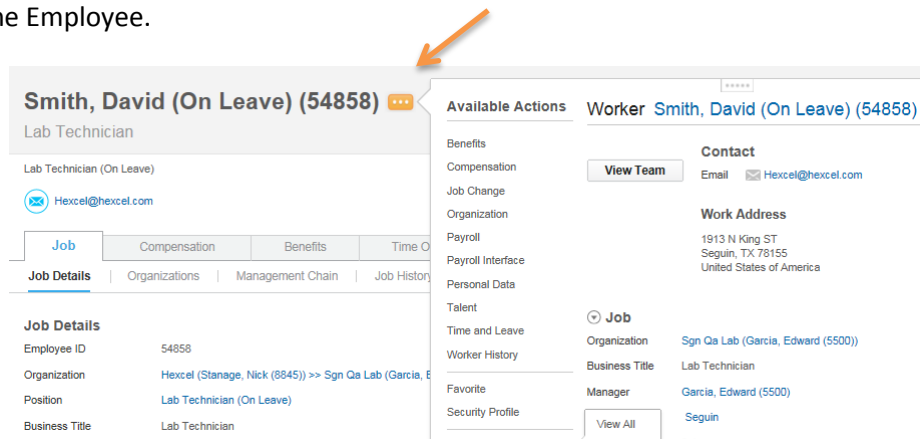
| Job Details | |
|----------------|---|
| Employee ID | 54858 |
| Organization | Hexcel (Stanage, Nick (8845)) >> Sgn Qa Lab (Garcia, Edward (5500)) |
| Position | Lab Technician (On Leave) |
| Business Title | Lab Technician |
| Job Profile | 1473 - Lab Technician |

To the right of the 'Job Details' section, there is a section for 'Contact Information' with the email 'Hexcel@hexcel.com' and a 'Work Address' section with the address '1913 N King ST, Seguin, TX 78155, United States of America'.

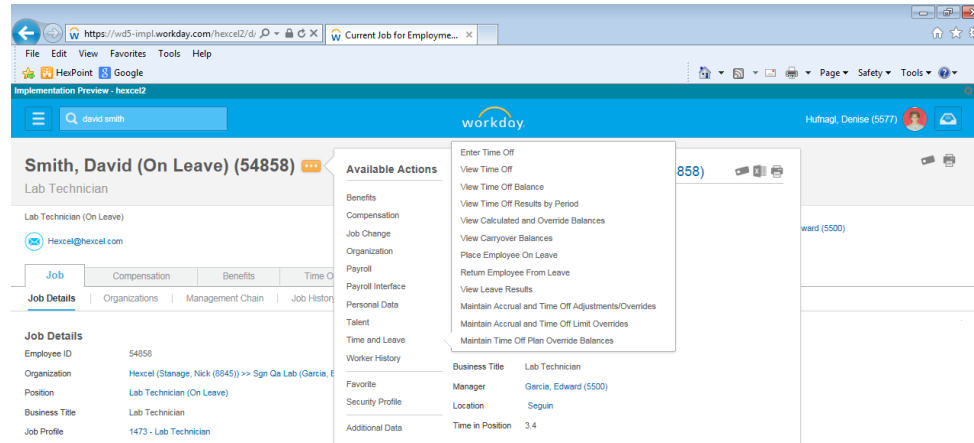
Hexcel's Workday User Manual

Chapter 5-09

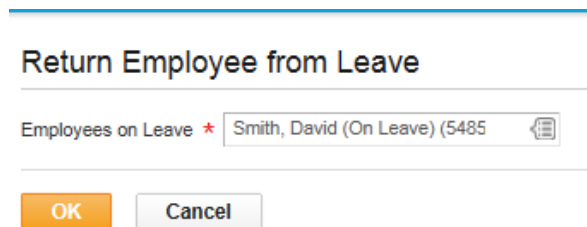
3. Click on the **Related Actions** icon next to the Employee's name. **Available Actions** will appear for the Employee.



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






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




Hexcel's Workday User Manual


Chapter 5-09


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 





Return Employee from Leave Smith, David (On Leave) (54858)  

First Day Back at Work 


Leaves Returned From

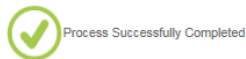
| Select | *Leave | First Day of Leave | Estimated Last Day of Leave | Actual Last Day of Leave |
|-------------------------------------|--|--------------------|-----------------------------|--|
| <input checked="" type="checkbox"/> | Disability > US Short Term Disability Leave (05/09/2014) | 05/09/2014 | 06/20/2014 | 05/23/2014  |

 **Supporting Documents**

 David returned from leave on 5/26.    [View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

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


You have submitted [Leave Return for Smith, David \(54858\)](#) last day of leave on 05/23/2014, first day back at work on 05/26/2014 



[Do Another](#)
[Return Employee from Leave](#)

 **Details and Process**



8. Click . 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

Lab Technician

 [View Team](#)

| Date | Chapter Modified |
|------|------------------|
| | |
| | |
| | |