Hexcel's Workday User Manual
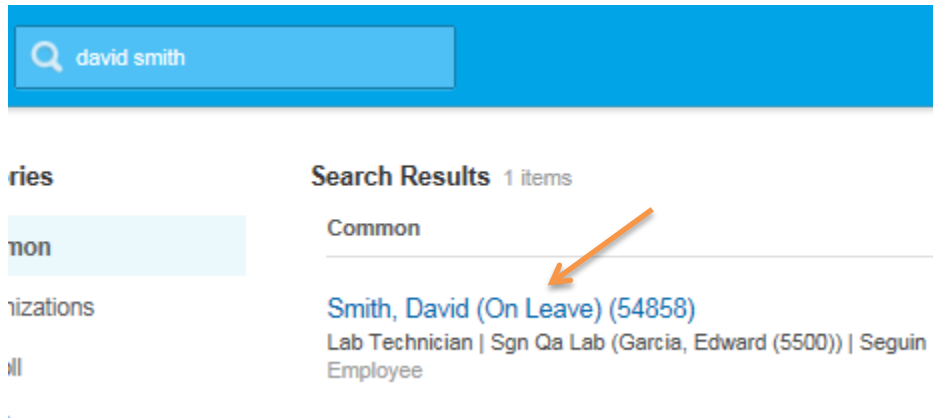
RETURNING EMPLOYEE FROM LOA

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.

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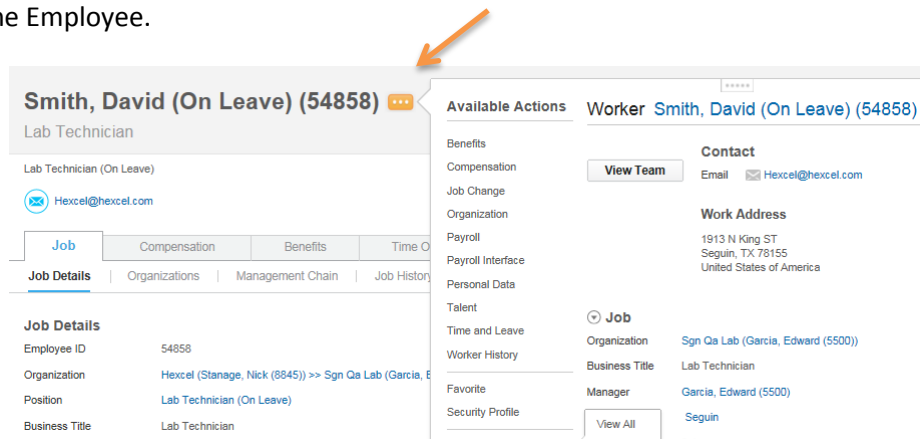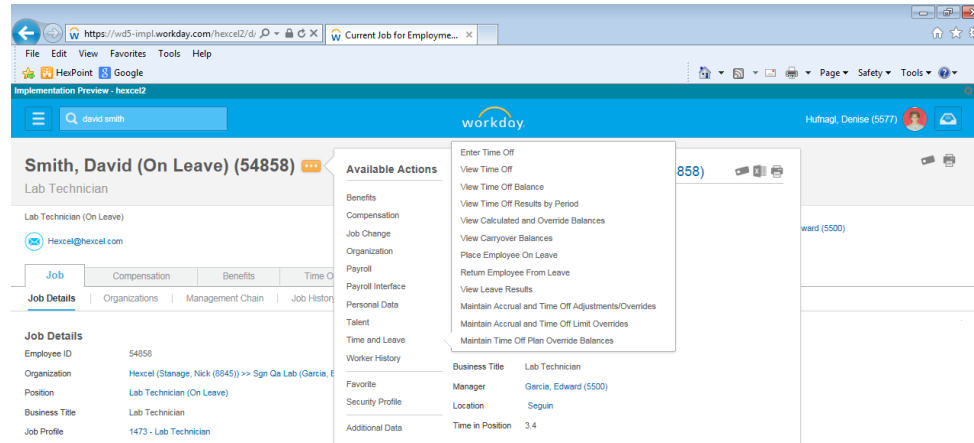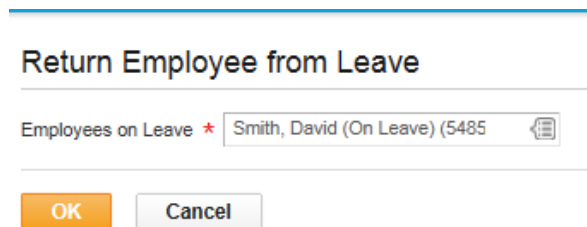

4. Click the **Time and Leave** option.

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

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 Employee from Leave Smith, David (On Leave) (54858) ⋯ | 🖶

First Day Back at Work 05/26/2014 🗓

Leaves Returned From

	Select	*Leave	First Day of Leave	Estimated Last Day of Leave	Actual Last Day of Leave
	☑	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.   Submit   Save for Later   Cancel   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 ⋯

✓ Process Successfully Completed
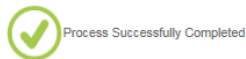
Do Another
Return Employee from Leave

▷ **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

Lab Technician

⊙o View Team

Date	Chapter Modified