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

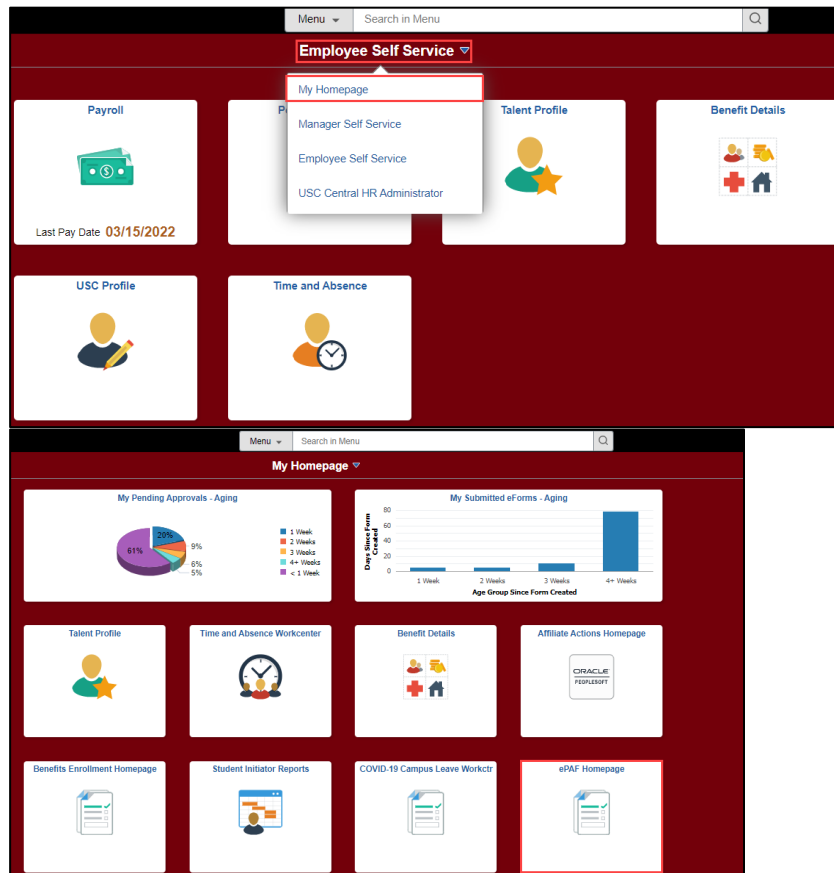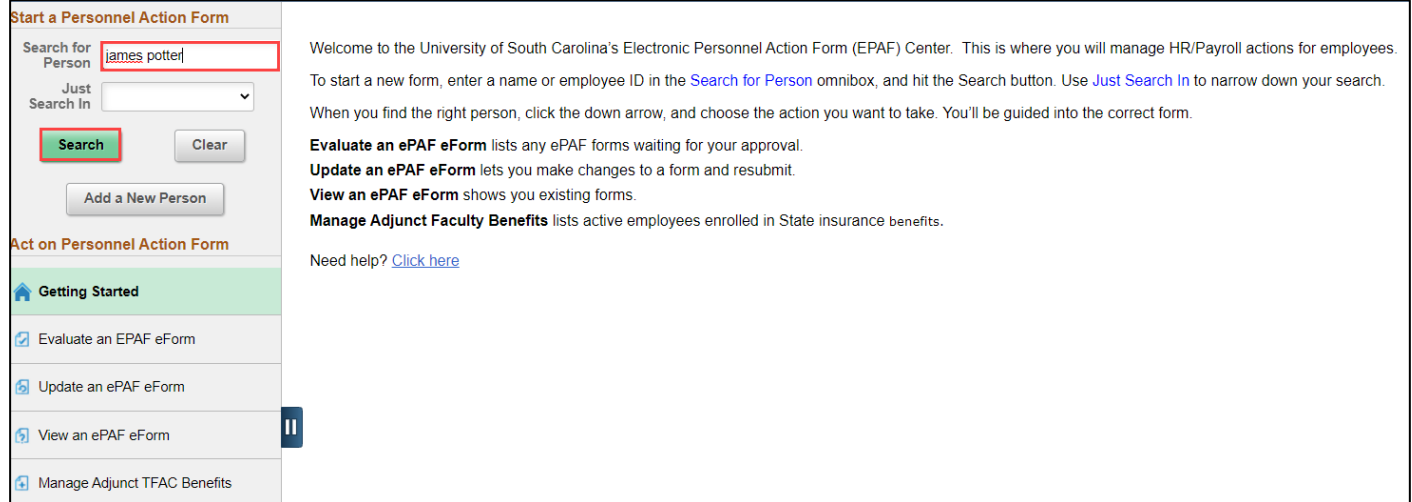| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. An employee in a leave of absence status remains in that status until you initiate a **Return from Leave** action on the Status Change eForm. In addition, an employee on sabbatical 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.	

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: james potter

Just Search In: [   ]

[Search]   [Clear]

[Add a New Person]

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: james potter

Just Search In: [   ]

[Search]   [Clear]

[Add a New Person]

Act on Personnel Action Form

Getting Started

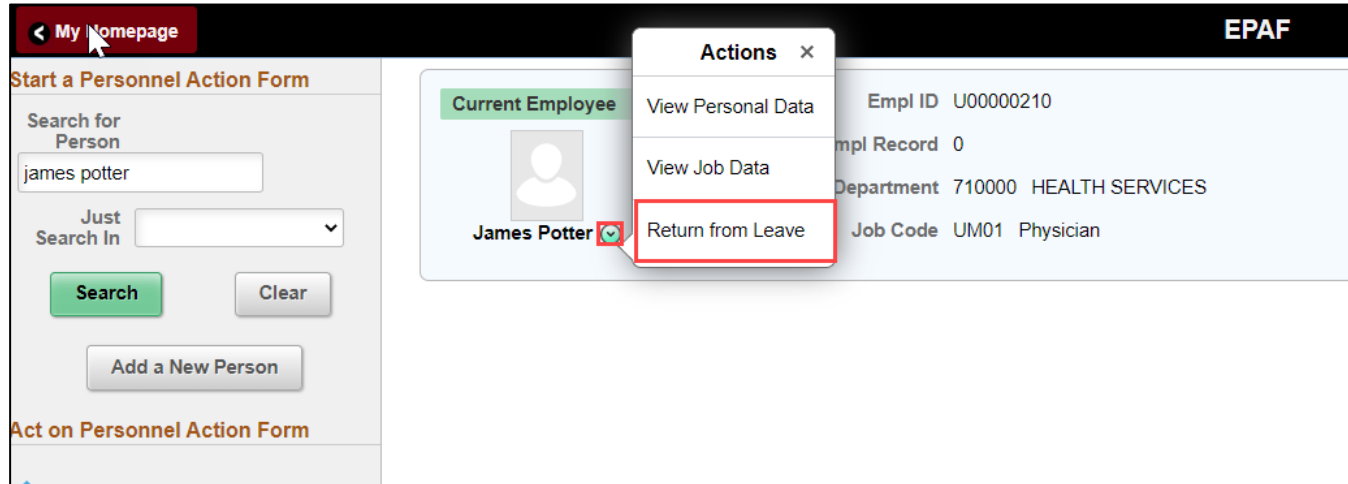| Current Employee		
James Potter ⊙	Empl ID U00000210	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 710000 HEALTH SERVICES	Empl Class FTE Full Time Equivalent
	Job Code UM01 Physician	Faculty/Staff Staff

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.

EPAF

< My Homepage

Start a Personnel Action Form

Search for Person

james potter

Just Search In

Search   Clear

Add a New Person

Act on Personnel Action Form

Current Employee

James Potter ⌄

Actions ✕

View Personal Data

View Job Data

Return from Leave

Empl ID   U00000210
Empl Record 0
Department 710000 HEALTH SERVICES
Job Code UM01 Physician
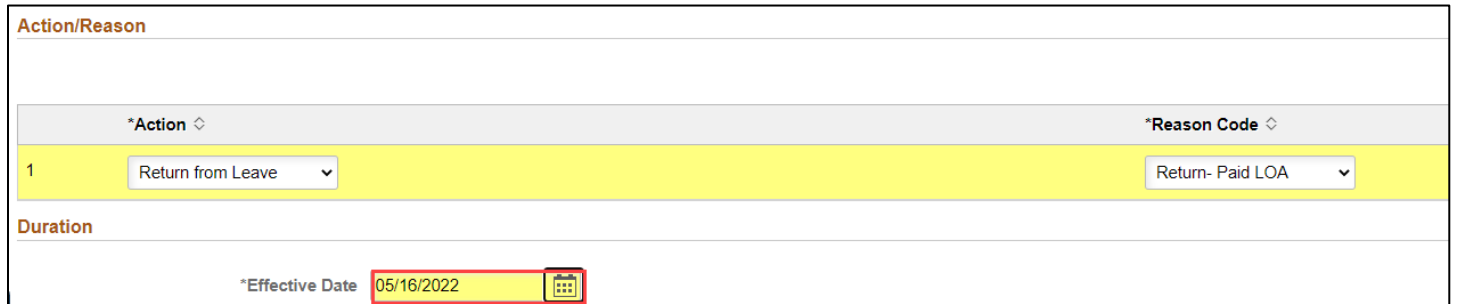
Completing the Status Change eForm:

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.

Status Change : Details   Form ID 372217

Highlights Enabled: Yes   Current Values

Action/Reason

1 row

	*Action	*Reason Code
1	Return from Leave	[dropdown]

Return- LWOP
Return- Paid LOA

Duration

Action/Reason

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

Duration

*Effective Date 05/16/2022

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

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

Duration

*Effective Date 05/16/2022

File Attachments

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. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to 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!