UNIVERSITY OF South Carolina

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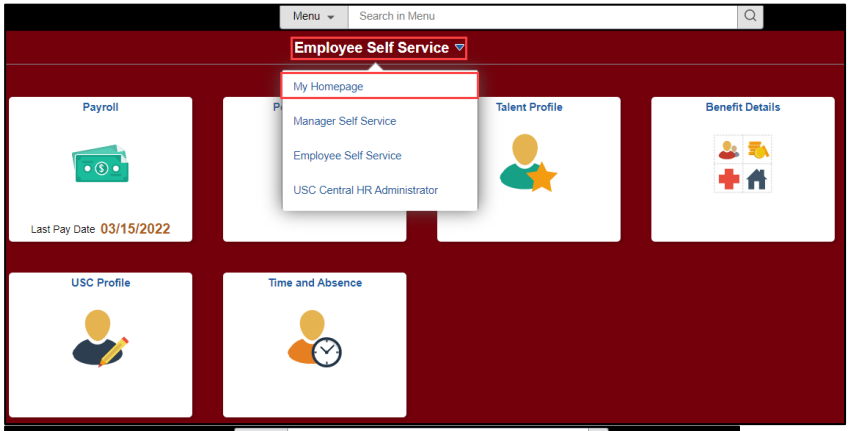
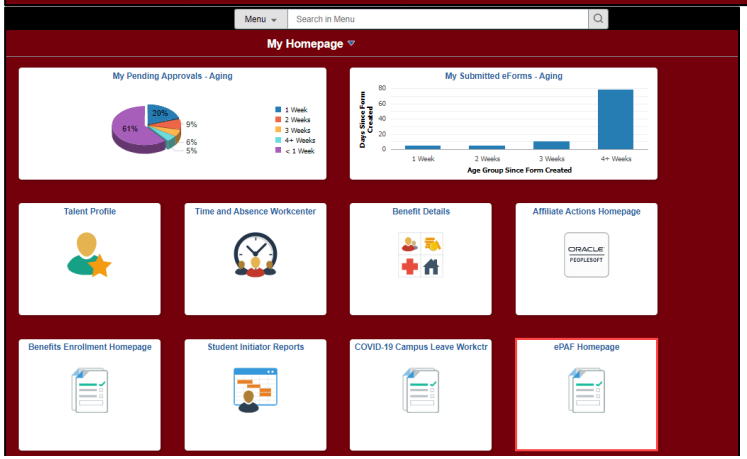
HCM HR Contact Resources
Status Change eForm: Return from Leave of Absence/Paid Leave

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).

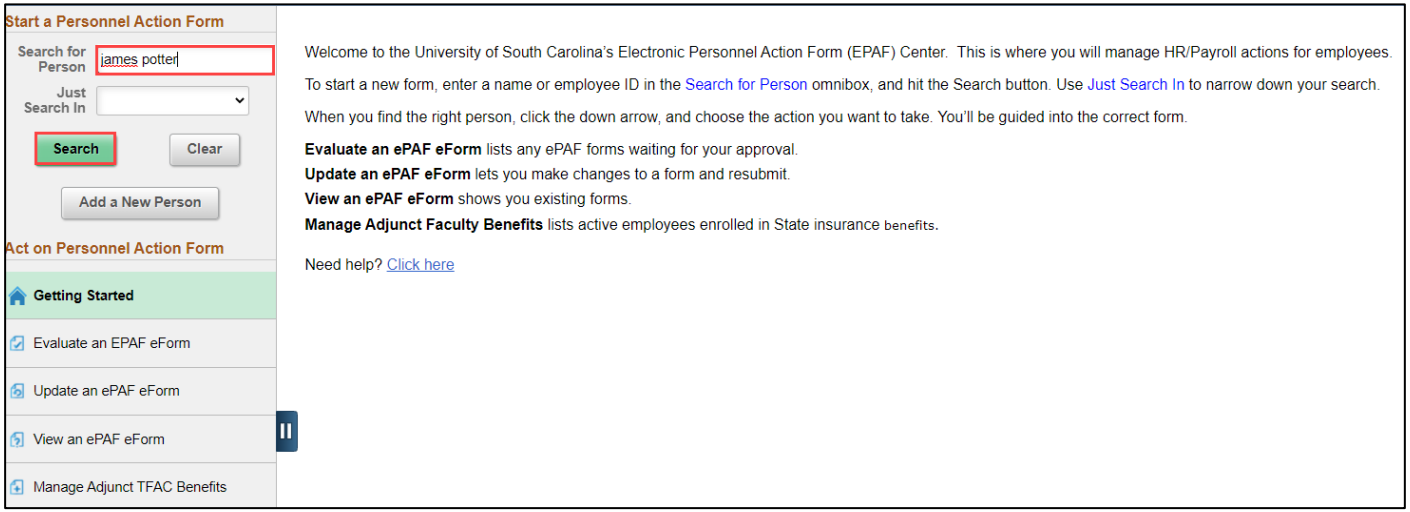
Navigation: Employee Self Service > My Homepage > ePAF Homepage

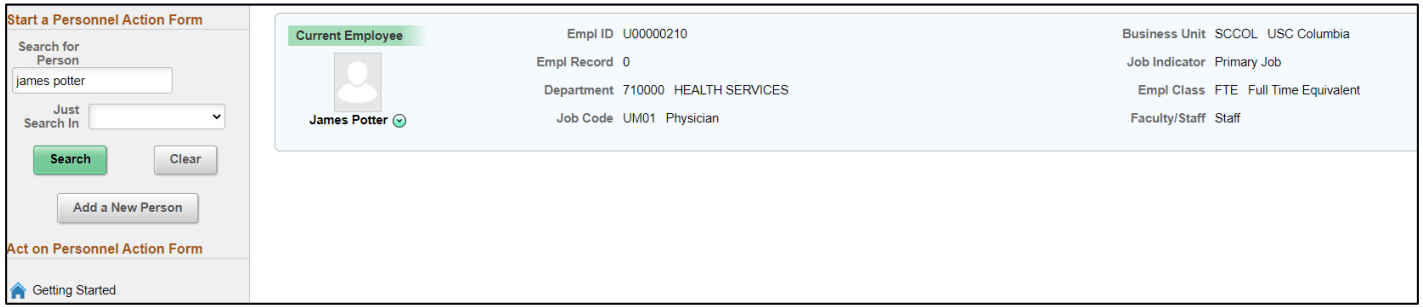
Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. An employee in a leave of absence status remains in that status until you initiate a **Return from Leave** action on the Status Change eForm. In addition, an employee on sabbatical or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

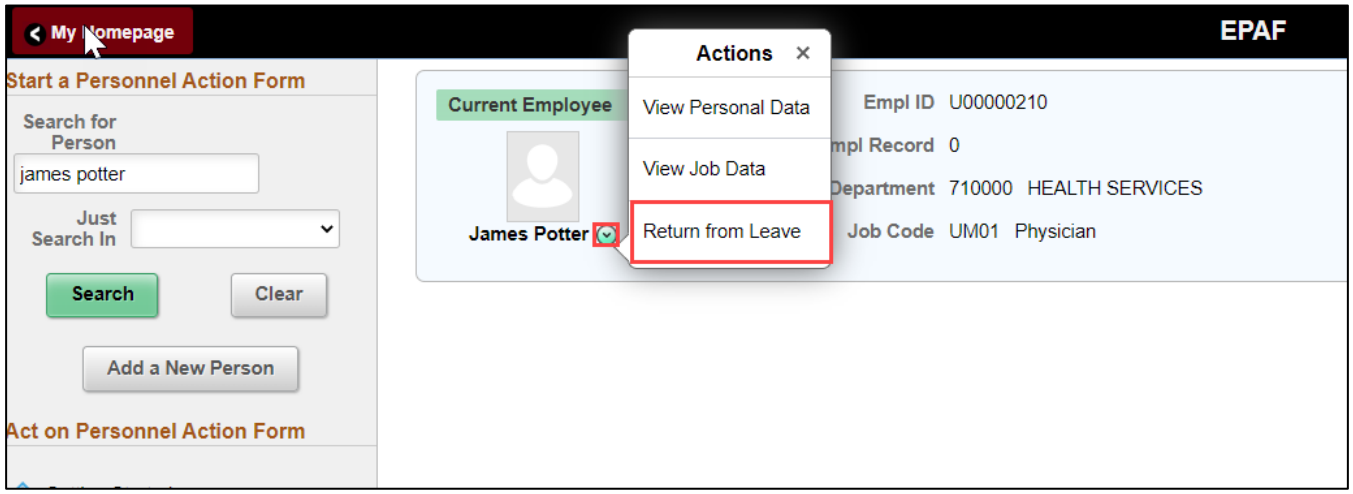




The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.

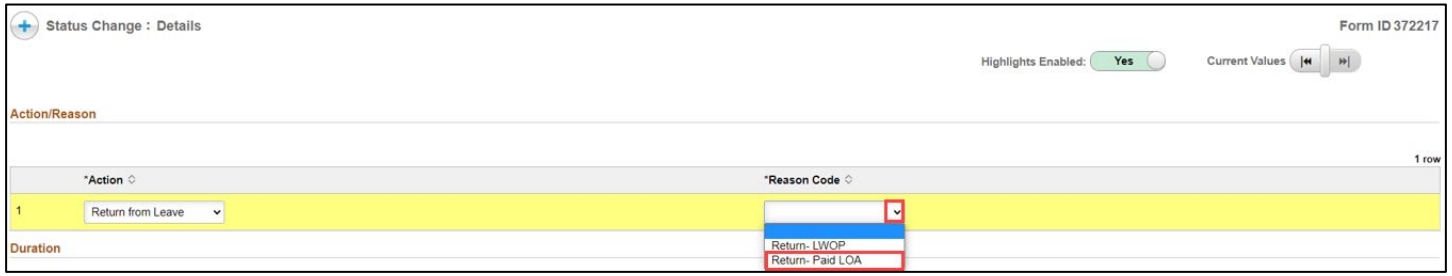


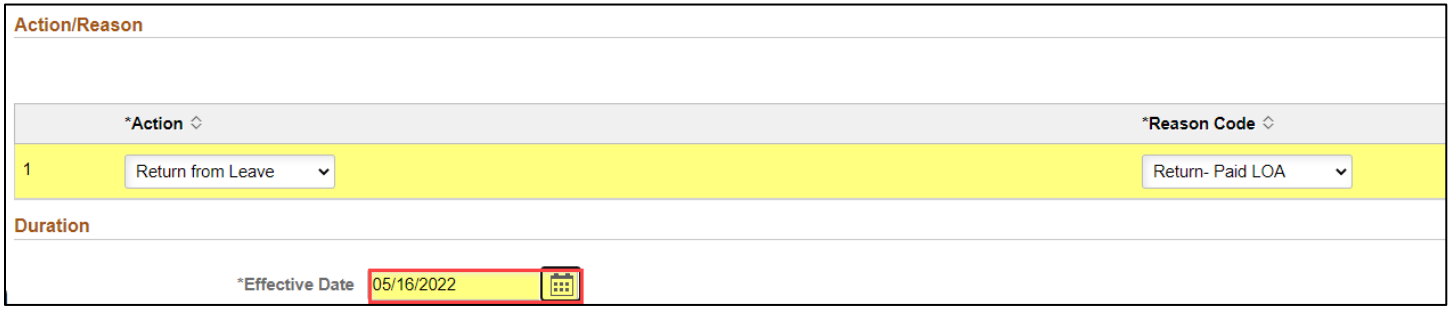
Completing the Status Change eForm:

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.

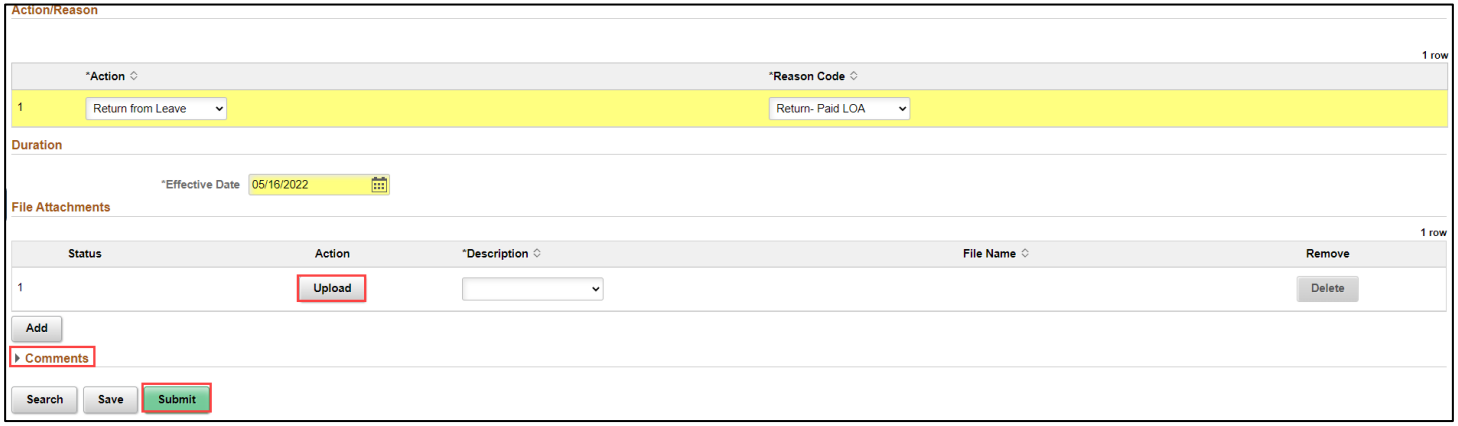
3. Enter the **Effective Date** that the employee is returning from leave. This should be the first day the employee is back to work/no longer on leave.





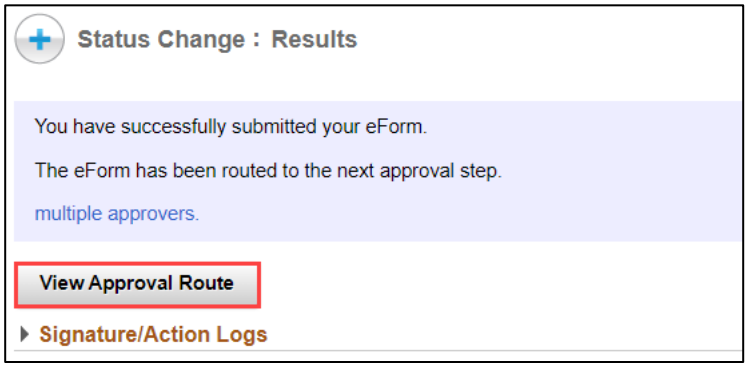
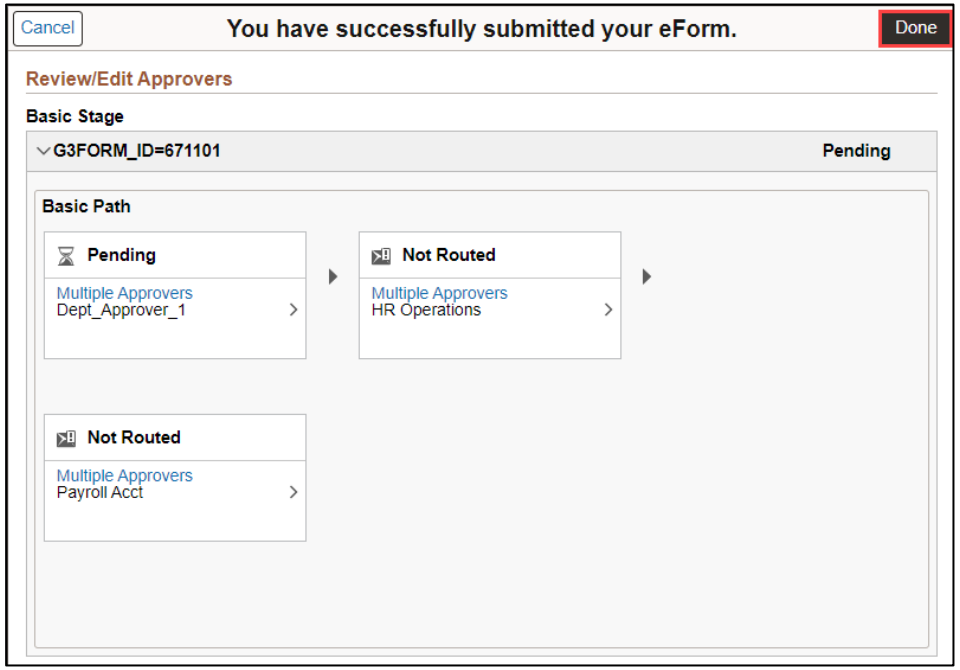
4. Return from Leave actions require an attachment or comment documenting the employee's return from leave status. Either click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device or click the **Comments** link to expand the open comments field to write your justification.

5. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



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!