eForm Action Types

Return from Leave

• Used to indicate that an employee has returned from leave
Initiate New eForm Request

On the **Initiate New eForm Request** page, click on **Return From Leave** from the dropdown box.
Use the Justification text box to explain or “justify” the reason for the new eForm action requested.
### Search for an Empl ID

#### Return From Leave

**Action**
- Actions: Return From Leave
- Status: [Dropdown]
- Justification: Return from Leave

#### Employee Information

<table>
<thead>
<tr>
<th>Select</th>
<th>Empl RCD</th>
<th>Actual Return Date</th>
<th>Job Indicator</th>
<th>Company</th>
<th>Empl ID</th>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

- [Attachments]
- [Comments]
- [Contact Information]
• Search results will only display employees that are on LOA
• Select the employee
Search for an *Empl ID*
### Return From Leave

**Actions**
- Actions: Return From Leave

**Justification**
- Return from Leave

---

**Employee Information**

**Empl ID**: 6001015465

- Hernandez, Sam

<table>
<thead>
<tr>
<th>Select</th>
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<th>Actual Return Date</th>
<th>Job Indicator</th>
<th>Company</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Eff Date</th>
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<td>Primary</td>
<td>SAN</td>
<td>Active</td>
<td>Leave W/Py</td>
<td>03/12/2018</td>
<td>Paid Leave of Absence</td>
<td>Academic Developmental</td>
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**Enter Actual Return Date**

---

**Attachments**

**Comments**

**Contact Information**

- Save
- Submit
- Approve
- Deny
- CallBack
- Sendback
- Cancel
- Copy...
Save the document
**Return From Leave**

**Action**
- Return From Leave
- Status: Saved

**Justification**
- Return from Leave

**Employee Information**
- *Empl ID*: 6001015465
- Hernandez, Sam

**Attachments**
- **Type**: Miscellaneous
- **Note**: Note
- **Attached File**: Test_DOC.pdf
- **Attach Date/Time**: 04/03/18 4:57PM
- **By**: Mercedes Garcia-eF-Req

**Add Attachments, if needed**

**Save** | **Submit** | **Approve** | **Deny** | **CallBack** | **Sendback** | **Cancel** | **Copy...**
Return From Leave

Action

Actions: Return From Leave
Status: Saved

Justification: Return from Leave

Employee Information

*Empl ID: 5001015465
Hernandez, Sam

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Attachments

<table>
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<th>Note</th>
<th>Attached File</th>
<th>View</th>
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</thead>
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<tr>
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<td>Note</td>
<td>Test_DOC.pdf</td>
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</table>

Comments

Contact Information

Submit eForm

Save Submit Approve Deny CallBack Sendback Cancel Copy...