Return From Leave Job Aid

The Return from Leave eForm is used to indicate that an employee has returned from leave.

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

1. Navigate to the eForms Action Request page and click on the Add a New Value tab.
2. The Initiate New eForms Request page is displayed. Select the Return From Leave option from the “Action” drop down menu.

![Initiate New eForms Request Page]

3. The Return From Leave eForm is displayed. Use the Justification text box to explain or “justify” the reason for the new eForm action requested.
4. From the Employee Information section, enter or look up the employee’s ID in the Empl ID field.
5. The employee’s employment records will display. Select the appropriate Empl Record.
   
   **Note:** all Empl Records for the employee will display but you will only have the option to select records for the department(s) you have access to; this is dependent on your security access.
6. Once the Empl Record(s) has been selected, enter the Actual Return Date.

![Employee Information]

7. Once all the required fields have been completed, which is indicated by an asterisk, click the Save button. Notice a Request ID number has been assigned, with a Status of “Saved.”

![Return From Leave eForm]

8. Expand the Attachments or Comments section to attach required documentation and include any special comments.
9. After you’ve added attachments and comments, click the Submit button.
10. The eForm **Status** shows “Pending Approvals” and the current approval routing is displayed at the bottom of the page.