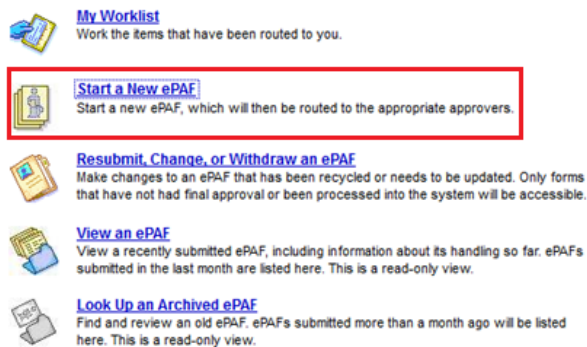


## How to Return Employee from Leave of Absence

1. The employee has been on a Leave of Absence and is now going to either return to regular Active status or will be changed from a Paid Leave to an Unpaid Leave.
  - a. Be sure the correct Intent to Return to Work form (<http://hr.ucf.edu/files/IntentReturnWorkNonmedical.pdf> or <http://hr.ucf.edu/files/IntentReturnWorkFormMedicalRelease.pdf>) has been completed and submitted to the Leave of Absence team. It can also be attached to the ePAF.
  
2. To begin the process of returning an employee to regular Active status or changing from a Paid Leave to an Unpaid Leave an ePAF must be created.
  - a. Main Menu: Department Self Service: ePAF Home Page: Start a New ePAF

### Electronic Personnel Action Form (ePAF) Home Page



**My Worklist**  
Work the items that have been routed to you.

**Start a New ePAF**  
Start a new ePAF, which will then be routed to the appropriate approvers.

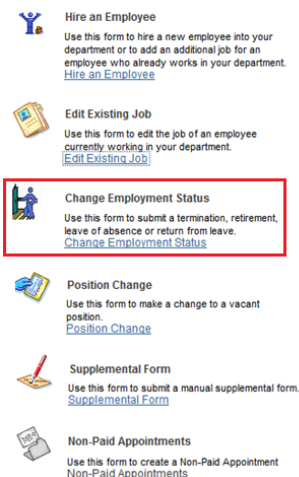
**Resubmit, Change, or Withdraw an ePAF**  
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

**View an ePAF**  
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

**Look Up an Archived ePAF**  
Find and review an old ePAF. ePAFs submitted more than a month ago will be listed here. This is a read-only view.

3. Select Change Employment Status (this will change the current Leave status to either Active or to Unpaid Leave).

### Start a New electronic Personnel Action Form (ePAF)



**Hire an Employee**  
Use this form to hire a new employee into your department or to add an additional job for an employee who already works in your department.  
[Hire an Employee](#)

**Edit Existing Job**  
Use this form to edit the job of an employee currently working in your department.  
[Edit Existing Job](#)

**Change Employment Status**  
Use this form to submit a termination, retirement, leave of absence or return from leave.  
[Change Employment Status](#)

**Position Change**  
Use this form to make a change to a vacant position.  
[Position Change](#)

**Supplemental Form**  
Use this form to submit a manual supplemental form.  
[Supplemental Form](#)

**Non-Paid Appointments**  
Use this form to create a Non-Paid Appointment  
Non-Paid Appointments

4. Enter the Emplid of the employee.

**Select An Employee**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with [ ]

Empl Record = [ ]

Name begins with [ ]

Last Name begins with [ ]

Department begins with [ ]

Employee Group begins with [ ]

Case Sensitive

Limit the number of results to (up to 300): [ 300 ]

Search Clear Basic Search Save Search Criteria

5. Review the information to verify the accurate employee was chosen.

- a. The Effective Date will autofill to the current days date.
- b. The Effective Date must be changed to match the date the employee is either:
  - i. Returning from Leave
  - ii. Changing from Paid Leave to Unpaid Leave
- c. LOA= Unpaid Leave of Absence or Leave
- d. PLA = Paid Leave of Absence or Leave With Pay.

**Return an employee from a Paid Leave of Absence**

Return from Leave WITH Pay must be selected. The amount of hours the employee will be working upon return must be entered/verified. *As a double check verify the Payroll Status matches the type of Leave the employee is being returned from.*

**Current Job Info**

Name: [ ] Empl ID: [ ]

Dept ID: 02602001 HM RES-PAY Empl Record: 0

Job Code: HR0217 Benefits C Personal Data Job Data

Pay Group: ORP 12 Month Faculty and A&P Ees

Empl Group: A&P Exempt A&P Payroll Status: Leave W/Py

**Form Data**

\*Effective Date: 11/05/2019 eForm ID: 684572

\*Action: RFL Return from Leave WITH Pay

Std Hrs/Wk: 40.00

Add File Attachment

**Comments**

Your Comment: [ ]

<< Search Submit

## Return an employee from an Unpaid Leave of Absence

Return from LOA WITHOUT Pay must be selected. The amount of hours the employee will be working upon return must be entered/verified. *As a double check verify the Payroll Status matches the type of Leave the employee is being returned from.*

**Current Job Info**

Name: Avendano, Lucia E      Empl ID: 1539865  
Dept ID: 03252001      SDES-REGIS      Empl Record: 0  
Job Code: AS0212      Office Sup      Personal Data  
Pay Group: UNE      USPS Non-Exempt      Job Data  
Empl Group: USPS      University Support Personnel  
Payroll Status: Leave

**Form Data**

\*Effective Date: 11/12/2019      eForm ID: 684576  
\*Action: RWO      Return from LOA WITHOUT Pay  
Stnd Hrs/Wk: 40.00

Add File Attachment

**Comments**

Your Comment:

<< Search      Submit

## Change employee from Paid Leave of Absence to Unpaid Leave of Absence

- Input Effective Date employee is going from paid leave of absence to unpaid leave of absence.
- Select LOA for Leave of Absence aka Unpaid Leave of Absence
- Select Reason of Unpaid Leave of Absence by clicking on the magnifying glass.

**Current Job Info**

Name: [Redacted]      Empl ID: [Redacted]  
Dept ID: 02602001      HM RES-PAY      Empl Record: 0  
Job Code: HR0217      Benefits C      Personal Data  
Pay Group: ORP      12 Month Faculty and A&P Ees      Job Data  
Empl Group: A&P      Exempt A&P  
Payroll Status: Leave W/Py

**Form Data**

\*Effective Date: 11/12/2019      eForm ID: 684578  
\*Action: LOA      Leave of Absence  
\*Reason Code: MED      Medical

Add File Attachment

**Comments**

Your Comment:

<< Search      Submit

- 6. Select the Submit Button.
- 7. A confirmation message will appear, select "Yes"

**Current Job Info**

Name: [Redacted] Empl ID: [Redacted]  
 Dept ID: 02602001 HM RES-PAY Empl Record: 0  
 Job Code: HR0217 Benefits C Personal Data  
 Pay Group: ORP 12 Month Faculty and A&P Ees Job Data  
 Empl Group: A&P Exempt A&P Payroll Status: Leave W/Py

**Form Data**


Effective Date: 11/12/2019 eForm ID: 684578  
 Action: LOA Leave of Absence  
 Reason Code: MED Medical

Add File Attachment

**Comments**

Your Comment: [Text Area]

<< Search Submit




**Message**

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes No



- 8. The system will then show the Form Status screen which will show the ePAF has been submitted.

**Form Status**

eForm ID: 684578

You have just AUTHORIZED this form. This action passed the form to the SYSTEM for further processing.

**Process Visualizer**

1: Camen, Abbee Renae (acamen)	2: GT Director - Chair	3: GT Vice President-Dean	4: GT Regional Campuses	5: GT Office of Research
6: GT Office of Research PT2: d	7: GT Graduate Studies	8: GT HR-Leave Administration	9: GT HR-Records	10: GT HR-Records Manager
11: Integration Broker	12: System			

Go To Worklist  
 View This Form  
 Go To ePAF Home Page  
 Close This Form

