Job Aid for Non-Medical and Non-Military Return from Leave of Absence

(Academic, Non-Academic, Semester, Summer)

Description

- This job aid is intended to guide you through the online process for a Return from Leave of Absence transaction for all Leave of Absences are initiated by an approved submitter.
- Staff Returns from Medical Leaves or Military Leaves are still to be coordinated through leaves@tufts.edu
- Faculty Returns from Medical and Military Leaves are still to be coordinated through the Department Chair and OFA (who will email TSS with details of the Leave and work with Leaves to manage the leave)

Key Steps/Activities to be performed

1. Submitter Logs into PeopleSoft and clicks on the submit request tile from their landing page.
2. Submitter selects the Leave of Absence – Return from Leave from the left-hand side navigation which will begin the transaction and opens a window to allow the submitter to search for an employee.

3. You can search for the employee by name, employee id, position number or department.

4. Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for “Turner” and returned 2 rows.

5. After selecting the Employee from the list, the submitter will fill in the information below.
a. Transaction Date – This is the first day the person will return from a Leave of Absence. If the date is in the past, please contact TSS before proceeding.
b. Reason – The submitter will be provided with a drop-down list of action reason to choose from. In our example we have chosen “Return from Paid Leave”
c. Expected Return Date – This date should match the Transaction date for the return from leave.

When completed the user will click on the NEXT button.

6. The submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing the transaction, the submitter will click on the submit button.
7. After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.

All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

<table>
<thead>
<tr>
<th>EmployeeType</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvers</td>
<td>TSS Tier 2</td>
<td>TSS Tier 2</td>
</tr>
<tr>
<td>Notified</td>
<td>OFA</td>
<td>Dept Manager</td>
</tr>
<tr>
<td></td>
<td>Employee’s Supervisor</td>
<td>Employee’s Supervisor</td>
</tr>
<tr>
<td></td>
<td>Budget Center</td>
<td>Budget Center</td>
</tr>
</tbody>
</table>

8. The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.
9. The approver should then select the transaction from the list. They can review the changes and comments before denying or approving the transaction.

Once the final approver has approved the transaction, the employee's job record will be updated with the return from leave of absence action.