

Tufts Support Services

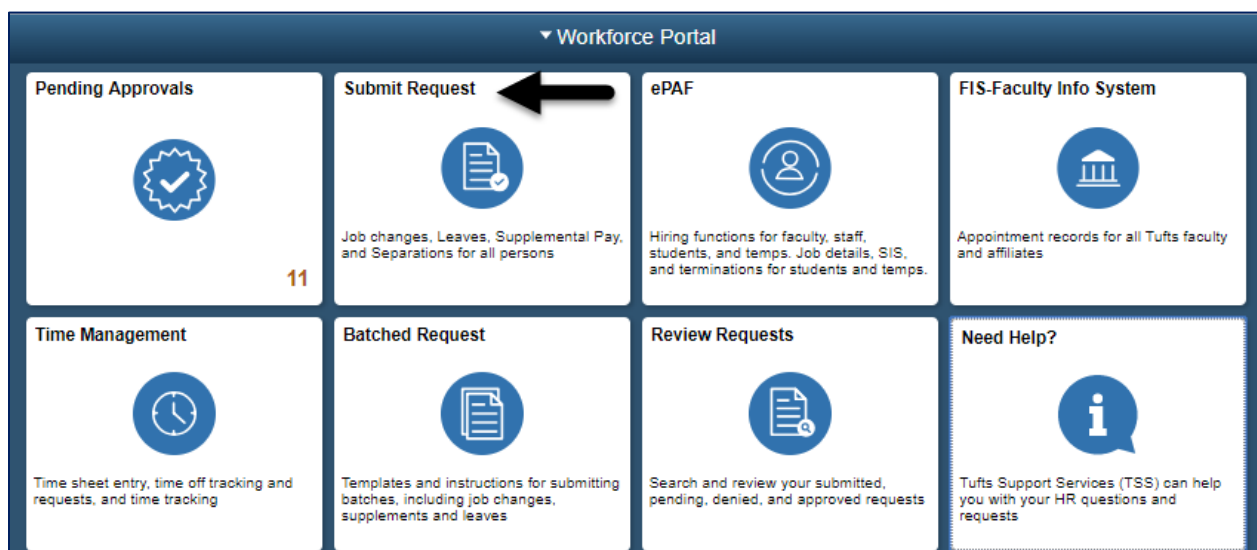
Job Aid for Non-Medical and Non-Military Return from Leave of Absence (Academic, Non-Academic, Semester, Summer)

Description

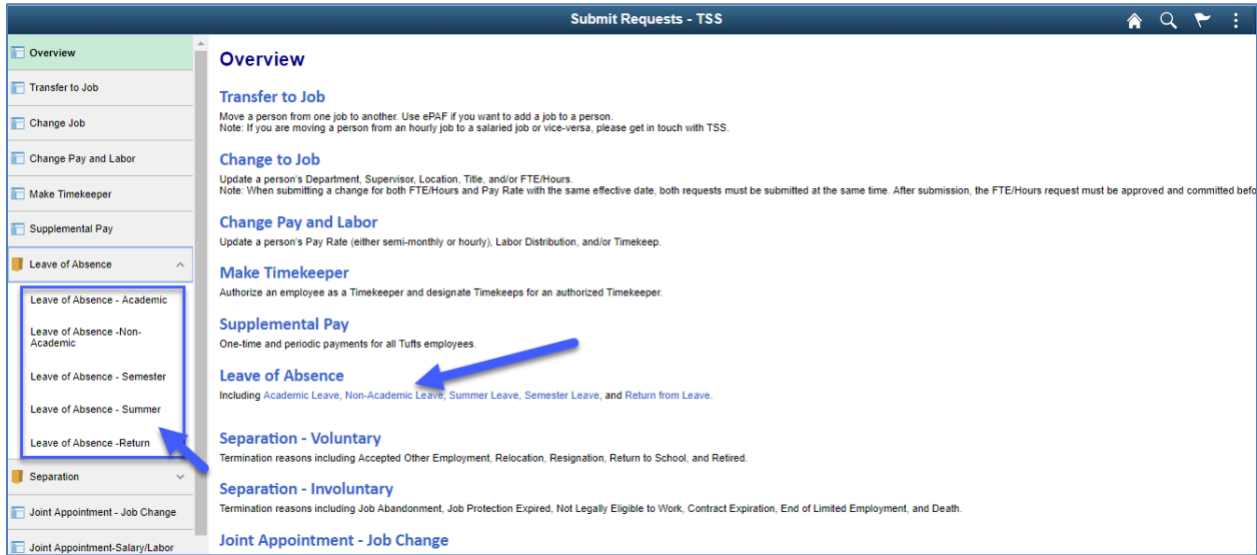
- This job aid is intended to guide you through the online process for a Return from Leave of Absence transaction for all Leave of Absences are initiated by an approved submitter.
- Staff Returns from Medical Leaves or Military Leaves are still to be coordinated through leaves@tufts.edu
- Faculty Returns 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

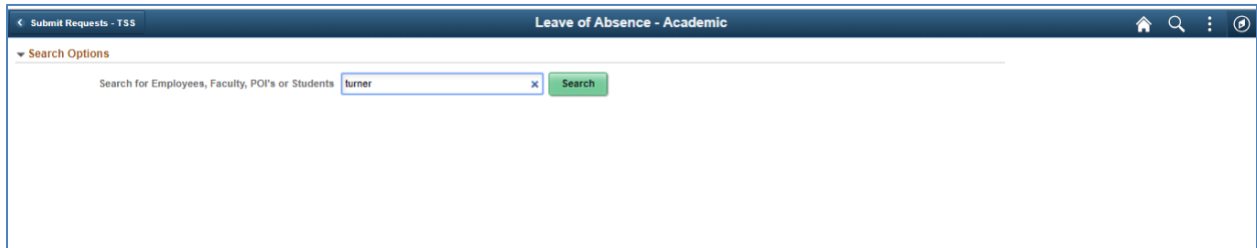
1. Submitter Logs into PeopleSoft and clicks on the submit request tile from their landing page.



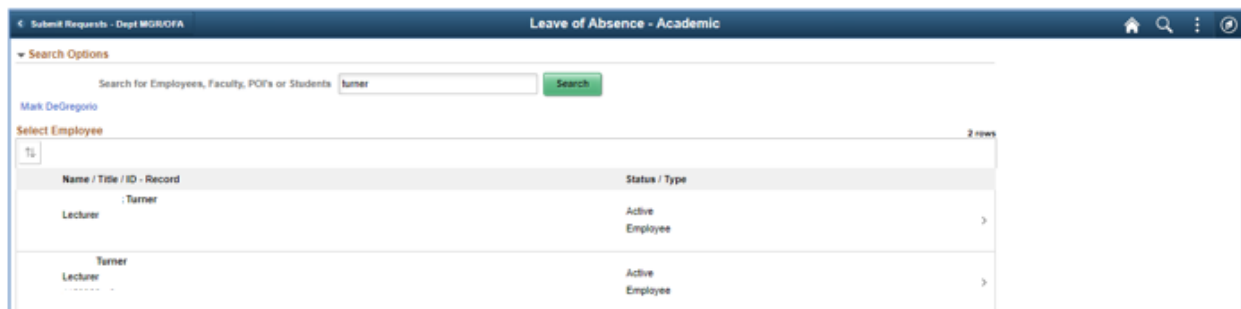
- Submitter selects the Leave of Absence – Return from Leave from the left-hand side navigation which will begin the transaction and opens a window to allow the submitter to search for an employee.



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



- 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.



- 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.

Leave of Absence - Return from Leave

Turner
Lecturer

1 Job Detail 2 Review & Submit

Work and Job Information

*Transaction Date: 04/23/2019

*Reason: Return From paid leave

Position Title: Lecturer 00009362

Department: Economics - A&S A180001

Job Title: Lecturer 2081P

Reports To: Professor & Interim Chair 00002986

Manager Name:

Expected Return Date: 04/23/2019

Current Information

Lecturer 00009362

Economics - A&S A180001

Lecturer 2081P

Professor & Interim Chair 00002986

Changes Made
Required Field

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.

Leave of Absence - Return from Leave

Turner
Lecturer

1 Job Detail 2 Review & Submit

Review and Submit

Transaction Date: 04/23/2019

Reason: Return From paid leave

New Information

Position Title: Lecturer 00009362

Department: Economics - A&S A180001

Job Title: Lecturer 2081P

Reports To: Professor & Interim Chair 00002986

Manager Name:

Comments

Changes Made
Required Field

Current Information

Lecturer 00009362

Economics - A&S A180001

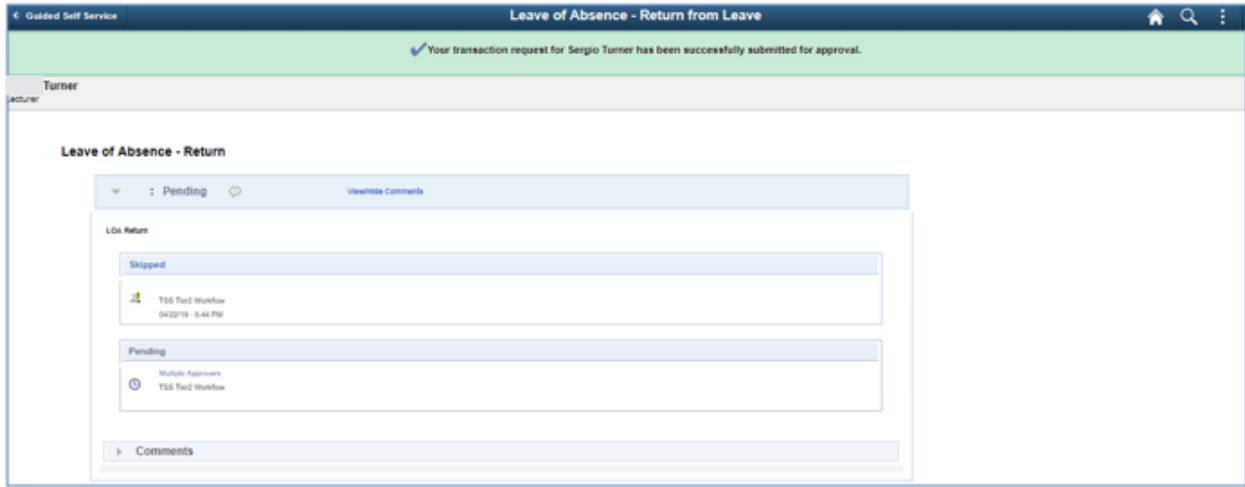
Lecturer 2081P

Professor & Interim Chair 00002986

Related Information My Analytics

Decision Support

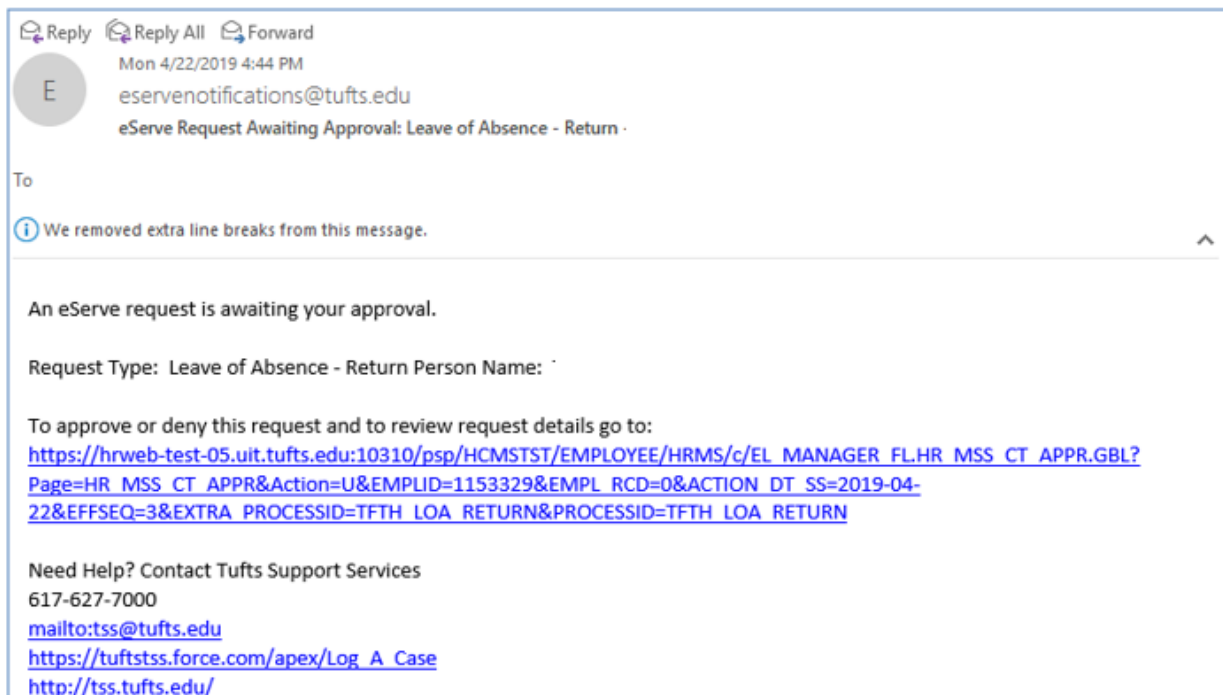
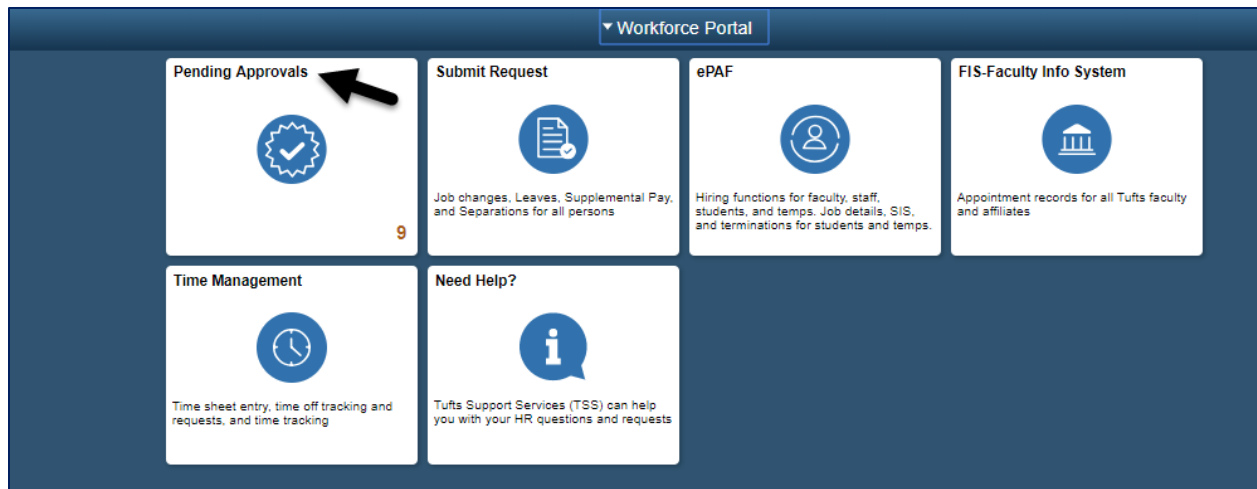
- After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.



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.

EmployeeType	Faculty	Staff
Approvers	TSS Tier 2	TSS Tier 2
Notified	OFA Employee's Supervisor Budget Center	Dept Manager Employee's Supervisor Budget Center

- 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 employees job record will be updated with the return from leave of absence action.

Workforce Portal Pending Approvals

View By Type

- All 34
- LOA - Academic 2
- LOA - Non-Academic 2
- LOA - Return 4**
- LOA - Summer 3
- Make Timekeeper 3
- MaritalStatusChange 3
- Name Change 12
- Separation - Voluntary 1
- Transfer to Job 2

LOA - Return 4 rows			
LOA - Return	0401/19	Reason - Return unpd loa - other	Routed 04/01/2019 >
LOA - Return	0402/19	Reason - Return unpd loa - other	Routed 04/02/2019 >
LOA - Return	0403/19	Reason - Return From paid leave	Routed 04/03/2019 >
LOA - Return	0422/19	Reason - Return From paid leave	Routed 04/22/2019 >

Pending Approvals LOA - Return

Approve Deny

Summary

Emp ID	Effective Date	04/22/19
EmpName	Descr	Return From paid leave
	Expected Return	04/22/19

Requester Comments

None

Approver Comments

Approval Chain >