Use this task to enter a request to return an employee from leave of absence.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
OR
Absence Administration (Homepage) > Absence Management (Tile) > Extended Absences > **Administer Extended Absence**

Step	Action
1.	Use the **Administer Extended Absence** page to search for the leave request. Enter search criteria in the header, then click the **Search** button.
2.	Only approved requests can be updated to return an employee from leave. Click the button to the right of the **Show Requests by Status** field.
3.	Click the **Approved** list item. Approved

Step	Action
4.	If you know the employee's ID, use it for the search; it is the quickest and most reliable way to locate the leave request. Click in the **Employee ID** field.
5.	Enter the desired information into the **Employee ID** field. For this example, enter **10000107**.
6.	Click the **Search** button. Search

Absence Management

New Window | Help | Personalize Page |

Administer Extended Absence

Search Criteria

Show Requests by Status Approved	Transaction Number
Approver	Initiator
Employee ID 10000107	Business Unit
Leave	FMLA/CFRA/PDLL Leave
First Name	Last Name
FN From	FN Through
From Date	Through Date
Display Count 025	Search Clear

Administer Extended Absence   Personalize |

Extended Absence Details | JED Additional Earnings Codes | Workers' Compensation | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments

Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status
23 152013	10000107	LeaAnn Morge	07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved

100%

Step	Action
7.	The requests that meet the search criteria appear in the **Administer Extended Absence** section. For this example, the request for **LeaAnn Morge** must be updated to return the employee from leave.
8.	Click the scroll bar. >

Absence Management

New Window | Help | Personalize Page |

Transaction Number [   ]
Initiator [   ] 🔍
Business Unit [   ] 🔍
FMLA/CFRA/PDLL Leave [▼]
Last Name [   ]
FN Through [▼]
Through Date [   ] 📅

[Search]   [Clear]

Personalize | Find | View 100 | 📷 | 🔳   First ◀ 1-50 of 562 ▶ Last

Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments	

cted Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
18		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved	Notes	Edit	Approve	PushBack	Deny	Cancel

Step	Action
9.	Click the **Edit** button. ![Edit]

Absence Management

New Window | Help | Personalize Page | 🔳

Empl ID 10000107   Morge,LeaAnn   Exempt   Benefit Summary   Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: ☑   FMLA Override: ☐
Eligible for CFRA?: ☑   CFRA Override: ☐
Service Months: 87.00   Eligibility Hours: 1400.00
Disclaimer : Exempt employee may be eligible regardless of the eligibility hours.   More Info

FMLA/CFRA/PDLL Balances & Takes

FMLA Balance: FULL   CFRA Balance: FULL   PDLL Balanc
FMLA Taken: 0   CFRA taken: 0   PDLL taken
Disclaimer: Ending Balances only reflect absences that have been processed as of the date di

Extended Absence Summary

Personalize | Find | View All | 📷 | 🔳   First ◀ 1

Extended Absence Details	JED Additional Earnings Codes	Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	

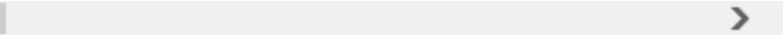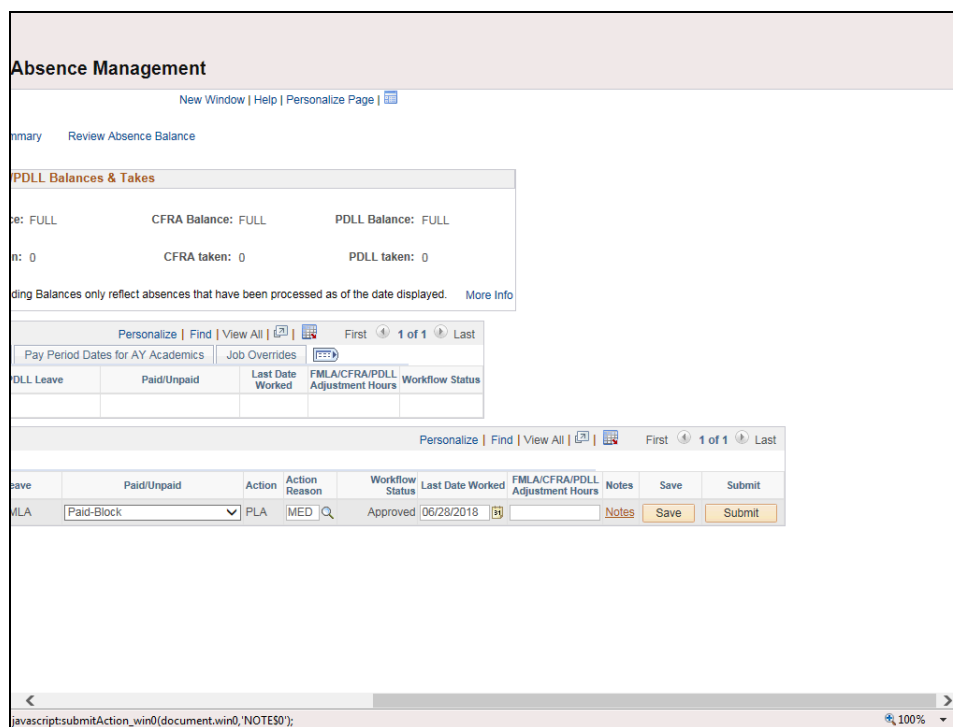|	Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
1									

Administer Extended Absence

Extended Absence Details	JED Additional Earnings Codes	Job Overrides	Attachments	

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Stat
1	07/01/2018 📅	07/15/2018 📅	[ ] 📅	Medical Leave*	Employee's SHC-FMLA	Paid-Block ▼	PLA	MED 🔍	Approve

Go To   Return to Administer Absence page

javascript:submitAction_win0(document.win0,'UC_DRVED_ABS_EA_UC_BEN_SUMMARY');   🔍 100% ▼

Step	Action
10.	The leave request appears in the **Administer Extended Absence** section.
11.	Enter the date the employee returned to work. The **Actual Return Date** must be on or before the **Expected Return Date**. If the **Actual Return Date** is after the **Expected Return Date**, you must update the **Expected Return Date** to match the **Actual Return Date**. Click in the **Actual Return Date** field.
12.	Enter the desired information into the **Actual Return Date** field. For this example, enter **7/10/2018**.
13.	Click the scroll bar. ⟩

Absence Management

New Window | Help | Personalize Page | 🖼️

nmary   Review Absence Balance

PDLL Balances & Takes

ce: FULL   CFRA Balance: FULL   PDLL Balance: FULL

n: 0   CFRA taken: 0   PDLL taken: 0

ding Balances only reflect absences that have been processed as of the date displayed.   More Info

Personalize | Find | View All | 🗗 | 🖼️   First ◁ 1 of 1 ▷ Last

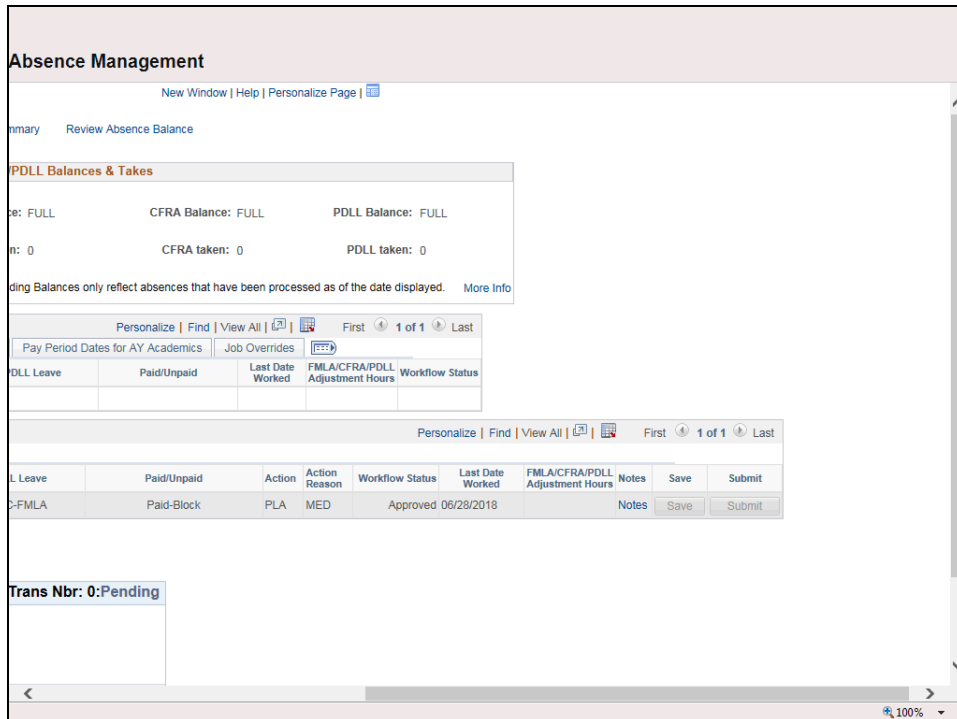|				
Pay Period Dates for AY Academics	Job Overrides			
PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status

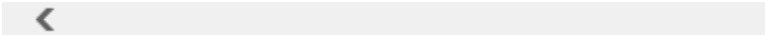Personalize | Find | View All | 🗗 | 🖼️   First ◁ 1 of 1 ▷ Last

eave	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
MLA	Paid-Block	PLA	MED 🔍	Approved	06/28/2018 📅		Notes	Save	Submit

javascript:submitAction_win0(document.win0,'NOTES0');   🔍 100% ▾

Step	Action
14.	You must enter **Notes** any time you enter or update a leave request. Click the **Notes** link. Notes

Absence Management

New Window | Help | Personalize Page |

Request History   Personalize |

Status	Name	Date	Comments
Submitted	Book, Yvonne	05/31/2018	Employee approved for paid medical FMLA leave.
Approved	Monson, John	05/31/2018	Leave was entered in Job Data

Requester Notes

OK   Cancel

100%

Step	Action
15.	Click in the **Requester Notes** field.
16.	Enter the desired information into the **Requester Notes** field. For this example, enter **Employee returned from leave on 7/10/2018**.
17.	Click the **OK** button. OK

Step	Action
18.	Click the **Submit** button.

Step	Action
19.	A confirmation message appears.
	Click the **OK** button.
	OK

Step	Action
20.	Click the scroll bar.

Step	Action
21.	You have entered a request to return an employee from leave of absence. **End of Procedure.**