

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**

Absence Management

Administer Extended Absence

Search Criteria

Show Requests by Status: Pending

Transaction Number:

Approver:

Initiator:

Employee ID:

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

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	Workfile Status
17	10000005	Bea Mient	04/02/2018	04/04/2018		Bereavement		Paid-Block	PLA	PER	Submitted
2152061	10000488	Elizabeth Parry	06/04/2018	06/05/2018		Jury Duty		Paid-Block	PLA	JUR	Submitted

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. 

Step	Action
4.	<p>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.</p> <p>Click in the Employee ID field.</p> <input type="text"/>
5.	<p>Enter the desired information into the Employee ID field.</p> <p>For this example, enter 10000107.</p>
6.	<p>Click the Search button.</p> <input type="button" value="Search"/>

The screenshot shows the 'Absence Management' interface. At the top, there's a 'Search Criteria' section with various filters: 'Show Requests by Status' (set to 'Approved'), 'Transaction Number', 'Approver', 'Initiator', 'Employee ID' (set to '10000107'), 'Business Unit', 'Leave' (dropdown), 'FMLA/CFRA/PDLL Leave' (dropdown), 'First Name', 'Last Name', 'FN From', 'FN Through', 'From Date', 'Through Date', and 'Display Count' (set to '025'). There are 'Search' and 'Clear' buttons. Below this is the 'Administer Extended Absence' section, which includes a table of results. The table has columns for Transaction Number, Empl ID, Name, *Start Date, *Expected Return Date, Actual Return Date, Leave, FMLA/CFRA/PDLL Leave, Absence Reason, Action, Action Reason, and Workflow Status. The first row shows a request for LeaAnn Morge, starting 07/01/2018 and returning 07/15/2018, with the leave reason 'Medical Leave*' and absence reason 'Employee's SHC-FMLA'.

Administer Extended Absence											
Search Criteria											
Show Requests by Status: Approved Transaction Number: <input type="text"/> Approver: <input type="text"/> Initiator: <input type="text"/> Employee ID: <input type="text" value="10000107"/> Business Unit: <input type="text"/> Leave: ▼ FMLA/CFRA/PDLL Leave: ▼ First Name: <input type="text"/> Last Name: <input type="text"/> FN From: ▼ FN Through: ▼ From Date: <input type="text"/> Through Date: <input type="text"/> Display Count: 025											
<input type="button" value="Search"/> <input type="button" value="Clear"/>											
Administer Extended Absence											
Extended Absence Details											
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

Step	Action
7.	<p>The requests that meet the search criteria appear in the Administer Extended Absence section.</p> <p>For this example, the request for LeaAnn Morge must be updated to return the employee from leave.</p>
8.	<p>Click the scroll bar.</p> <input type="button" value="Next"/>

Absence Management

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Transaction Number

Initiator

Business Unit

FMLA/CFRA/PDLL Leave

Last Name

FN Through

Through Date

Personalize | Find | View 100 | First 1-50 of 562 Last

Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments	TTT								
Ed 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	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="PushBack"/>	<input type="button" value="Deny"/>	<input type="button" value="Cancel"/>

Step	Action
9.	Click the Edit button. <input type="button" value="Edit"/>

Absence Management

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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 Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

Disclaimer: Ending Balances only reflect absences that have been processed as of the date of the balance.

Extended Absence Summary

Personalize | Find | View All | First 1-50 of 562 Last

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

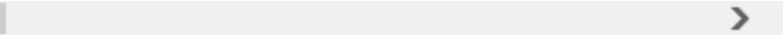
Administer Extended Absence

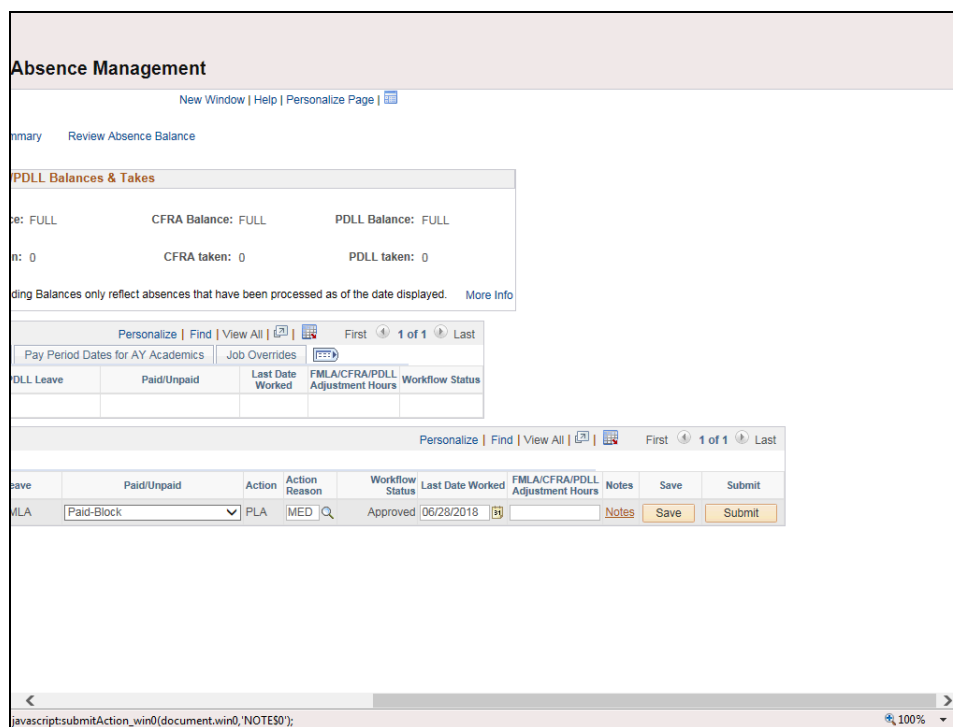
Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments | TTT

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status
1 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	<input type="button" value="Approve"/>	PLA	MED

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.	<p>Enter the date the employee returned to work.</p> <p>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.</p> <p>Click in the Actual Return Date field.</p> <input type="text"/>
12.	<p>Enter the desired information into the Actual Return Date field.</p> <p>For this example, enter 7/10/2018.</p>
13.	<p>Click the scroll bar.</p> 




Step	Action
14.	<p>You must enter Notes any time you enter or update a leave request.</p> <p>Click the Notes link.</p> <p>Notes</p>

Absence Management

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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 

100%

Step	Action
15.	Click in the Requester Notes field. <div></div>
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. <div><input type="button" value="OK"/></div>

Absence Management

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Summary Review Absence Balance

PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
 Taken: 0 CFRA taken: 0 PDLL taken: 0

Displaying 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

Save	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
	Paid-Block	PLA	MED	Approved	06/28/2018	0		Save	Submit

100%

Step	Action
18.	Click the Submit button.

Absence Management

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Summary Review Absence Balance

PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
 Taken: 0 CFRA taken: 0 PDLL taken: 0

Displaying 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

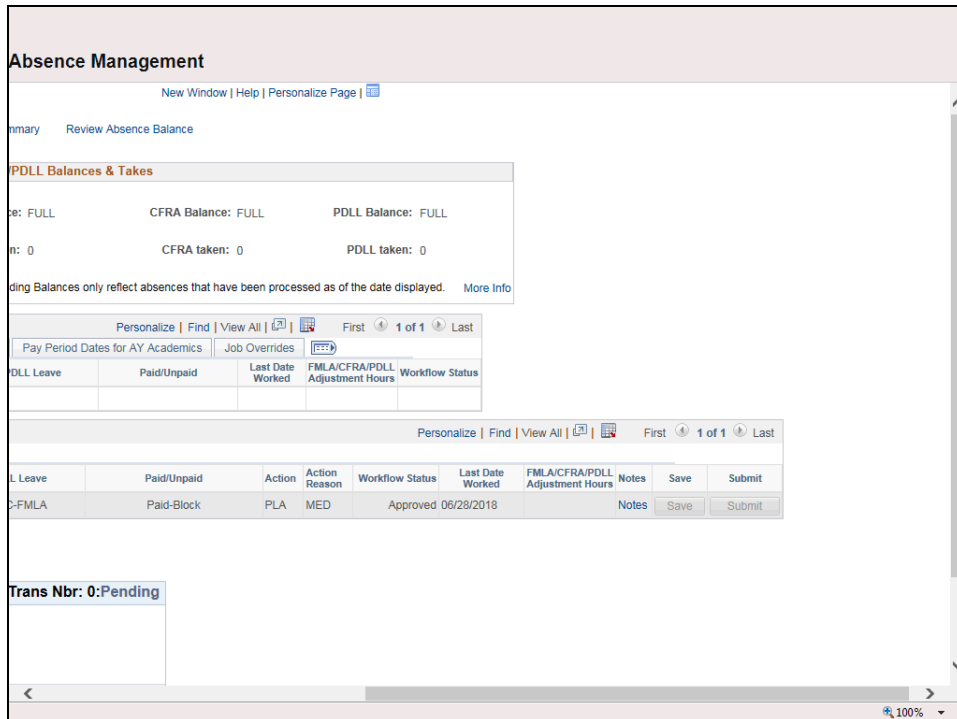
Personalize | Find | View All | First 1 of 1 Last

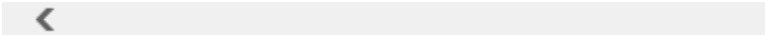
Save	Paid/Unpaid	Action	Action Reason	Workflow Status	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
	Paid-Block	PLA	MED	Approved	06/28/2018	0		Save	Submit

Trans Nbr: 0:Pending

100%

Step	Action
19.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 



Step	Action
20.	<p>Click the scroll bar.</p> 

Absence Management

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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 Bala

FMLA Taken: 0 CFRA taken: 0 PDLL ta

Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary Personalize | Find | View All | First

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 Hour
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	Workfl
1 07/01/2018	07/15/2018	07/10/2018	Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	

UC UCOP AM Extended Stage

ID: 10000107, Empl Record: 0, Trans Nbr: 152013, Trans Nbr: 0:Pending

UC UCOP AM Extended Path

Pending
Multiple Approvers
UC AWE Approver 01

Not Routed
Multiple Approvers
UC AWE Approver 02

[View approver/reviewer information](#)

< 100% >

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