

Return from Leave Action

Transaction Code:
PA40

- Purpose** Use this procedure to process a Return from Leave for an employee.
- Trigger** Perform this procedure when an employee is returning from an extended leave of absence.
- Prerequisites** In HRMS, the employee must have been placed on leave using the **Leave of Absence- Active** action or the **Leave of Absence- Inactive** action.
- End User Roles** In order to perform this transaction you must be assigned the following role: **Personnel Administrator Processor, Personnel Administrator Inquirer, Personnel Administrator Supervisor**
- Menu Path**
- Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code PA40

Change History	Change Description
6/16/2011	User procedure updated to match current system and added: <ul style="list-style-type: none"> Roles Steps for Maintaining <i>Monitoring of Tasks</i> (IT0019)
11/21/2012	Update the <i>Personnel Actions</i> selection screenshots. Updated titles of leave within the Prerequisites

- Helpful Hints**
- If the employee is on an extended leave of absence, you may have to adjust the Unbroken Service date, Anniversary date, and Seniority date in the *Date Specifications* infotype (0041). For information about making these adjustments, see the user procedure Date Specifications.
 - For rules about adjusting the dates on the Date Specifications infotypes, refer to:
 - [WAC 357-31-345](#)
 - [WAC 357-46-055](#)
 - Agency bargaining agreements

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

Scenario:

An employee is returning from their leave of absence - Active. Follow this procedure to return to the employee from the leave of absence.

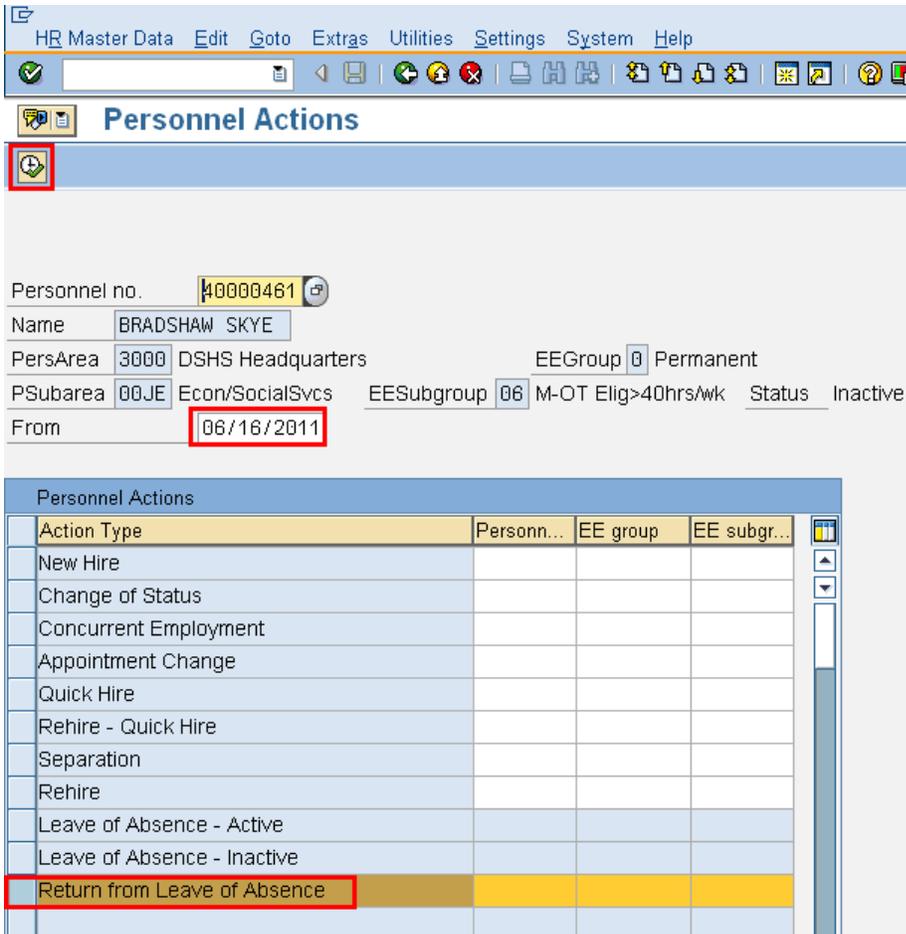
1. Start the transaction using the above menu path or transaction code **PA40**

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 40000461

From	R	The effective date of the action. Example: 6/16/2011
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1. Click  (Enter) to validate the information.
2. Click the gray box to the left of Return from Leave of Absence.



The screenshot shows the 'Personnel Actions' window in an HR system. The menu bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main area displays the following information:

- Personnel no.
- Name
- PersArea DSHS Headquarters
- EEGroup Permanent
- PSubarea Econ/Social Svcs
- EESubgroup M-OT Elig>40hrs/wk
- Status
- From

Below this information is a table titled 'Personnel Actions' with the following columns: Action Type, Person..., EE group, and EE subgr... The 'Return from Leave of Absence' row is highlighted in yellow and has a red box around it.

Action Type	Person...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

3. Click  (Execute).

Copy Actions (0000)

Execute info group Change info group

Pers.No. 40000461
 Name BRADSHAW SKYE
 PersArea 3000 DSHS Headquarters EEGroup 0 Permanent
 PSubarea 00JE Econ/SocialSvcs EESubgroup 06 M-OT Elig>40hrs/wk Status Inactive
 Start 06/17/2011 to 12/31/9999

Personnel action
 Action Type U8 Leave of Absence - Active
 Reason for Action

Status
 Employment 3 Active

Organizational assignment
 Position 70120964 SUPPORT ENFORCEMENT O...
 Personnel area 3000 DSHS Headquarters
 Employee group 0 Permanent
 Employee subgroup 06 M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
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3. In the **Personnel action** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed Example: 16- FMLA

4. Click  (Enter) to validate the information.

5. Click  (Save) to save the entry.

Infotype Edit Goto Extras System Help

Copy Actions (0000)

Execute info group Change info group

Pers.No. 40000461
 Name BRADSHAW SKYE
 PersArea 3000 DSHS Headquarters EEGroup 0 Permanent
 PSubarea 00JE Econ/Social Svcs EESubgroup 06 M-OT Elig>40hrs/wk Status Inactive
 Start 06/17/2011 to 12/31/9999

Personnel action
 Action Type UA Return from Leave of Absence
 Reason for Action 16 FMLA

Status
 Employment 3 Active

Organizational assignment
 Position 70120964 SUPPORT ENFORCEMENT O...
 Personnel area 3000 DSHS Headquarters
 Employee group 0 Permanent
 Employee subgroup 06 M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

- Verify the information, if necessary, make any changes that are needed on the *Organizational Assignment (0001)*.

Infotype Edit Goto Extras System Help

Copy Organizational Assignment (0001)

Org Structure

Personnel No. 40000461 Name BRADSHAW SKYE
 PersArea 3000 DSHS Headquarters EEGroup 0 Permanent
 PSubarea 00JE Econ/SocialSvcs EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 06/16/2011 to 12/31/9999

Enterprise structure

CoCode WA01 STATE OF WASHINGTON
 Pers.area 3000 DSHS Headquarters Subarea 00JE Econ/SocialSvcs
 Cost Ctr 3000000000 DEFAULT AGENC... Bus. Area 3000 Dept of Social & Health S...
 Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly
 EE subgroup 06 M-OT Elig>40hrs/wk Contract Permanent

Organizational plan

Percentage 100.00 Assignment
 Position 70120964 JW65
 SUPPORT ENFORCE...
 Job key 50001558 178G
 SUPPORT ENFORCE...
 Exempt N
 Org. Unit 30012858 ESA DCS 0000
 ESA DCS Report Sec...
 Org.key C60

Administrator

PersAdmin
 Time 0BP ESA/CHILD SUPPORT
 PayrAdmin

7. Click  (Enter) to validate the information.

8. Click  (Save) to save the entries.

9. Make adjustments to dates as needed.

Date type	Date	Date type	Date
01 Anniversary Date	09/26/1987	02 Appointment Date	09/18/1989
03 Original Hire Date	09/18/1989	04 Prior PID	01/01/2004
05 Seniority Date	09/21/1987	07 Unbroken Svc. Date	09/21/1987
18 Prsnl HolidayElgblty	06/16/2006	A1 PDP Expectations Set	10/14/2003
A2 PDP Eval Completed	10/14/2003	A3 PDF Completed	03/30/2005

10. Click  (Enter) to validate the information.

11. Click  (Save) to save entries.

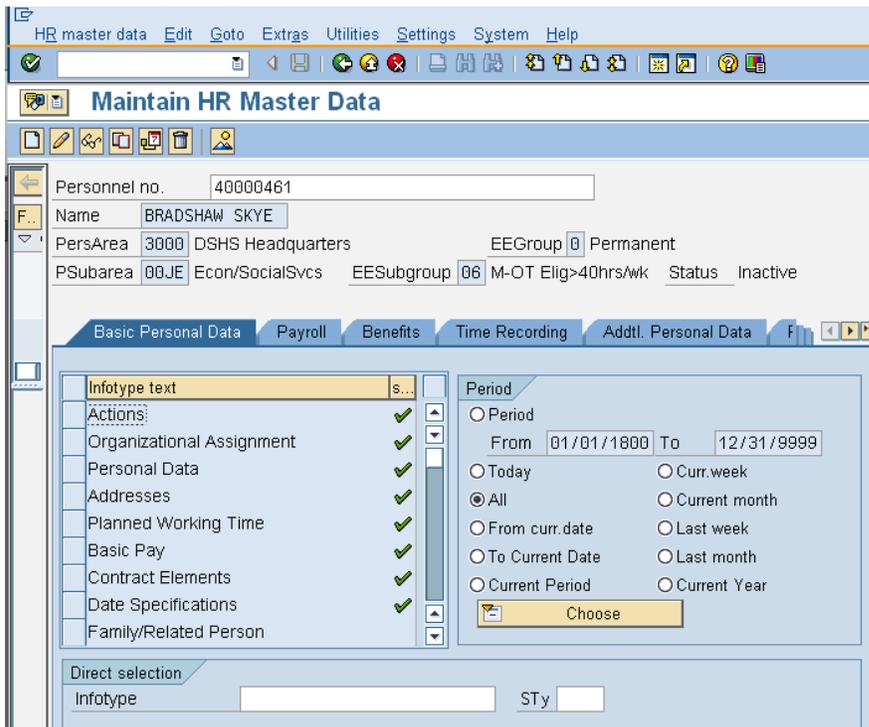
12. You will be taken back to the **Personnel Actions Screen**.



If you created a **Monitoring of Tasks (IT 0019)** for your employee when placing them on leave of absence, you will need to end the task that was created.

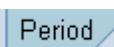
13. Enter **/NPA30** in the command field to enter the **Maintain HR Master Data screen**.

14. Click  (Enter)

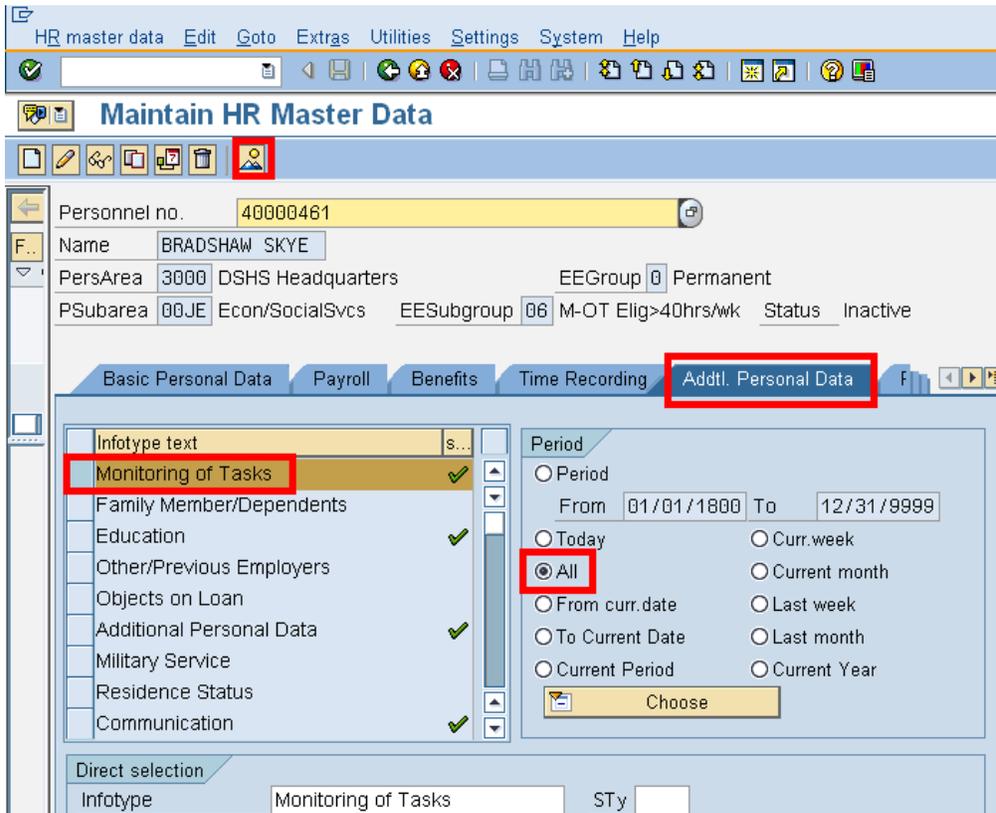


15. Click the  tab to select.

16. Click the boxes to the left of  to select.

17. Under  Select 

18. Click  (Overview) for an overview of all actions associated with the *Monitoring of Tasks (0019)* infotype.



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000461

Name BRADSHAW SKYE

PersArea 3000 DSHS Headquarters EEGroup 0 Permanent

PSubarea 00JE Econ/SocialSvcs EESubgroup 06 M-OT Elig>40hrs/wk Status Inactive

Basic Personal Data Payroll Benefits Time Recording **Addtl. Personal Data**

Infotype text s...

Monitoring of Tasks ✓

Family Member/Dependents

Education ✓

Other/Previous Employers

Objects on Loan

Additional Personal Data ✓

Military Service

Residence Status

Communication ✓

Period

Period

From 01/01/1800 To 12/31/9999

Today Curr.week

All Current month

From curr.date Last week

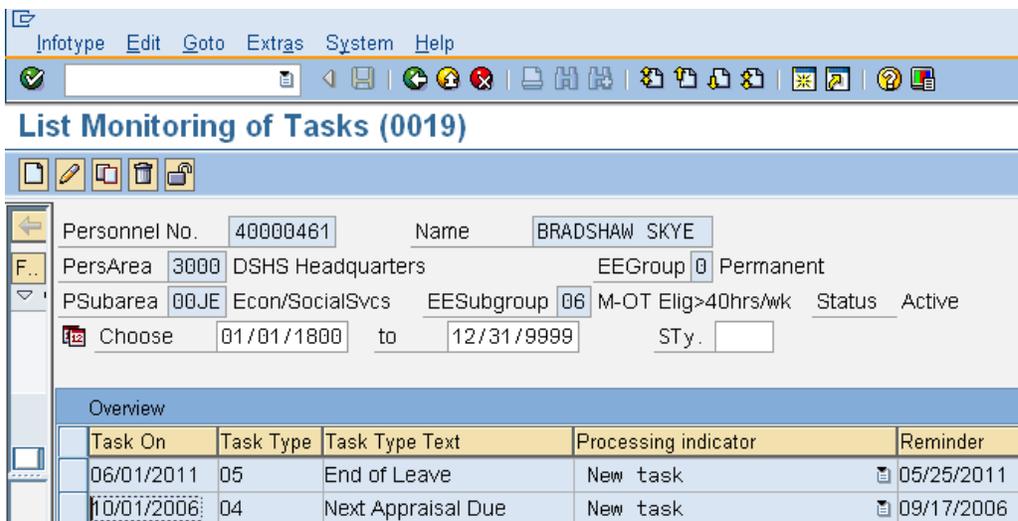
To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Monitoring of Tasks STy



Infotype Edit Goto Extras System Help

List Monitoring of Tasks (0019)

Personnel No. 40000461 Name BRADSHAW SKYE

PersArea 3000 DSHS Headquarters EEGroup 0 Permanent

PSubarea 00JE Econ/SocialSvcs EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Overview

Task On	Task Type	Task Type Text	Processing indicator	Reminder
06/01/2011	05	End of Leave	New task	05/25/2011
10/01/2006	04	Next Appraisal Due	New task	09/17/2006

19. Click  to select.

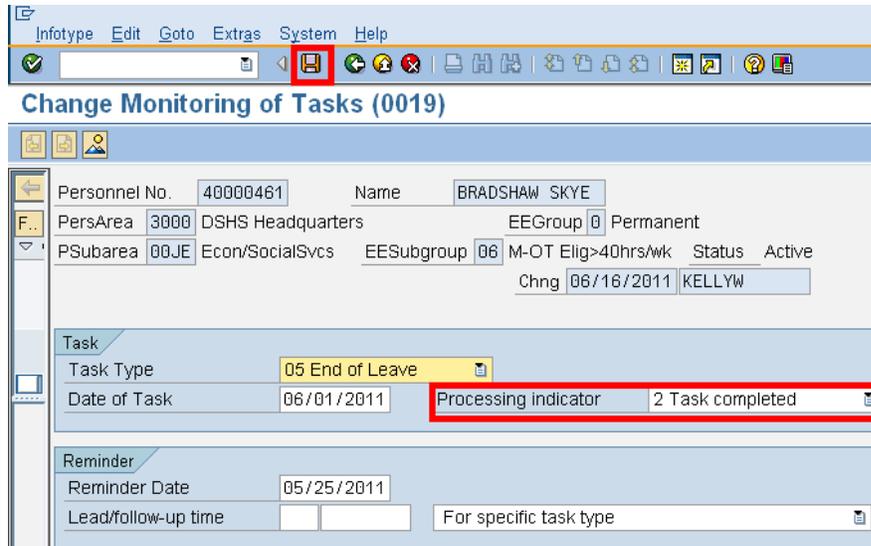
20. Click  (Change) to change and continue.

The screenshot shows the 'Change Monitoring of Tasks (0019)' form. The top menu includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The form fields are as follows:

- Personnel No.: 40000461
- Name: BRADSHAW SKYE
- PersArea: 3000 DSHS Headquarters
- EEGroup: 0 Permanent
- PSubarea: 00JE Econ/Social Svcs
- EESubgroup: 06 M-OT Elig>40hrs/wk
- Status: Active
- Chng: 06/16/2011 KELLYW
- Task Type: 05 End of Leave
- Date of Task: 06/01/2011
- Processing indicator: New task
- Reminder Date: 04/01/2011
- Lead/follow-up time: For specific task type

21. Review and complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Task Type	O	A task type is a relevant task that an HRMS user would be expected to perform.  Click  (Dropdown) to view the selection list. Example: 05 End of Leave
Date of Task	O	This is the date the task is completed.
Processing Indicator	O	This is used to signify if a task entered in the Monitoring of Tasks infotype is new, in process, or completed. Example: 2 Task Completed



Change Monitoring of Tasks (0019)

Personnel No. 40000461 Name BRADSHAW SKYE

PersArea 3000 DSHS Headquarters EEGroup 0 Permanent

PSubarea 00JE Econ/Social Svcs EESubgroup 06 M-OT Elig>40hrs/Wk Status Active

Chng 06/16/2011 KELLYW

Task

Task Type 05 End of Leave

Date of Task 06/01/2011 Processing indicator 2 Task completed

Reminder

Reminder Date 05/25/2011

Lead/follow-up time For specific task type

22. Click  (Enter) to validate the information

23. Click  (Save) to save

Results

You have returned your employee from a Leave of Absence and updated the *Monitoring of Tasks* to task complete.