



### Overview:

This job aid provides step-by-step guidance on how to Return an Employee from Leave in Workday.

When an employee comes back to work after a leave of absence, the Manager, Timekeeper, or Department HR Partner will enter information about their return.

This job aid covers the following:

- [Return an Employee From a Leave of Absence](#)

## Return an Employee From a Leave of Absence

From the Team Time application:

1. Click **Return Worker from Leave** under actions.
2. Enter the employee's name that should be returned from leave.
3. Enter the *Actual Last Day* of Absence. The First Day Back at Work must be after the Actual Last Day of Absence.

The screenshot shows the 'Return Worker from Leave' interface. At the top is a blue header with a back arrow, the title 'Return Worker from Leave', and the user name 'Brian Kaplan' with an 'Actions' button. Below the header is a form field for 'First Day Back at Work' with a date picker set to 'MM / DD / YYYY'. Underneath is a section titled 'Absences Returned From' with '1 item'. A table lists the absence event: 'Bereavement Leave (02/20/2019)'. The table has columns for 'Select', '\*Event', 'First Day of Absence', 'Estimated Last Day of Absence', and 'Actual Last Day of Absence'. The 'Actual Last Day of Absence' cell is empty and highlighted with a yellow border.

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Bereavement Leave (02/20/2019)	02/20/2019	02/22/2019	

4. Click **Submit**, then **Done**.

**Note:** To correct a Return Worker from Leave that was previously submitted, the manager will need to contact the HR Partner to rescind the transaction by using the Cancel or Delete an Incomplete Business Process.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your Payroll Admin or view