PeopleSoft HR

ECR Automation Process:

Return from Leave
&
Return from Short-Term Disability

September 2012

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Create a Return from Leave of Absence –or– a Return from Short-Term Disability

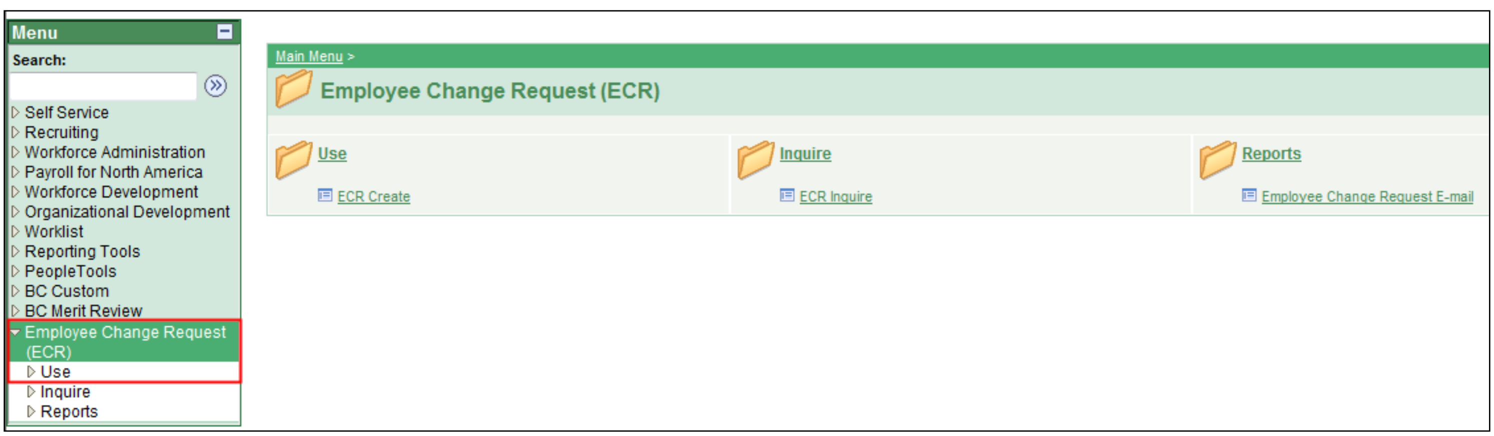
In order to 'return' an employee from Leave of Absence or STD, an automated ECR must be created by the employee's department administrator (Originator). It will be reviewed/approved by the appropriate offices based on the funding involved, and lastly, entered into PeopleSoft HR by the Human Resources Service Center (HRSC).

Before creating a Return from Leave or Return from Short-Term Disability ECR for an employee, the Originator should determine:

- The **Effective Date** the return will occur – that is, the first day the employee will return to work.

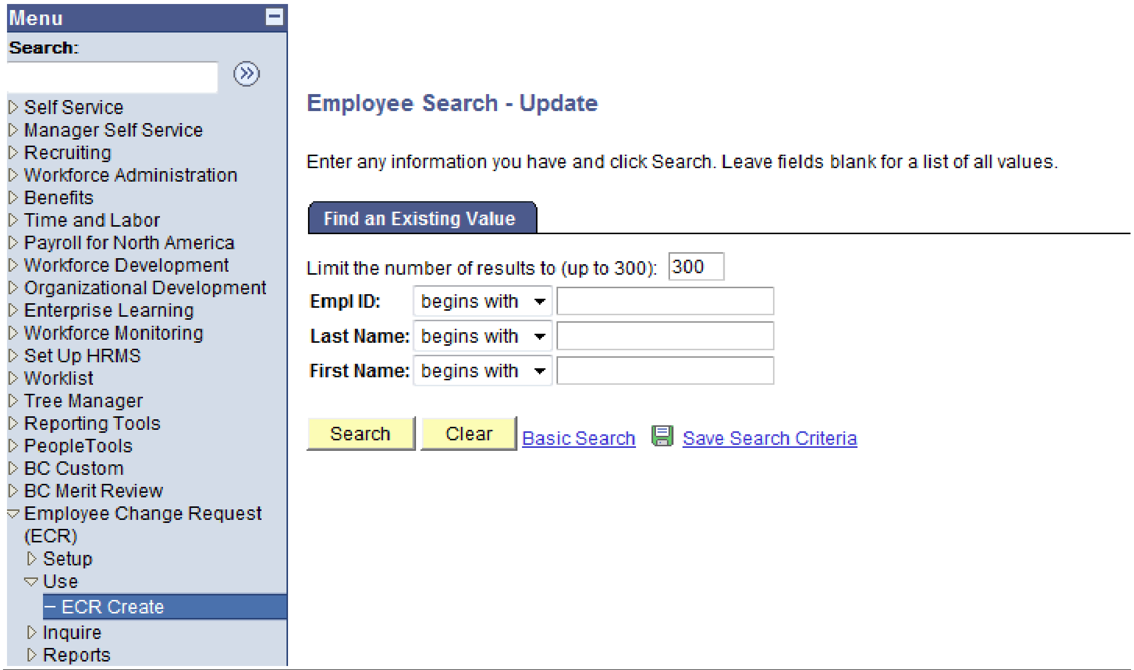
When the Originator is ready to create a Return from Leave or STD using the automated ECR process, he/she will follow the menu navigation below to **access the employee search page** and then follow the set of instructions below:

Navigation: Home > Employee Change Request (ECR) > Use > ECR Create



Employee Search Page:

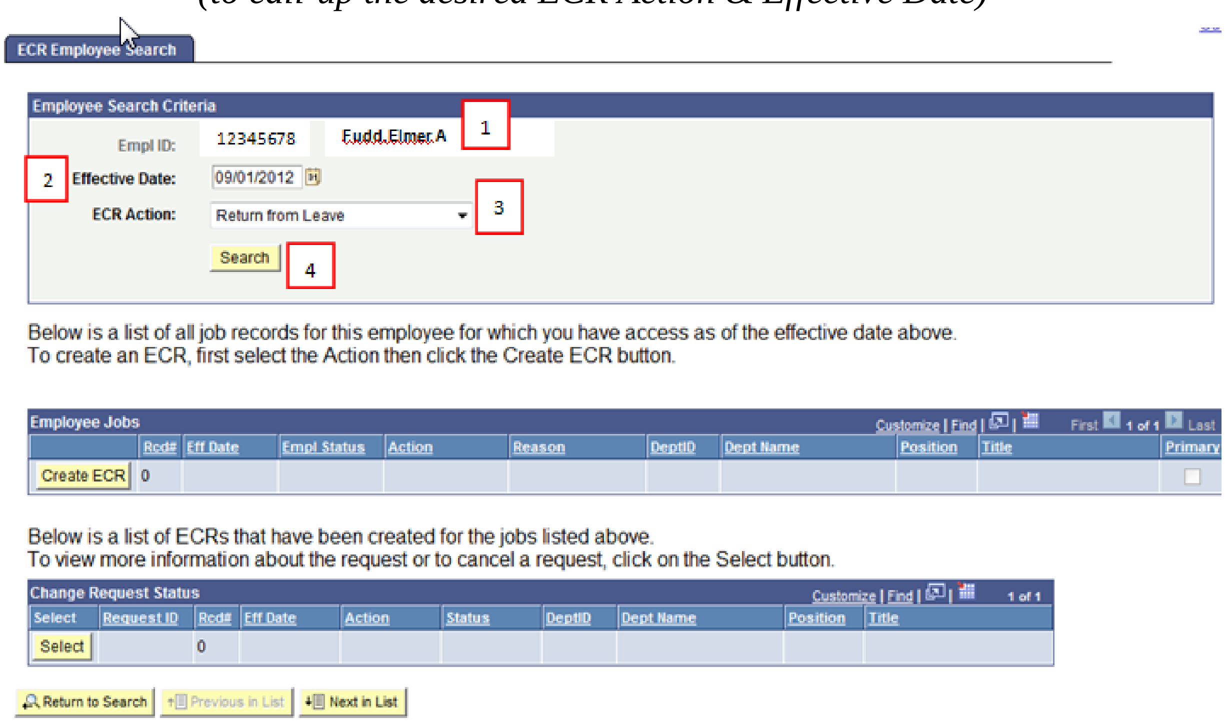
(to call-up the employee)



- If you know the **Name or Eagle ID** of the employee, type it into the appropriate field and click **Search**. A search can still be performed if you only have a partial name or Eagle ID. *(The Name fields are not case-sensitive.)*

ECR Employee Search Page:

(to call-up the desired ECR Action & Effective Date)



1. **Verify that the Eagle ID & Name** of the employee for whom the transaction is being done is correct.

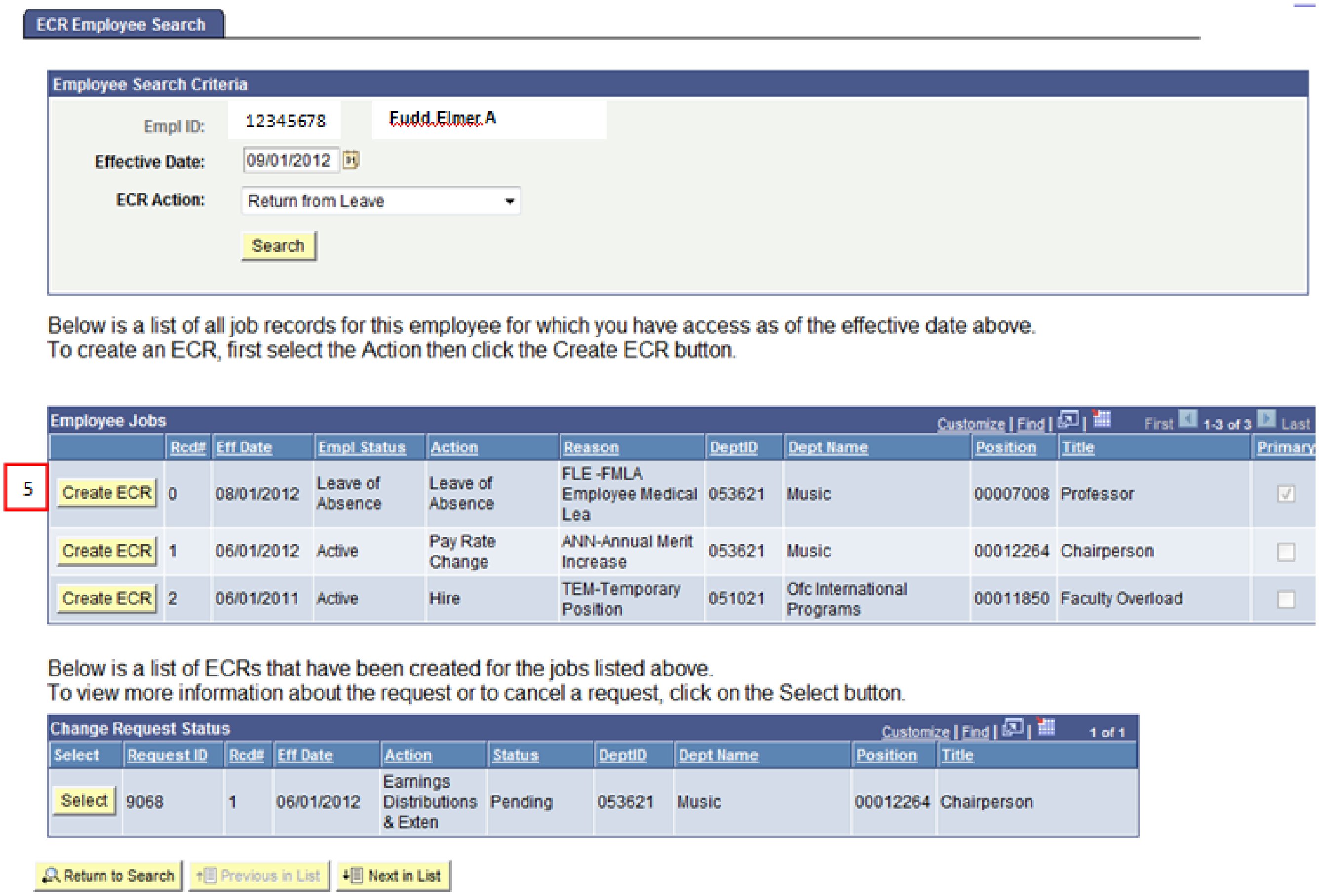
2. Enter the **Effective Date** of the Return.
   (This is the Effective Date that will be reflected in PeopleSoft HR once the transaction is complete.)

3. Select either, "Return from Leave" <u>or</u> "Return from Short-Term Disability" from the **ECR Action** drop down field.

4. Click the **Search** button to display the **Employee Jobs** for the employee. This will display all of the job records within the security access of the Originator, and allows the Originator to select which job record to associate with this ECR Action.

<u>ECR Create Page</u>

(To call-up a list of the Employee's Jobs & "Create" the ECR)



ECR Employee Search

Employee Search Criteria

Empl ID: 12345678 Fudd,Elmer A

Effective Date: 09/01/2012

ECR Action: Return from Leave

Search

Below is a list of all job records for this employee for which you have access as of the effective date above.
To create an ECR, first select the Action then click the Create ECR button.

Employee Jobs — Customize | Find | First 1-3 of 3 Last

		Rcd#	Eff Date	Empl Status	Action	Reason	DeptID	Dept Name	Position	Title	Primary
5	Create ECR	0	08/01/2012	Leave of Absence	Leave of Absence	FLE -FMLA Employee Medical Lea	053621	Music	00007008	Professor	✓
	Create ECR	1	06/01/2012	Active	Pay Rate Change	ANN-Annual Merit Increase	053621	Music	00012264	Chairperson	
	Create ECR	2	06/01/2011	Active	Hire	TEM-Temporary Position	051021	Ofc International Programs	00011850	Faculty Overload	

Below is a list of ECRs that have been created for the jobs listed above.
To view more information about the request or to cancel a request, click on the Select button.

Change Request Status — Customize | Find | 1 of 1

Select	Request ID	Rcd#	Eff Date	Action	Status	DeptID	Dept Name	Position	Title
Select	9068	1	06/01/2012	Earnings Distributions & Exten	Pending	053621	Music	00012264	Chairperson

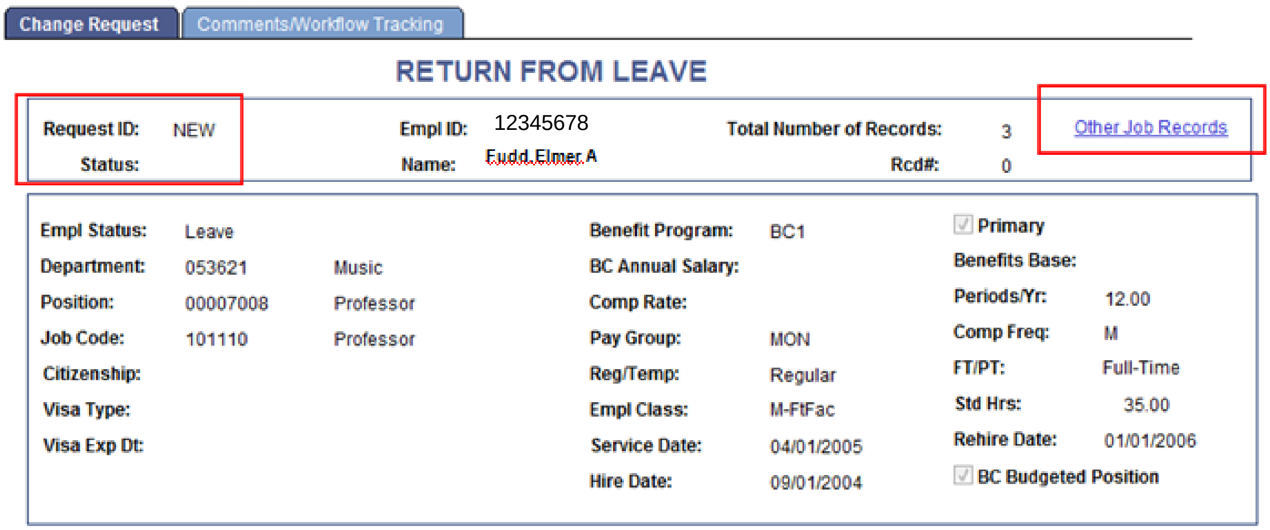
Return to Search | Previous in List | Next in List

5. Click the **Create ECR** button next to the Job Record whose current 'Empl Status' is either <u>Leave of Absence, or STD</u>, to begin creating the Return from Leave/Return from STD transaction.

   NOTE: Any other ECR transactions that are pending or have been processed for the employee will also display under the **Change Request Status** section of the page, for your reference.

Return from Leave or STD ECR Request Page

After clicking “Create ECR”, the following screen will display:



Change Request | Comments/Workflow Tracking

RETURN FROM LEAVE

Request ID:	NEW	Empl ID:	12345678	Total Number of Records:	3
Status:		Name:	Fudd,Elmer A	Rcd#:	0

Other Job Records

Empl Status:	Leave		Benefit Program:	BC1	Primary	
Department:	053621	Music	BC Annual Salary:		Benefits Base:	
Position:	00007008	Professor	Comp Rate:		Periods/Yr:	12.00
Job Code:	101110	Professor	Pay Group:	MON	Comp Freq:	M
Citizenship:			Reg/Temp:	Regular	FT/PT:	Full-Time
Visa Type:			Empl Class:	M-FtFac	Std Hrs:	35.00
Visa Exp Dt:			Service Date:	04/01/2005	Rehire Date:	01/01/2006
			Hire Date:	09/01/2004	BC Budgeted Position	

NOTE: HR information specific to the employee, including important information for processing a Return from Leave has been captured in the top section of the screen.

This employee data is <u>specific to the job being updated</u>.

This data displays <u>current information as of the effective date</u> that has been chosen for the ECR.

It will not display any future-dated information for the employee. *(i.e. Any dates beyond the effective date that’s been chosen for the ECR.)*

- The **Other Job Records** link opens a screen that displays other job records the employee has (if applicable) that the user has security access to view:

Empl ID: 12345678 Name: Fudd, Elmer

Other Job Records for which you have access 1-2 of 2

Rcd #	Effective Date	Empl Status	Action	DeptID	Dept Name	Position	Position Title	Primary
1	06/01/2012	Active	Pay Rate Change	053621	Music	00012264	Chairperson	
2	07/01/2011	Short Work Break	Short Work Break	051021	Ofc International Programs	00011850	Faculty Overload	

Processing a Return from Leave of Absence or Return from STD

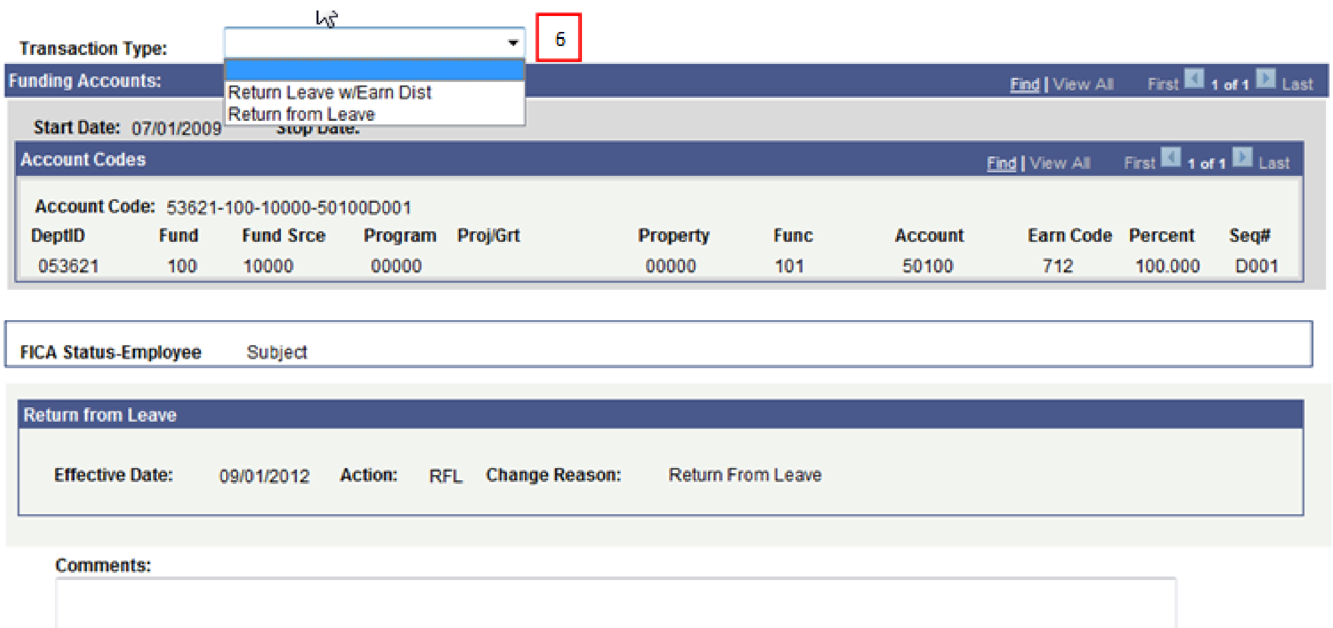
6. To continue, select a **Transaction Type.**

NOTE: Depending on whether you're processing a Return from a Leave of Absence, or a Return from STD, you will be able to select from one of the following Transaction Types:

- Return from Leave
- Return Leave w/ Earn Dist

- Return from Disability
- Return Disability w/ Earn Dist

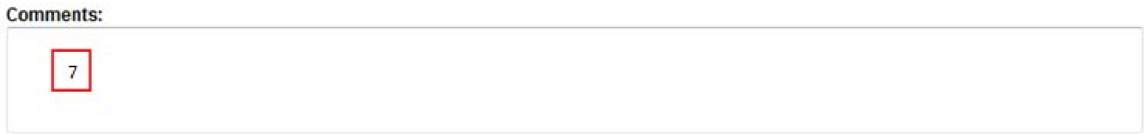
***** If you wish to create a Return from Leave/STD which includes an Earnings Distribution change - please refer to that section of this guide, starting on Page 9.***



Verify the FICA Status of the employee. This is very important when processing a Return from Leave, in particular if the employee is a foreign employee.

Verify that the Effective Date of the return is the same as you entered on the ECR Employee Search page. If not, return to the Search page and enter the correct value.

7. Originators and Approvers can **enter Comments** as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.



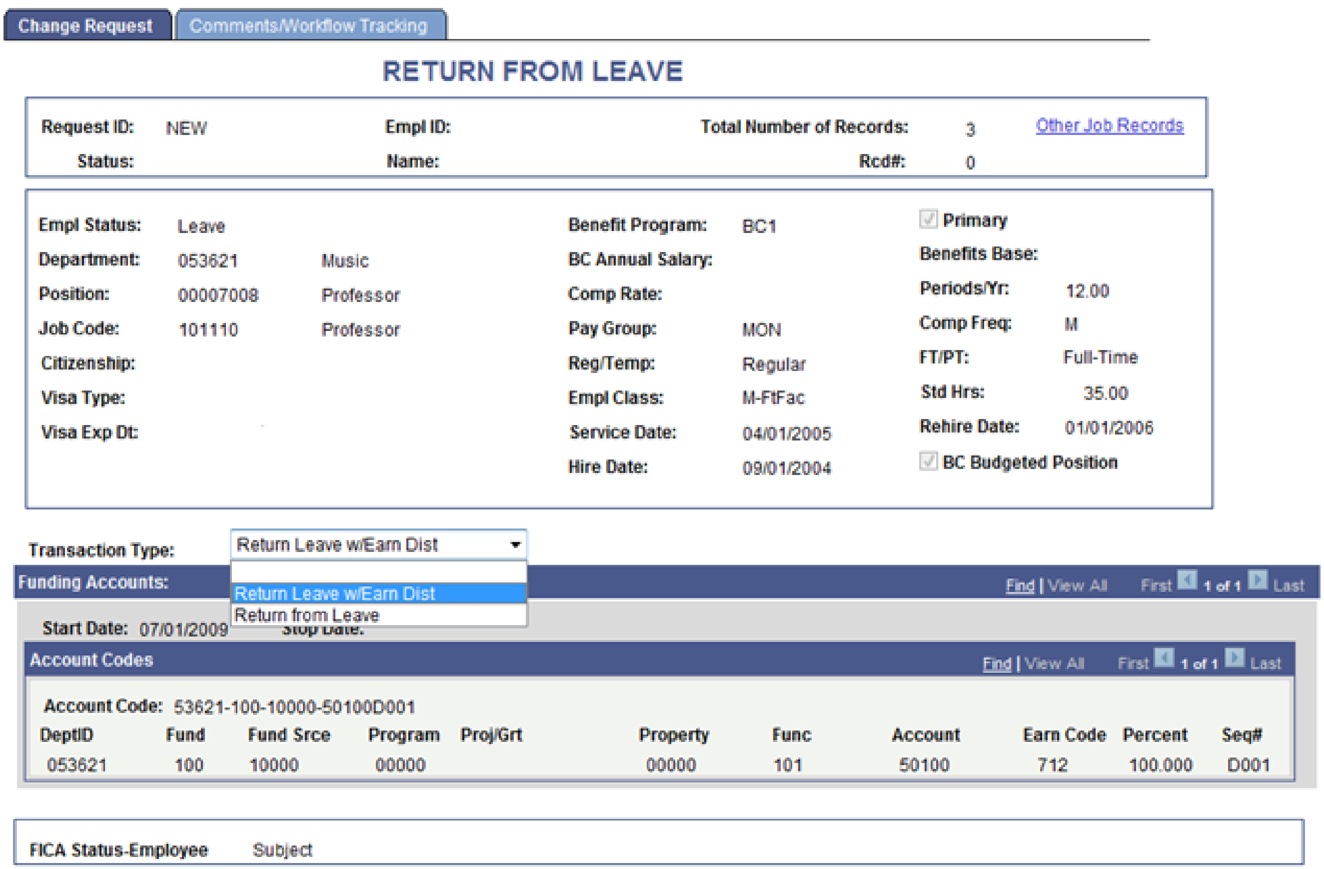
8. Click the **Submit** Button when all required information has been entered. This will begin the automated workflow, and will assign a Request ID to the transaction.

Return from Leave/STD <u>with Earnings Distributions</u> Page

9. To process a Return from Leave or STD with Earnings Distribution changes, you may **follow steps 1 through 5 from this guide** to create the ECR.

10. Once the "Create ECR" button has been clicked – you may now **select the Transaction Type** of either:

"**<u>Return from Leave w/ Earn Dist</u>**" or "**<u>Return from Short-Term Disability w/ Earn Dist</u>**"



Change Request | Comments/Workflow Tracking

RETURN FROM LEAVE

Request ID: NEW | Empl ID: | Total Number of Records: 3 | Other Job Records
Status: | Name: | Rcd#: 0

Empl Status:	Leave		Benefit Program:	BC1	Primary	
Department:	053621	Music	BC Annual Salary:		Benefits Base:	
Position:	00007008	Professor	Comp Rate:		Periods/Yr:	12.00
Job Code:	101110	Professor	Pay Group:	MON	Comp Freq:	M
Citizenship:			Reg/Temp:	Regular	FT/PT:	Full-Time
Visa Type:			Empl Class:	M-FtFac	Std Hrs:	35.00
Visa Exp Dt:			Service Date:	04/01/2005	Rehire Date:	01/01/2006
			Hire Date:	09/01/2004	BC Budgeted Position	

Transaction Type: Return Leave w/Earn Dist

Return Leave w/Earn Dist
Return from Leave

Funding Accounts: Find | View All First 1 of 1 Last

Start Date: 07/01/2009 Stop Date:

Account Codes Find | View All First 1 of 1 Last

Account Code: 53621-100-10000-50100D001

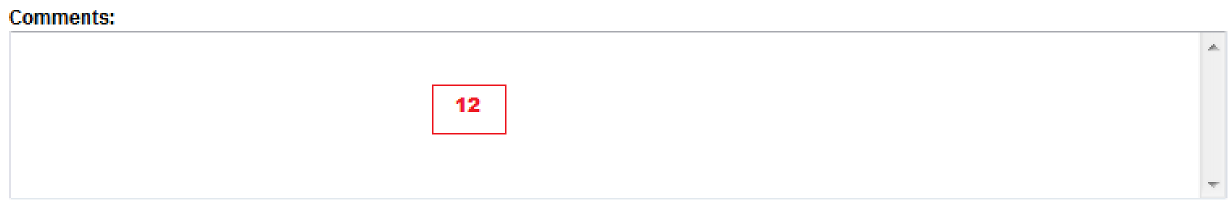
DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
053621	100	10000	00000		00000	101	50100	712	100.000	D001

FICA Status-Employee Subject

Verify the FICA Status of the employee. This is very important when processing a Return from Leave, in particular if the employee is a foreign employee.

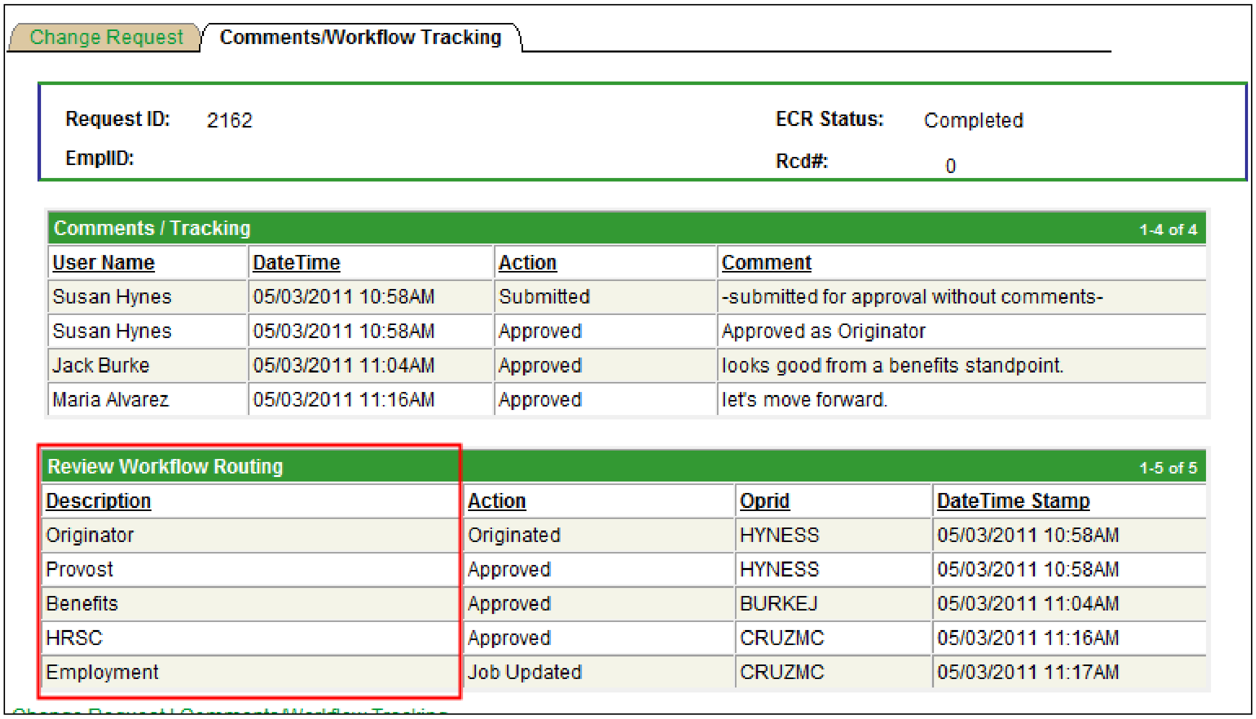
11. **Verify that the Effective Date** of the return is the same as you entered on the ECR Employee Search page. If not, return to the Search page and re-enter the correct value.

12. Originators and Approvers can **enter Comments** about the leave as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.



13. Click the **Submit** Button when all required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

Return from Leave/STD Comments & Workflow Tracking Page



Change Request | Comments/Workflow Tracking

Request ID:	2162	**ECR Status:**	Completed
EmplID:		**Rcd#:**	0

Comments / Tracking 1-4 of 4

User Name	DateTime	Action	Comment
Susan Hynes	05/03/2011 10:58AM	Submitted	-submitted for approval without comments-
Susan Hynes	05/03/2011 10:58AM	Approved	Approved as Originator
Jack Burke	05/03/2011 11:04AM	Approved	looks good from a benefits standpoint.
Maria Alvarez	05/03/2011 11:16AM	Approved	let's move forward.

Review Workflow Routing 1-5 of 5

Description	Action	Oprid	DateTime Stamp
Originator	Originated	HYNESS	05/03/2011 10:58AM
Provost	Approved	HYNESS	05/03/2011 10:58AM
Benefits	Approved	BURKEJ	05/03/2011 11:04AM
HRSC	Approved	CRUZMC	05/03/2011 11:16AM
Employment	Job Updated	CRUZMC	05/03/2011 11:17AM

- After the Return from Leave/STD request is submitted, the workflow approval path is displayed on the second tab called "**Comments/Workflow Tracking**". This will show each department area that must approve the transaction before it is processed in PeopleSoft. It will also show those departments that receive an email notification of the transaction.

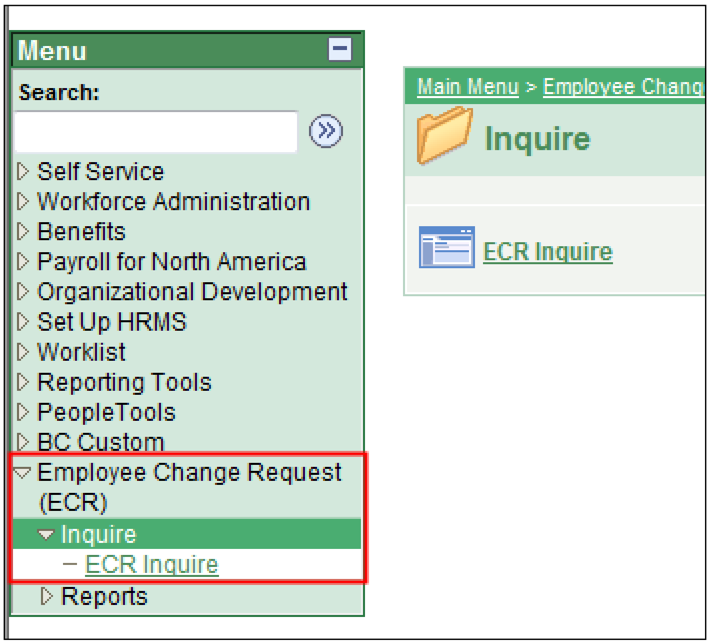
- The request can be viewed by the Originator and the Approvers at any point during the workflow process for a status update. Instructions on how to do this are outlined in the next 2 pages.

ECR Transaction Inquiry

(To look up an existing ECR)

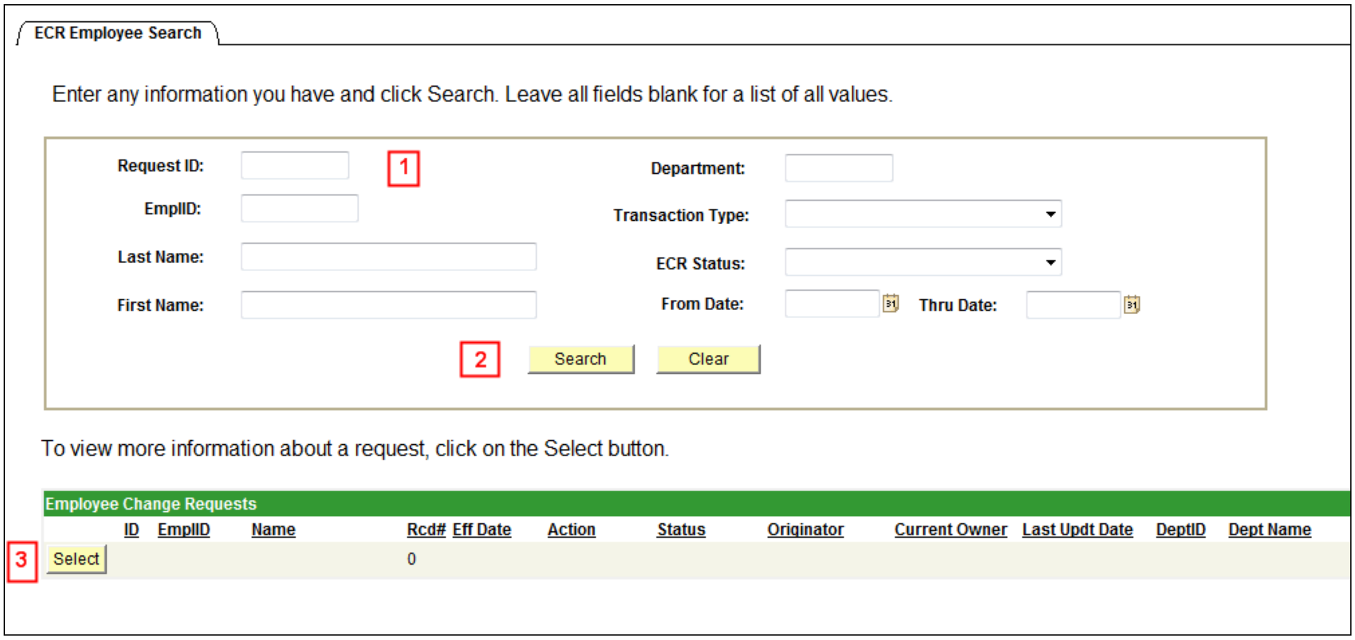
To view a transaction that is in process or already completed, follow the menu navigation below:

Home > Employee Change Request (ECR) > Inquire > ECR Inquire



ECR Inquiry / Employee Search Page

(To look up ECR's by: Employee, ECR Type, Date Submitted, etc.)



1. In the top section of the ECR Employee Search page, the user can **search by any field or combination of fields** to locate an existing ECR. (It is also useful as a tool for reviewing ECR data already housed in the system.)

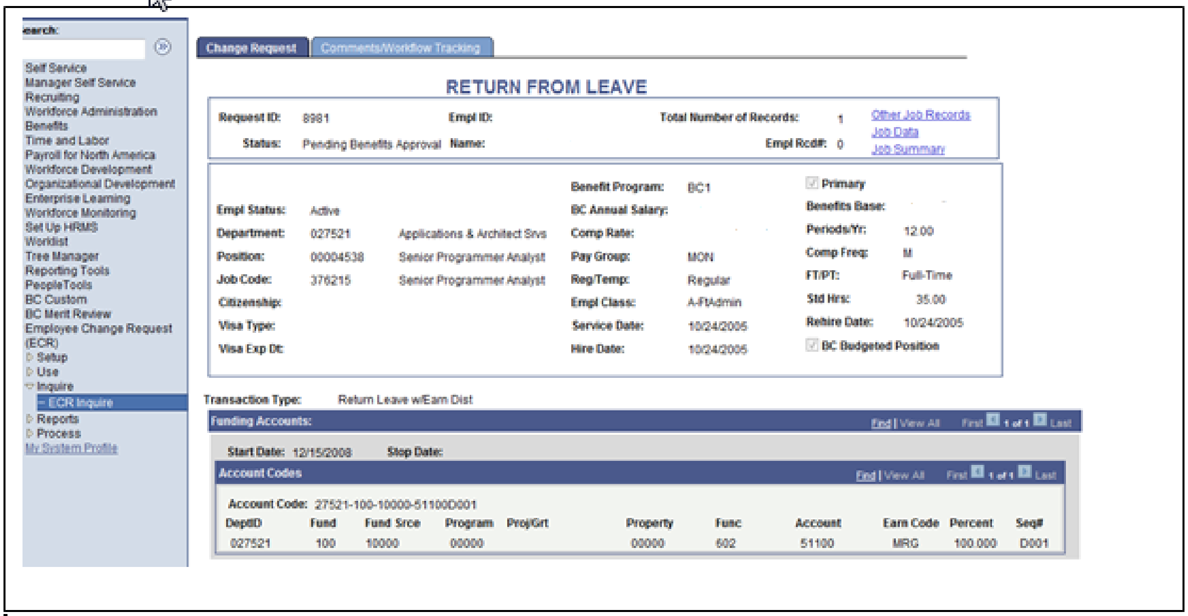
2. Click the **Search** button to display any ECR Requests that meet the search criteria entered. If a broader search is done against certain fields, the data can be downloaded to Excel by selecting the spreadsheet button to the far right of the header. ( ) *(Example: If searching broadly, by 'all Transaction types" within a large date range – there may be many ECR results found.)*

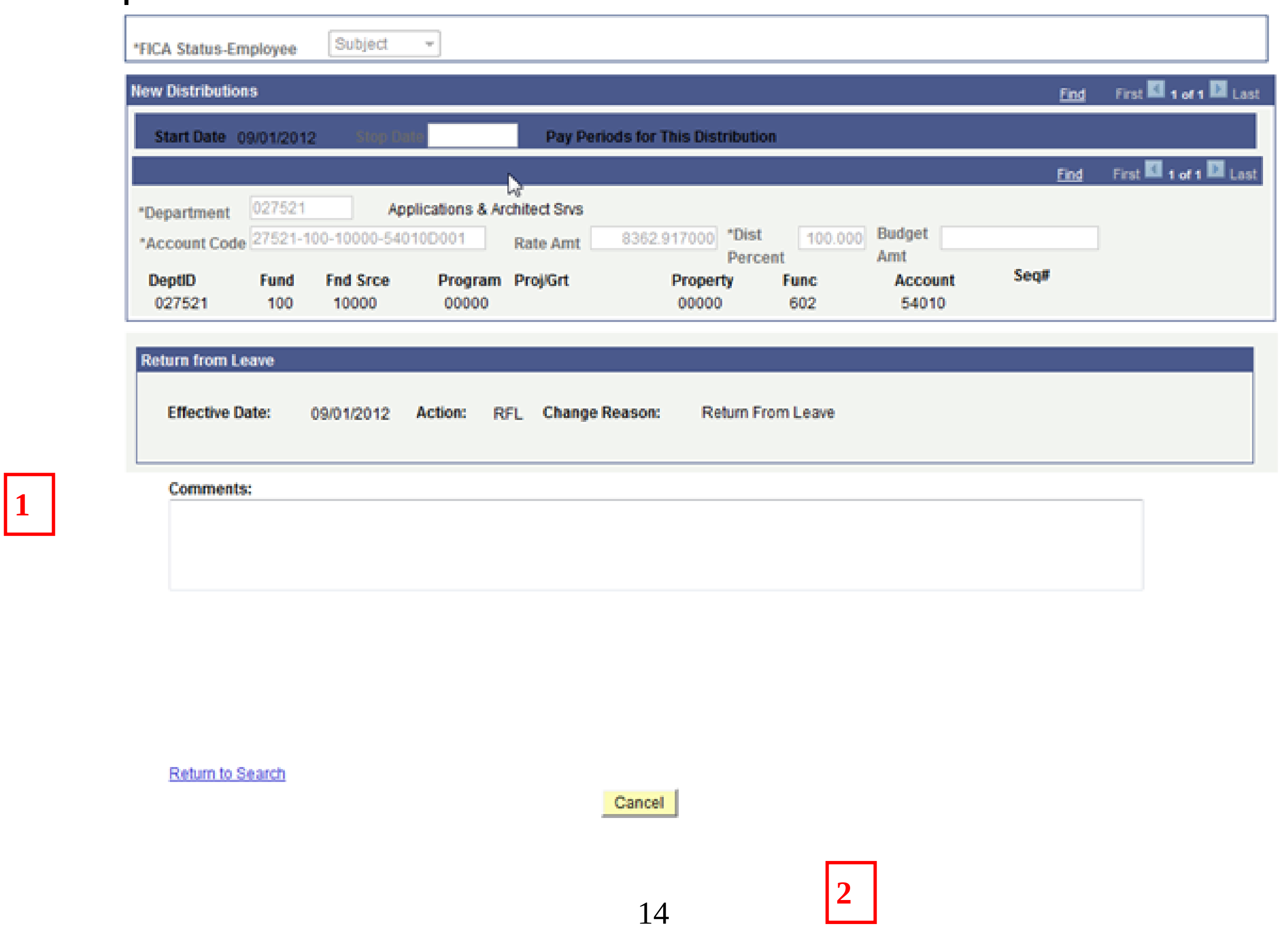
3. Click the **Select** button next to the request to pull up a specific ECR transaction. *(Note: All of the fields will be grayed out except for the current Approver of the transaction. If the ECR has already been fully processed, then* <u>*all*</u> *fields will be grayed out.)*

Cancel an ECR Transaction Request

To cancel a request that has been submitted, you must first locate and access the ECR using the ECR Inquire option, using the navigation below. *(For a refresher on how to use the ECR Inquire Page, you may refer back to pages 12-13 of this guide)*

Home > Employee Change Request (ECR) > Inquire > ECR Inquire





About the ECR Cancel Process:

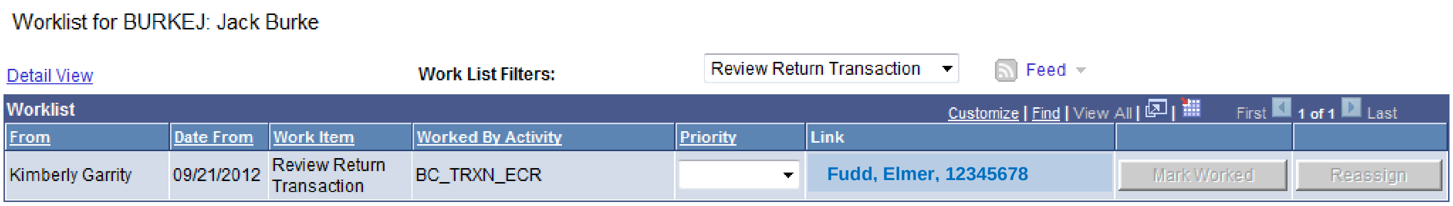
- The Originator is the only one who can cancel an ECR Transaction Request.
- A request can be cancelled at any point during the approval process before the status is updated to ‘Completed’.
- First, enter a comment related to the cancellation (a comment is required to proceed).
- Select ‘Cancel’ at the bottom of the Inquiry Page.
- Confirm the status has been updated to ‘Cancelled’.
- Upon cancellation, an email notification is sent to the next pending Approver and all prior Approvers in the workflow, indicating the transaction has been cancelled.

Approve or Deny an ECR Transaction Request

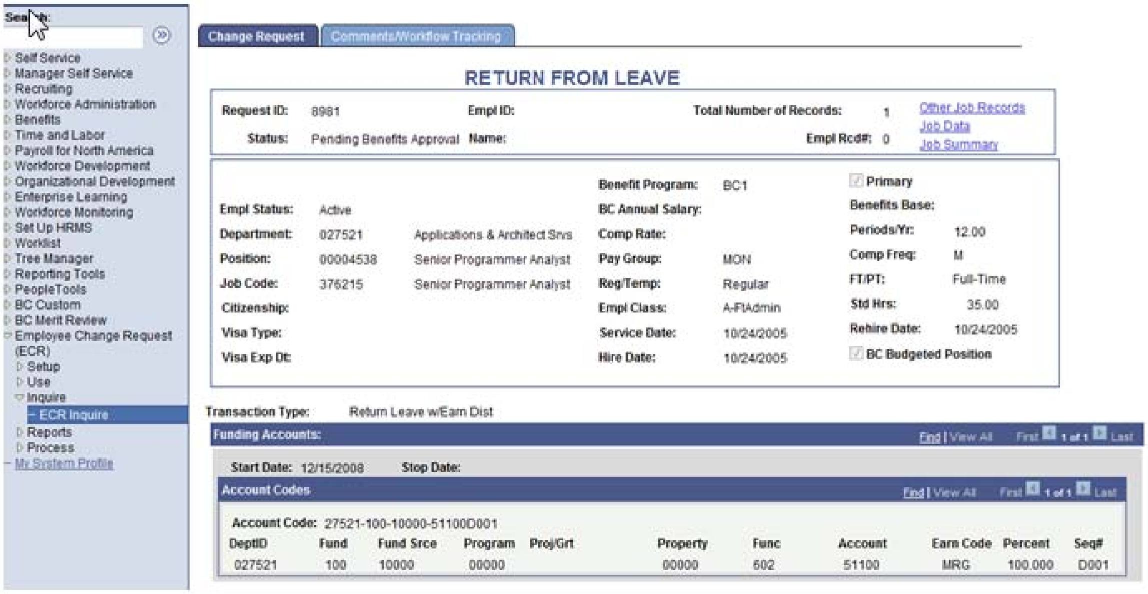
1. An Approver has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

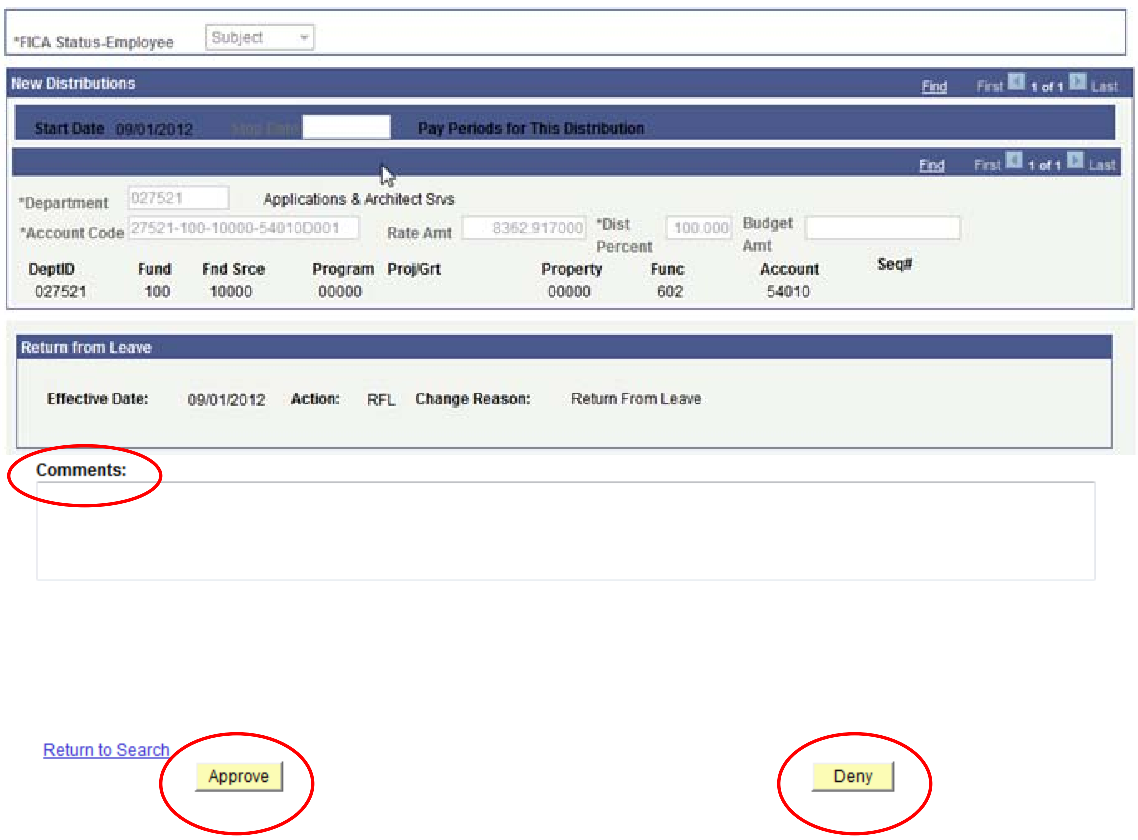
   Home > Employee Change Request (ECR) > Inquire > ECR Inquire

2. The Worklist allows the user to filter on the different types of transactions that come through the ECR workflow. The Return from Leave and Return from STD Work List Filter name is: '**Review Return Transaction**' (shown on screen as "Review Return Trxn"). This will display only those items under the selected filter.



3. Each Worklist item is defined by a link that displays: the Employee's Name, Eagle ID, and Effective Date of the transaction. Click on this link to go directly to the ECR transaction page and review the information.





4. **If the information provided is accurate**, the approver will **click 'Approve'** to advance the workflow to the next approver on the list. The Comments/Workflow Tracking tab indicates the ECR's routing path, and where it is in the process. It will reflect updated information after each step.

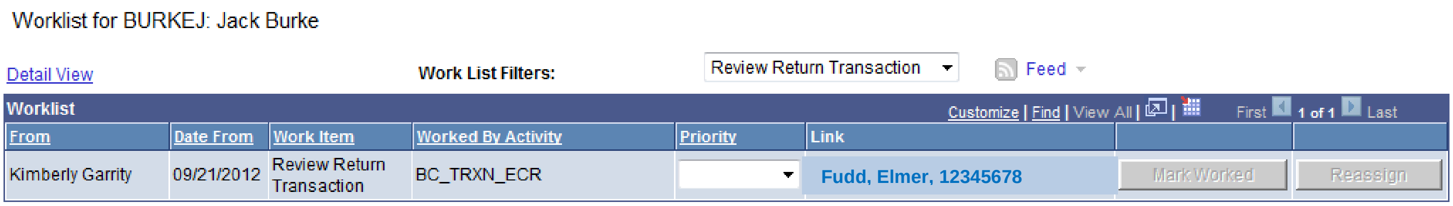
   If the information is not correct for any reason, the Approver has the option to **Deny the request**. This will send a notification email and the ECR request directly back to the Originator with a required comment as to why it has been denied. <u>The Originator now has the option to either Resubmit the request, or to Cancel the request</u>.

Resubmit or Cancel a Denied ECR Transaction Request

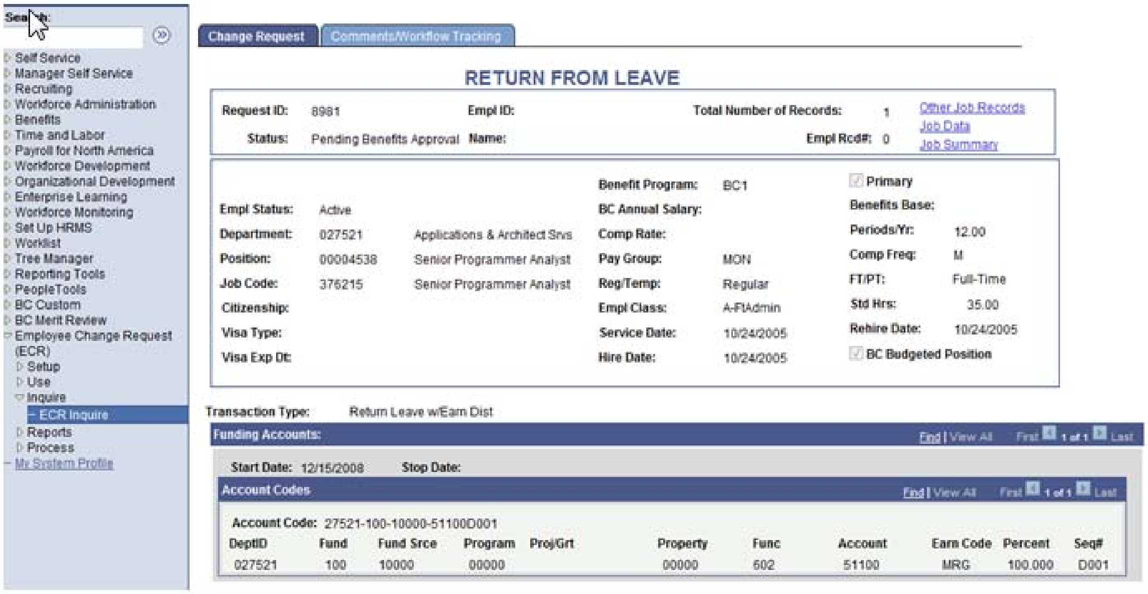
1. An Originator has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

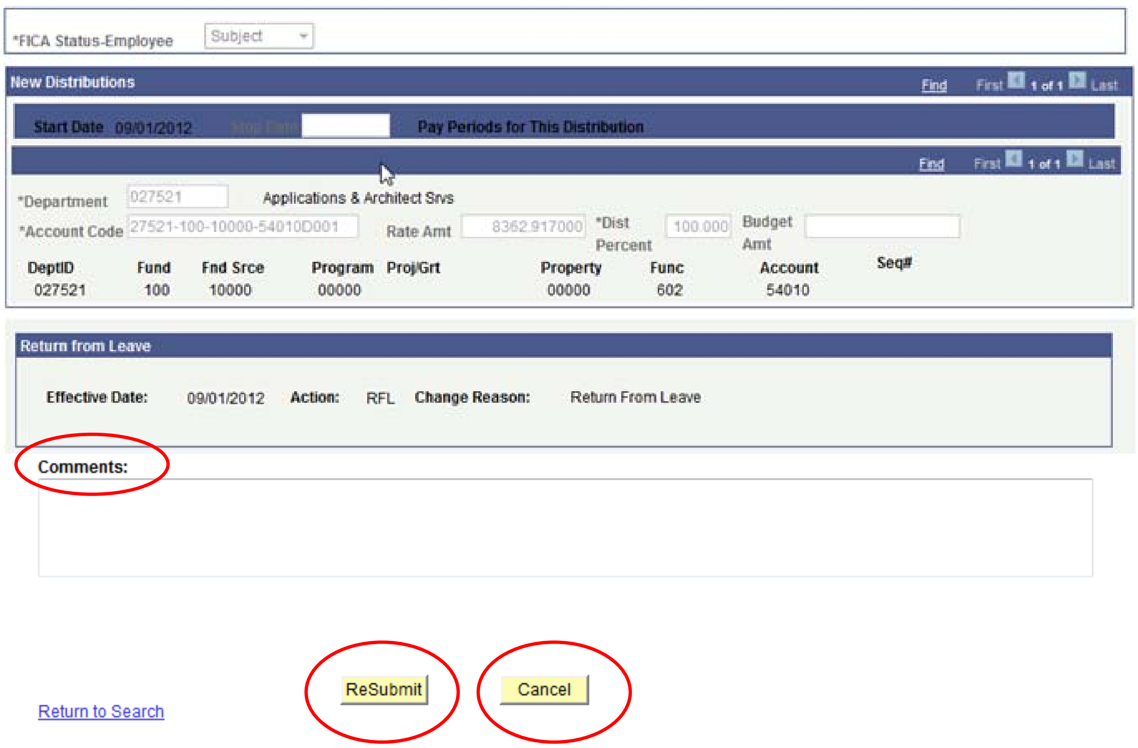
   Home > Employee Change Request (ECR) > Inquire > ECR Inquire

2. The Worklist allows the user to filter on the different transactions that come through the ECR workflow. The Return from Leave filter name is 'Review Leave Transaction' (shown as Review Leave Trxn). This will display only those items under the selected filter.



3. Each Worklist item is defined by a link that displays: the Employee's Name, Eagle ID, and Effective Date of the transaction. Click on this link to go directly to the ECR transaction page and review the information.





5. **If a request is Denied**, the Originator can either make changes to the request and **Resubmit** it, **or Cancel** the request altogether. (The Originator may also choose to Cancel an ECR request at any point while the ECR is in a 'pending approval' workflow status.)

   Note: In either case of a Resubmit or a Cancel, a **Comment** about the action is required.

6. **When a request is Resubmitted**, the workflow will readjust according to the changes made, and begin the approval routing cycle again. It will display all activity pertaining to the request, including the resubmission through to completion.

Change Request | Comments/Workflow Tracking

Request ID:	2163	**ECR Status:**	Denied
EmplID:	35020710	**Rcd#:**	0

Comments / Tracking 1-3 of 3

User Name	DateTime	Action	Comment
Susan Hynes	05/03/2011 11:37AM	Submitted	-submitted for approval without comments-
Jack Burke	05/03/2011 11:58AM	Denied	no
Susan Hynes	05/03/2011 12:04PM	Submitted	TRY AGAIN WITH CORRECT DAYS

6

Review Workflow Routing 1-4 of 4

Description	Action	Oprid	DateTime Stamp
Originator	Originated	HYNESS	05/03/2011 12:04PM
Benefits			
HRSC			
Employment			

Change Request | Comments/Workflow Tracking

7. **When a request is Cancelled**, the workflow will be deleted, and an email notification will be sent to those individuals who had already Approved or Denied the transaction prior to the cancellation. This notification is to inform them that the Originator has cancelled the request.

NOTES ABOUT "ECR STATUSES":

- **Request ID and Status** will default to **'NEW'** until the transaction has been submitted. Once submitted, the **Status** will update as the transaction goes through the process.

Status	Definition
New Request	The status defaults to 'New 'when the request is first opened. The Request ID defaults to 'New.'
Pending *(area)* Approval	The status is 'Pending *(area)* Approval' while waiting for approver action: Approve or Deny. **Possible approval areas are: Office of the Provost, Benefits, Office of Sponsored Projects (OSP), Controller's Office, Endowment, Foreign Tax, and HRSC.
Denied	The status is set to 'Denied' when the request is denied by an approver. Upon denial, the request is routed back to the originator. At this point, the originator can either cancel or resubmit the request. On resubmit, the Request ID remains the same as the original submittal.
Cancelled	The status is 'Cancelled' when the request is cancelled by the originator. No further activity allowed on this request. The Originator can simply choose to submit a new ECR, or not.
Manual Update	The status is 'Manual Update' when the HRSC representative presses the 'Manual Update' button. In these cases, the request must be entered into PeopleSoft manually. (This is done in the event of a system error, or if the rep determines that a manual update is required due to functional constraints.) The transaction is now complete. The Originator will receive notification of the manual update, but no further activity is allowed on this request. (The HRSC does however, have the ability to continue adding descriptive comments as needed.)
Completed	The status is 'Completed' when the HRSC representative presses the 'Update Job' button and the data is entered successfully into PeopleSoft via the automated data entry feature. *(Unlike the manual update feature.)* No further activity is allowed on this request but again, the HRSC has the ability to add comments as needed.