

ePAR Action: Change > Return from Leave of Absence**All Pay Groups**

This transaction type will be used when an employee is returning to work from a leave of absence.

1. Log into the ePAR system (<https://uwgforms.westga.edu>) using your UWG credentials. Select the UWG repository. The UWGDev repository is used for testing and training purposes.
2. Under the **My Forms** menu section, click the **Personnel Action Request Form**. Click **OK** to begin a new Personnel Action Request form.
3. The **Initiator** name will be populated.
4. Enter the **Initiator contact phone number**.
5. If the PAR is being entered on behalf of another initiator, you may select the individual's name in the **On Behalf Of** field.
6. Enter the **ADP Position Number** of the employee returning from leave. After the position number is entered, you may see '54B-Benefits Only' in the 'Employee Type-Current' field and the 'PAR Employee Name' may show as 'Vacant'. This is normal as employees are changed to a different pay group when placed on leaves so that their benefits can be billed. After entering the position number, verify that the other information related to the position is accurate. If you receive a red exclamation mark at any point in the process, correct the information or contact the ePAR functional administrator.
7. Enter the **Effective Date of Action**. For this scenario, enter the first day the employee will return to work.
8. Enter the **Type of Action**. For this scenario, enter **Change**.
9. Enter the **Reason for Action**. For this scenario, enter **Return from Leave of Absence**.
10. Verify the information that populates in the gray fields: **Division, Department, Employee Type, Department ID, PAR Employee Name, Position Title, and Job Code**.
11. In **PAR Summary**, enter a detailed description of the action that you are taking. This field is required and must be completed for form submission.
12. In the RLOA Employee Information, enter the employee's **First Name, MI** and **Last Name** in the appropriate fields. Also, enter the employee's **ADP Employee Number**.
13. Comments can be added as necessary in the **Comments** tab. After entering the comments, click the green box with a plus sign to add the comment. Related documents can be attached in the **Related Documents** tab.
14. If the PAR needs to be saved for later, click the **Save** icon. If it is ready to be submitted, click the **Submit** button. If the PAR needs to be canceled and deleted from the ePAR system, click the **Cancel** button.

15. Click on the **Personnel Action Request** link in the **Document Status** section to view the PAR after it has been submitted.

PAR Summary

Enter Summary Statement for the Purpose of this PAR

Return from Leave of Absence

Enter the name and ADP Employee Number for the employee returning from a leave of absence and ensure that the Effective Date of Action field lists the **first day the employee will return to work**

Once verified, submit the PAR.

RLOA Employee Information

First Name

MI

Last Name

ADP Employee Number