

| Return to Work |

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Return to Work)

The image shows a navigation menu with four options: 'Job and Comp Data Changes', 'Extended Leave Administration', 'Payroll Adjustments', and 'Short Work Break'. The 'Extended Leave Administration' option is highlighted with a red rounded rectangle. Below the menu is a text box explaining that the same form is used for all extended leave requests.

Job and Comp Data Changes
Change job or compensation data for an employee

Extended Leave Administration
Place, extend, or return an employee on extended leave

Payroll Adjustments
Make adjustments for over/under payment or request an offcycle check

Short Work Break
Place, extend, or return an employee on a short work break

The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Non-Medical Leaves, Medical Leaves, and Return to Work for staff employees.

Leave Information

The image shows a screenshot of a form titled 'Change, Extend, or Place On Leave and Return to Work'. The form includes fields for 'Leave Reason' (set to 'Return to Work'), 'Initiator' (Kathleen Cool), and 'Request Date' (04/25/18). The 'Leave Option' is set to 'All Jobs'. Red boxes and arrows highlight these fields, with text boxes providing instructions on how to select 'Return to Work' and 'All Jobs'.

Change, Extend, or Place On Leave and Return to Work

* Leave Reason
Return to Work

Initiator
Kathleen Cool

Request Date
04/25/18

* Leave Option
All Jobs

To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select "Return to Work" from the dropdown options

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select "All Jobs" from the dropdown. All job records will populate under the Employee Information section. If the incumbent was placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.

Leave Information (continued)

UCRIVERSIDE ServiceLink

Change, Extend, or Place On Leave and Return to Work

* Leave Reason
Return to Work

Initiator
Kathleen Cool

Request Date
07/10/18

* Leave Option
All Jobs

To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select "Return to Work" from the dropdown options

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select "All Jobs" from the dropdown. All job records will populate under the Employee Information section. If the incumbent was placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.

Employee Information

Employee Information

* Employee Name (Last Name, First Name)
COOL, KATHLEEN L

The incumbent's name can be entered manually (last name first, followed by the first name).

Employee ID	Position No.	Org Code - Description	Div Code - Description	Dept Code - Description	Job Code - Description
10006095	40007147	ORG39 - Business & Administrative Serv	DIV130 - Human Resources	D01103 - Human Resources	004164 - TRAINER 4

UCPATH PFFFFERS

Go to: Employee Name, Employee ID, Home Department Dept Code, Home Department Dept Description, Home Department Division Division Code, Home Department Division Div Description, Home Department Division Organization Org Code, Home Department Division Organization Organization Description, Visa Permit Type

There are also a number of ways to search for an employee: by name, Empl ID, Home Department, and Visa Permit Type. Regardless of the search method, once an employee is selected, all job records will populate below the Employee Name. If the employee has more than one job, two or more records will appear. If the selected employee is going on leave only for one job, select one or more jobs.

Request Information

Request Information

* Actual Return Date
07/31/18

Enter the Actual Date the employee will be returning to work from Medical or Non-Medical Leave. This should be their first day back to the office from leave.

Leave Tasks

Leave Tasks

Accountability Structure

Shared Services

Submit UCPath Transaction

Comments

Only one task is part of the ServiceLink extended leave return to work request. **Notice that the Accountability Structure is not assigned any tasks when returning an employee to work.** The only task assigned is for the SSC to transact the request in UCPath.

Comments are NOT required, but should be added. For example, no pay information is included in the ServiceLink request. Any additional information that you believe your SSC OR the UCPath Center should know about the leave should be included in the Comments section.

Attachment

Attachment

Note

Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information, ex, HIPAA]

Add Attachment

Submit

Cancel

Attachments are not required to submit an extended leave. If attachments are included as part of the request, ensure that the uploaded documentation conforms with UCR confidentiality policy and guidelines and protects the privacy and security of health information (e.g. HIPAA)

If you opt NOT to submit the request, click on Cancel. This action will delete the request form from the system and redirect you to the ServiceLink homepage.

To submit the request click on "submit." You will be directed to a confirmation page.

ServiceLink Initiator

UCRIVERSIDE | ServiceLink

Thank you, your request has been submitted

Request Number: REQ0019955

Number	Description	Stage
RITM0020520	Change, Extend, or Place On Leave and Return to Work	

Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK)

Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiller of the submitted Onboarding Transaction.

This "Stage" icon allows you to track a transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

ServiceLink Initiator (continued)

Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to "Closed Complete." This means that your request has been successfully completed and transacted in UCPATH.

ServiceLink Fulfiller

Only one task (assigned to the Shared Services Center) is generated as part of the Extended Leave Administration Return to Work request. Once the task to Submit the UCPATH Transaction is done and the task has been manually closed in ServiceLink, the RITM Stage will automatically update to "Closed."

Additional Data Required for UCPATH Transaction – Return from Leave

Data Point	Notes
Actual Return Date	<p>Locations (UCR) are responsible for entering this date only in the case where the employee has returned to work.</p> <p>For return to leave requests, location will submit the Actual Return Date once the employee has returned to work.</p>