

## Return Employee from Suspension

A permanent classified employee may be suspended for disciplinary purposes not to exceed 30 calendar days. A suspension for an exempt employee shall not be less than the employee's work week of 7 consecutive 24 hour periods, or multiples of such work week unless the suspension is in good faith for an infraction of a safety rule of major significance.

**How To:** Enter an employee's return from suspension.

<b>STEP 1:</b>	Select the menu items in the following order: <b>Workforce Administration &gt; Job Information &gt; Job Data</b>
<b>Expected Results:</b>	Job Data search page displays.
<b>STEP 2:</b>	Enter the <b>Employee ID</b> in the EmplID field. Click 
<b>Expected Results:</b>	Work Location page displays.
<b>STEP 3:</b>	Click  to add a row.
<b>Expected Results:</b>	A new Job Data row is added with the current date in the Effective Date field.
<b>STEP 4:</b>	Change the <b>Effective Date</b> to the date of the employee's return from suspension (the date the employee starts back at work).
<b>Expected Results:</b>	The field updates after tabbing out or clicking on another field.
<b>STEP 5:</b>	Select <b>Recall from Suspension/Layoff</b> from the drop down list in the Action field.
<b>Expected Results:</b>	Recall from Suspension/Layoff displays in the Action field and the Reason field becomes blank. Payroll Status changes to Active.
<b>STEP 6:</b>	Select <b>Return from Suspension</b> from the drop down list next to the Reason field.
<b>Expected Results:</b>	Reason displays.
<b>STEP 7:</b>	Click 
<b>Expected Results:</b>	