

Return from Leave of Absence on Unclassified Assignment

An officer or employee may take a leave of absence from a classified position in order to accept an appointive position in the unclassified service. At the end of service in the unclassified position, the employee returns from leave of absence to the classified service. See K.A.R. 1-9-6(e).

How To: Enter a return from Leave of Absence on an Unclassified Assignment

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date to the date of the return from leave of absence.
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Data Change from the drop down list in the Action field.
Expected Results:	Data Change displays in the Action field and the Reason field becomes blank.
STEP 6:	Select Return from Acting Assignment from the drop down list next to the Reason field.
Expected Results:	Reason displays.
STEP 7:	Enter the Position Number . Tab out. Verify defaulted position information is correct.
Expected Results:	Data corresponding to the position number defaults into page.
STEP 8:	Click on Job Information page and verify defaulted information is correct.
Expected Results:	Data corresponding to the position number defaults into page.

Return from Leave of Absence on Unclassified Assignment

Results:

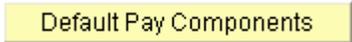
STEP 9: Click on **Payroll page** and verify defaulted information is correct.

Expected Results: Data corresponding to the position number defaults into page.

STEP 10: Click on **Salary Plan page** and verify defaulted information is correct, especially the step. Change the step if appropriate.

Expected Results: Data corresponding to the position number defaults into page.

STEP 11: Click on the **Compensation page** and click to update the pay rates.

 Default Pay Components

Expected Results: Pay rates display.

STEP 12: Click on **Kansas Information page** and verify defaulted information is correct.

Expected Results: Data corresponding to the position number defaults into page.

STEP 13: Click on the Benefits Program Participation link. Enter the new **Annual Base Benefits Rate**.

Expected Results: Rate displays

STEP 14: Click

 Save

Expected Results: