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EMPLOYEE SERVICES

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Follow these steps for returning an employee from Short Work Break (SWB).

If an employee's job record has been placed on SWB, the action of "Return from Short Work Break" must be applied to change the employee's status back to "Active." When the employee has been returned from SWB, you may insert a row/rows to change the appointment end date, pay rate, etc.

If the employee's job record is to be terminated, you do not have to return the job from SWB before inserting the termination row.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Short-Work-Break-Return.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/short-work-break-return>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Short-Work-Break-Return_0.pdf